



**BILLINGS PUBLIC SCHOOLS  
SCHOOL DISTRICT #2**

**COVID-19 DRAFT REOPENING GUIDE**

**2020/2021 SCHOOL YEAR**

August 17, 2020

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## Introduction

The COVID-19 pandemic has created complex challenges in planning for the 2020-2021 school year. Using multiple sources (national, state, and local) Billings Public Schools (BPS) has focused on the strategic components critical to reopening our schools. A foundational support has been established by the American Academy of Pediatrics [AAP] (2020) who “strongly advocates,” that school districts start the school year with the “goal of having students physically present in schools.” The AAP (2020) further recognizes the importance of in-person learning as being well-documented with evidence of negative impacts on children because of spring 2020 school closures. The Center for Disease Control [CDC] (2020) also endorses the importance of returning to in-person instruction.

Billings Public Schools has established four universal guiding principles to frame this initial reopening plan and guide future decision-making as the situation evolves. It is important to recognize that this reopening plan has been developed in an effort to be “fluid” in meeting the daily changes the COVID-19 pandemic presents.

Universal guiding principles:

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

In an effort to meet the needs of students and families during this time, Billings Public Schools has established two instructional models, a Traditional Learning Model and a Remote Learning Model. It is important to note that due to the need to maintain accreditation standards to the greatest extent possible, BPS has limited staffing and fiscal capacity to support students transitioning from one learning model to the other during the school year.

This plan identifies breakthroughs rather than barriers, knowing that during a pandemic such as we are experiencing, it is imperative to focus on solutions that serve the needs of students, staff, families, and the community of Billings. The identified safety protocols outlined in this plan are in accordance with the guidelines from Montana Governor Steve Bullock, the Montana Office of Public Instruction, the Center for Disease Control, local health experts, and other sources cited in the reference section of this document. A special thanks goes to Tsun Sheng N. Ku, MD, Billings Clinic, and Mr. John Felton, Yellowstone County Health Officer, for their time and expertise in providing guidance to Billings Public Schools.

Communication will continue to be provided to all stakeholders through multiple venues such as the Billings Public Schools webpage, Superintendent communications such as Facebook Live, home mailings, and the media.

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### Safety and Logistics

The safety of students, staff, and families is paramount and one of the school district's guiding principles. In an effort to reduce the risk of disease transmission, Billings Public Schools needs a collective effort from each person in following all safety protocols. According to local health officials, the risk of spreading disease can be reduced by diligently engaging in three fundamental actions:

- Maintaining physical distance
- Masking
- Hand hygiene

Until further notice, BPS will be operating in a "Restrictive Mode" of operation.

#### Restrictive Mode of Operation

Billings Public Schools will open August 24, 2020 in a restrictive mode of operation. To the greatest extent possible, students will be in cohorts to maximize physical distance and limit contact. Schools will not be holding large, unnecessary gatherings during the time of the restriction. Lunch schedules and locations may be altered to minimize the number of students in a collective area. Field trips and building access for guest speakers will be suspended during the restrictive mode of operation. Limited use of lockers is encouraged.

#### Face Coverings

Face coverings will be required of students and staff while in school, class, and when appropriate, during extra-curricular activities. It is strongly encouraged that face coverings be provided by families or individuals to maximize comfort and fit. When utilizing outdoor spaces, students and staff may remove face coverings provided physical distance can be maintained. Individuals who can not wear a face covering due to a documented medical reason(s) will be required to follow physical distancing and hand hygiene protocols to ensure the safety of others and themselves.

#### Physical Distancing

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

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### Hand Hygiene

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

### General Screening Protocols

Parents and staff will be provided information about COVID-19 symptoms (see [Parent/Guardian Responsibilities Guide](#)). By sending their student(s) to school, parents/guardians are acknowledging their student(s) is/are not symptomatic." If staff report to work, they are affirming they are symptom free. If a student or staff member is exhibiting COVID-19 symptoms, such as fever, shortness of breath, and loss of taste/smell, they should stay home, contact their health care provider, and their school.

### School Response to COVID-19 Related Illness

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

- Health Room: In the interest of safety for all and in alignment with guidance from the Yellowstone City-County Health Department and the Montana Office of Public Instruction, individuals who present with possible symptoms of COVID-19 while at school will be moved to the school designated health room for isolation, to help prevent exposure. Being able to visually monitor a student is a priority. If possible, an isolated restroom will be available for use. Clear barriers may be used in the health rooms to block the spreading of illness via respiratory droplets from coughing or sneezing (ill students will also be required to wear a face covering if able while in the isolation area), to minimize the student's direct contact with surfaces.
- A designated school staff member will contact families for student pick up; families will be strongly encouraged to contact their health care provider for further guidance. Following the pick up of the student, the health room and restroom (if used) will be sanitized. Please reference the [Parent/Guardian Responsibilities Guide](#) for further information.

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### Building Cleaning and Disinfecting

All school buildings have been deep cleaned and disinfected over the summer and continue to be cleaned and disinfected daily as they are used. Custodial staffing will be adjusted to perform increased routine cleaning and disinfection during the school day per the recommendation from the CDC's *Considerations for Schools (2020)* to increase cleaning and disinfecting for frequently touched surfaces, such as door handles, desks, handrails and light switches. All classrooms and restrooms will be disinfected at least twice per day when school is in session. To facilitate the increased disinfecting process, each school will receive ionizing disinfecting sprayers and each classroom will have disinfectant for staff to use as needed.

### Facility Enhancements and Modifications

Plexiglas shields have been installed in all of the main office areas in schools to provide transparent barriers as appropriate. Additional barriers may be used in areas such as counseling offices, school isolation health rooms, and in classrooms as needed for small group learning instruction. All drinking fountains have been disabled; however, some bottle filling stations will remain in operation, if possible.

### Classroom Modifications

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

### Signage

Highly visible, standardized signage compliant with CDC, state, and local standards will be used throughout school buildings. Signage will reinforce physical distancing, wearing face coverings, and hand hygiene.

### Nutrition Services - Sodexo

Sodexo is focused on food safety and the safety of others, the top priority for students, employees, district staff and the community. Sodexo staff are trained in the following areas:

- Personal Hygiene
- Personal Protective Equipment (PPE)
- Cleaning of Contact Surfaces
- Accepting Deliveries
- Food Storage
- Food Production



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### Student Meal Options

At the elementary schools, Option A, Option B, or a combination of both will be used, dependent on space and supervision available at each school.

Middle and high schools will follow Option B.

### **Option A: Meals delivered to classrooms (Elementary only)**

#### Breakfast:

Breakfast will be delivered by Nutrition Services staff to the classroom and students will have the choice of two menu options. Meals will be placed on a table outside the classroom to provide contactless delivery. A supervising adult will record on a class roster the meal a student selects. A lunch order form will be completed by the teacher so students can preorder a lunch selection. The order form will list student names. Trash will be placed in a bag and placed in the hallway. Nutrition Services will pick up breakfast, trash bags, and lunch order forms.

Breakfast After the Bell will also be offered until 9 am for students arriving after the start of school. Meals can be picked up in the school office and the student name will be recorded by the office staff.

#### Lunch:

The lunch menu will consist of two entrée choices, fruit, vegetable, and milk. The preordered lunches will be delivered and placed on a table outside the classroom to provide contactless delivery. The supervising adult will distribute meals to students in the classroom. Nutrition Services staff will pick up the lunch cart and trash bags.

### **Option B: Meals picked up in cafeteria**

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##### Breakfast – Elementary

Breakfast will be served to students in a single line allowing for physical distancing and sanitizing. Adult supervisors will control the flow of students entering the serving area to ensure physical distancing. Student meals will be served on a disposable vessel. Students will have the choice of two entrée options, a serving of fruit, and milk. There will be no self-service options. Meals will be placed on the counter for contactless student pick-up. After the meal is picked up, students will either enter a number in the keypad or report name to the Lunch Clerk. Students will either eat in the cafeteria seated to allow for physical distancing, return to the classroom, or other available areas to consume the meal, dependent upon administrative directive.

##### Lunch - Elementary

Lunch will be served to students in a single line allowing for physical distancing and sanitizing in-between cohorts. Students will travel as a cohort to the cafeteria where they will form a line outside of the serving area. The supervising adult will control the flow of students entering the serving area to ensure physical distancing. Students' meals will be

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served on a disposable vessel. Students will have the choice of two entrée options, the required serving of fruits, vegetables, and milk. There will be no self-service items. Meals will be placed on the counter for contactless pick up.

As students exit the serving area, they will type into a keypad their student ID number or scan their student ID card to prevent touching the same surface. Keypads will be sanitized after each cohort comes through. Students without access to the keypad will report their name to the Lunch Clerk at the end of line.

Students will either eat in the cafeteria seated to allow for physical distancing, return to the classroom, or other available areas to consume the meal, dependent upon administrative directive.

Trash in classrooms will be addressed by custodians.

### Middle School/High School

All menu items will be packaged as a grab and go. School administration will control the flow of students entering the serving area to ensure physical distancing; instructions will also be posted. Students will make selections of items and proceed to the cashier to enter their number into the keypad or scan student id card. A la carte items will be packaged as grab and go and be available for purchase. Condiments will be available in packets. Cashiers will sanitize keypads between groups of students.

### **Remote Learning-Nutrition Services**

Grab and Go Meals will be available for remote learning students. Multiple meals are available to take for multiple days. Normal school lunch meal fees will apply; families are still eligible to apply for free and reduced meals. These meals will be available curbside, for 20-30 minutes per day at the following locations:

- Riverside
- Castle Rock
- Lewis and Clark
- Medicine Crow

Parents will need to pick up the meal(s) and provide Sodexo with the student name and student ID number for claim/payment processing. Please visit the BPS website for times and additional information.

### Outdoor Space/Playground

The use of school property outdoor space for instruction, weather permitting is highly encouraged to maximize the ability for physical distancing. Playgrounds will be open for use during the school day, with students using good hand hygiene prior to reentering the classroom. The use of playground equipment is under review at this time.

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### School Lockers

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

### Locker Rooms

Health Enhancement staff in conjunction with building administration will work to limit the number of students in the locker room at one time.

### Visitors/Volunteers

Visitor access to school buildings will be limited and individuals will be strongly encouraged to use other modes of communication with school staff. Volunteers performing essential duties to support student learning will be allowed in the building at a later date, still to be determined.

### Arrival/Dismissal/Student and Staff Movement

To support physical distancing efforts, the use of multiple points for entry and exit, without jeopardizing school safety, will be encouraged. Upon arriving at school, students will be directed to their designated area and/or point of entry as identified by building administration. At the conclusion of the school day, student dismissal may be staggered with multiple points of egress as feasible. Students at the middle and high school levels will be asked to leave the school building and grounds to limit congregating. To assist the school district, it is imperative that families transporting their child make arrangements to limit congregation.

### Transportation

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

- Parents/guardians will need to conduct the daily screening protocols before having their student(s) ride the school bus. If a student is exhibiting any of the symptoms, please keep him or her home. Please refer to the [Parent/Guardian Responsibilities Guide](#).
- All busing students and drivers must wear face coverings during transportation.
- All students will have assigned seating and must sit in the assigned seat daily unless the driver directs them otherwise. Any concerns about the assigned seating needs to be addressed with the school bus driver.
- Bus drivers have been instructed to seat one (1) student per seat *if possible*. If it is not possible to assign one (1) student per seat, Bus drivers have been instructed to seat siblings together first before assigning students two (2) per seat.
- During the 2020-21 school year, discretionary busing for K-12 regular education students who do not qualify for school bus transportation under state law (3+

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miles from the home school) or school district guidelines (safety busing) will be based on space availability in conjunction with Covid-19 busing guidelines. This will apply to both regular and special education bus routes.

- First Student will be responsible for the cleaning and disinfection of all school buses.
- Parents who have health and safety concerns about their student(s) riding the school bus are encouraged to transport their student(s) to and from school whenever possible.

### Technology

#### Equipment

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

#### Device Cleaning

For cleaning of electronic devices including touch screens and keypads:

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

## Instructional Models

### Traditional Learning Model

The Traditional Learning Model is in-person instruction that follows the normal school day with the approved school district curriculum within each school building. Safety protocols will be implemented per local, state, and CDC guidelines. Students will be grouped in “cohorts” to the best of the school’s ability, with the understanding that this looks different at all levels, elementary, middle school, and high school. Class routines, bell schedules, lunch service, and other daily school operations may be altered in an effort to enhance physical distancing.

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- COVID-19 shutdown

If the impact of the pandemic were to force a classroom, school, or district-wide shutdown, students and teachers would transition to a virtual learning platform for a specified time as determined by local health officials. Students will be issued an electronic device and other necessary materials to continue learning. Grades K-3 will use SeeSaw (third grade will transition

to Google Classroom by the end of the school year) and grades 3-12 will use Google Classroom for delivery of instruction. Virtual classes may also require using meeting modalities such as Google Meet. All student and staff learning and teaching expectations, as outlined within the Remote Learning Model, will be instituted for the duration of the shutdown. Once the shutdown is lifted, students and staff will transition back to the Traditional Learning Model instruction within the school building.

- Attendance

The school district attendance policy and procedures will be followed as normal (policy 3120, 3120-P1, 3120-P2, and school handbooks). Due to the potential of COVID-19 related absences, a new attendance code will be implemented providing flexibility with students and the 10-day rule. Students are expected to continue engaging in their learning during absences. Students that exceed the 10-day rule at the high school level must utilize the appeal procedure to earn credit. Any student or staff member who is ill are asked to remain home until symptoms of the illness are resolved.

- Grading

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

- Assessment Information

District, state, and federal assessments will be administered as normal, in person, on our school campuses. District adopted disinfecting procedures will be followed before and after the use of each electronic device (if used). The Class of 2021 (current Seniors) will take the ACT on October 6, 2020, following BPS safety protocols and any additional safety protocols as directed by ACT for testing validity purposes. The Class of 2022 (current Juniors) are tentatively scheduled to take the PreACT on October 6, 2020. The ability to adhere to safety protocols will be the determining factor in the administration of the PreACT assessment.

### Remote Learning Model

The Remote Learning Model will be a stand alone learning platform supported by Billings Public Schools. Due to limited capacity, the remote learning model curriculum will offer courses that meet accreditation standards and fulfill graduation requirements. Billings Public Schools does

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not possess the staffing or fiscal capacity to support students transitioning from one learning model to the other during the school year while maintaining accreditation standards.

Thus, a year long commitment to this model is required of students. A Remote Learning Model handbook, as well as additional information and updates to the Remote Learning Model will be available on the BPS website. As evidenced in the Spring of 2020, remote learning can be challenging for students and families.

- Application Process

All parents/guardians requesting the remote learning option will be required to have their student(s) enrolled in a BPS school, and complete the Remote Learning Model online registration form through the Parent Portal in PowerSchool. Parents/guardians will be notified of final placement determination.

- Attendance

Student attendance in the Remote Learning Model is as important as attendance in a traditional instructional setting. The BPS attendance policy and procedures will be followed as outlined in policy 3120, 3120-P1, and 3120-P2. A structured schedule will be developed by the remote learning administrator and teacher, with class attendance being taken daily by teachers. Should a student be absent from instruction, the parent/guardian will be required to report the absence per the guidelines in the Remote Learning Model student handbook. Due to the potential of COVID-19 related absences, a new attendance code will be implemented providing flexibility with students and the 10-day rule. Students are expected to continue engaging in their learning during absences. Students that exceed the 10-day rule at the high school level must utilize the appeal procedure to the remote learning administrator to earn credit.

- Grading

Billings Public Schools will follow its existing grading procedures at all levels in the Remote Learning Model. Further information on grading may be found in the Remote Learning Model student handbook.

- Assessment Information

Depending on the grade level, students will be required to participate in online benchmark assessments, such as NWEA MAP. In addition, due to specific testing protocols, test security, and limitations of the assessment systems, remote learning students may need to make arrangements to participate in state and federal mandated scheduled assessments (such as Smarter Balanced or ACT) in person. If such presence is required, strict safety protocols will be in place. The Class of 2021 (current Seniors) will take the ACT at their home high schools on October 6, 2020, following BPS safety protocols and any additional safety protocols as directed by ACT for testing validity purposes. The Class of 2022 (current Juniors) are tentatively scheduled to take the PreACT on October 6, 2020. The ability to adhere to safety protocols will be the determining factor in the administration of the PreACT assessment.

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More specific information regarding scheduling and participation in these assessments will soon be available on the BPS website.

### Student Expectations

- Adhere to the Student Code of Conduct
- Actively engaged in the learning process
- Daily attendance
- Synchronous and asynchronous learning activities will occur within the Remote Learning Model which includes virtual live instruction. It is important to understand that student participation in the Remote Learning Model will require student engagement in assignments, live video lessons, use of digital tools and software, and other learning activities as directed by teaching staff.
- Further details will be provided in the Remote Learning student handbook

### Curricular Offerings

Curricular offerings will meet accreditation standards and fulfill graduation requirements. All district policies pertaining to curriculum will apply to the Remote Learning Model. In unique circumstances, if a student needs to take a course(s) that is only offered in the Traditional Learning Model, arrangements can be made for limited dual learning models. Please contact your home school building administrator for more information. Middle school electives that may not be available in remote learning, will be posted on the district website. Please see the table on page 16 for the high school curricular offerings.

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Billings Public Schools Remote Learning Offerings	
Requirements (Min of 21 credits)	Online Courses Available
English (4cr)	English 9, 10, 11, 12 AP English Language and Composition AP English Literature and Composition
Math (2cr)	PreAlgebra                      Precalculus Algebra 1                        AP Statistics Geometry                        AP Calculus AB Algebra 2
Science (2cr)	Earth Science                  Biology Chemistry                        Physics Environmental Science
Social Studies (3cr)	World History                  Geography US History                        AP US History US Government                AP US Government Sociology                        Psychology
Health Enhancement (min 1cr)	Health and Physical Education (Semester of Each Required)
Humanities or Visual & Performing Arts (min 1cr)	Music Appreciation or Art Appreciation
CTE (min 1cr)	Courses provided online for CTE will be determined by final number of requests and available staff with the proper licensure and skills.
Electives (7 credits)	World Languages: Spanish 1-3, AP Spanish; French 1-2; and German 1-2 Additional elective courses may be considered based on final number of requests and available staff

### Technology Devices

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

### Virtual Conferencing

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

### Remote Monitoring Services

GoGuardian Teacher is an effective classroom management tool used throughout Billings Public Schools to help students be safe and productive, while connected online and using a district issued electronic device. The software helps monitor students as they work online. Teachers are able to keep students concentrated on their own work with off-task alerts and real-time views of student behavior and online use. Students will be safe with limited browsing and browsing history can be viewed for safety reasons. The chat feature allows teachers to communicate with each student individually.



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# Student Support Services and Special Education

### General Expectations - Special Education Classrooms

Accommodations will be made based on the student's disability in regards to face coverings, physical distancing, and hand hygiene. All community-based instruction through travel training and orientation, and mobility will follow the proper safety precautions based on the type of transportation (BPS bus or public) and destination, while providing meaningful experiences for students.

### Instructional Models

#### Special Education and 504 Services - Traditional Learning Model

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

#### Special Education and 504 Services - Remote Learning Model

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

IEPs for students with disabilities and those with 504 Plans will continue to be implemented through Remote Learning Plans (RLP). Remote Learning teams will work with parents to develop a RLP based on each student's IEP goals, instructional accommodations, supplemental aids and services, and transition plans. The RLP will be developed through a process of prioritizing goals conducive to being delivered in the virtual environment, including ways the student could access instruction and how progress would be monitored. Some students with related services (speech/language pathology, occupational therapy, social work, etc.) may receive direct services from a special educator or service provider through tele-intervention. For students requiring accommodations, adaptive computer software may be provided.

### Homebound and Hospital Instruction

Guidance for Homebound/Hospital Instruction (HHI) will follow District Policy 2167. Home and Hospital Instruction services will continue to be delivered in a virtual setting until all COVID-19 restrictions have been lifted. HHI is a separate service from the Remote Learning Model.

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### Regulatory Mandates and Compliance Guidelines Assessments

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

### Testing/Screening: Psychological, Speech, Hearing, Health, Vision

Initial psychological testing requires approximately 50 hours of 1:1 close proximity assessment and classroom observation to complete. Speech, hearing, vision and health also require 1:1 and physical contact with the student. An in-person setting, following safety protocols, is the preferred method. For students who are unable to be assessed in-person, other alternatives, i.e. surveys, telephone conferences or virtual video, will be considered for use in collecting data.

With safety precautions such as face coverings, gloves, barriers where needed, and with parent consent and a signed waiver in place, psychological, speech, hearing and health 1:1 assessments are available to students. All testing materials will be sanitized/disinfected before and after each student assessment. The student must be able to wear a face covering provided it does not interfere with the assessment or the student's disability, and the student must wash hands prior to the assessment. If a parent/guardian is needed to assist in the assessment, he or she must wear a mask and wash hands prior to assisting. Staff will wear a face covering and wash hands prior to administering the assessment.

No eligibility decision will be made without the full evaluation process and information available to make a determination.

Additional digital options for transition assessments as well as more technology for special education students will be provided.

### IEP/504 Meetings

Whenever possible, regardless of which learning model a student is enrolled, it is recommended to continue holding IEP/504 meetings virtually. It is necessary to allow for in-person IEP/504 meetings if this is more accessible for parents.

Child Find screening meetings are best in-person as the child needs to be present to allow for the screening and initial observation to help inform the decision-making about whether testing is needed or not. Recommended safety protocols will be in place: all participants will wear a face covering (the only exception will be for the child if he or she is too young, or the disability prohibits use of face covering), use of a space large enough for physical distancing, any materials used will be collected and disinfected, and all surfaces will be disinfected before and after the meeting

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### Deaf and Hard of Hearing

Deaf and hard of hearing students enrolled in either learning model may be in need of Captioning, FM systems and/or Picture-in-Picture Interpreting. Staff will need to submit requests to the Office of Student Services in a timely manner, allowing for 24-48 hours to secure appropriate staff, formatting of materials and equipment.

### Visual Impairments

Braille readers and enlarged print materials or magnifiers for visually impaired students, will need to remain with individual students to mitigate the spreading of germs.

### Related Services

Related service providers include staff such as speech/language pathologists, occupational and physical therapists, social workers, vision, hearing, and nursing staff. Typical services often require hands-on therapeutic intervention and close proximity with students. These service providers will utilize proper safety protocols, including face coverings, gloves, and barriers. Students will need to wear a face covering, as long as it does not interfere with the disability or skills being addressed and use proper hand hygiene. They will also provide as much therapy as possible in the classroom, reducing the need to occupy additional spaces.

IEP/504 teams will determine how related services will be delivered for students enrolled in the Remote Learning Model. Use of tele-therapy in conjunction with students who are in in-person sessions may be used to provide services to students working on similar goals.

### Health and Nursing Services

In conjunction with the CDC's *Consideration for Schools (2020)*, and the Yellowstone City-County Health Department, the health services department will follow the recommendations to the best of their ability:

- Health room and quarantine protocols will be established for students who are ill versus routine health services, while maintaining discretion and confidentiality.
- Identify special population students and staff who require specialized Personal Protective Equipment (face shields, gloves, etc.) due to the need for closer proximity. Special population students include, but are not limited to: those who display high risk behaviors; that may spit or bite; students who are deaf and hard of hearing; students accessing interventions and services; and students with sensory impairments.
- Training on the proper use of PPE will be provided to staff and students.
- Establish protocol for scheduling health room visits and times for medication administration.

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- Develop a flowchart regarding how to support individuals presenting COVID-19 symptoms. Including procedures on isolation and exclusion from school buildings, as well as appropriate processes for return.
- In coordination with the Yellowstone County Health Department, establish protocols regarding contact tracing, and train school nurses/administrators on the protocols.
- Notify appropriate health officials if student/staff is COVID-19 positive and follow appropriate notification or closure guidance.
- Teach and promote self-quarantine and social isolation from others if suspected exposure to COVID-19 or receipt of positive testing results for COVID-19.
- Require health service staff to wear PPE (mask/face shield) when working with all students
- Maintain a “clean” work area for school nurses, office staff, and well-students needing to utilize the School Nurse office for treatments, medications, injuries, or other care.

## **Counseling Services**

### Traditional Learning Model

Counselors will be available as normal to serve students and deliver required district curriculum.

### Remote Learning Model

A counselor(s) will be available to serve students enrolled in the Remote Learning Model, as well as deliver required district curriculum throughout the school year. Student expectations of participation and services will mirror the Traditional Learning Model, but in a virtual format via Google Meet. Given the nature of remote learning, students in need of 1:1 or small group services will be at scheduled times, or by virtual appointment during the school day.

## **English Language Support**

### Traditional Learning Model

Students will continue to receive EL programming from classroom teachers as per usual programming. EL staff will conduct meetings with staff, students, and families virtually wherever possible, but may meet in person when necessitated while maintaining physical distancing and use of face coverings.

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### Remote Learning Model

EL staff will meet with teachers, students, and families exclusively through virtual means.

## **Indian Education Support**

### Traditional Learning Model

Curriculum Coaches will meet with staff virtually wherever possible but also have the option to meet with staff in person when necessitated while maintaining physical distancing and use of face coverings. Cultural presentations will be conducted via virtually. Field trips will be suspended until further notice.

### Remote Learning Model

Curriculum coaches will meet with teachers and students through virtual means. Cultural presentations will be conducted virtually. No field trips will be scheduled during remote learning.

## **Career Services - Universals**

### Xello Career Awareness and Exploration

The Career Team will work with traditional and remote teachers/counselors to implement the Xello scope and sequence to middle and high school students.

### Virtual Informational Interviews/Job Shadows

The Career Outreach Director and Career Coaches will arrange for students and our business/community partners to have one-on-one conversations with professionals in their profession or industry of interest.

### Virtual Career Guest Speakers

The Career Outreach Director will schedule and advertise opportunities for middle and high school students to listen to guest speakers talk about their educational path, career, and industry-area.

### Employment Services and Job Placement Assistance

Career Coaches will continue to advertise internships/jobs to students and offer support to any student wishing to seek an employment opportunity.

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### Internship for Credit and Transitional Services

Students registered in an internship for credit or transitional service opportunities are allowed to participate in their in-person work-based learning activities outside of BPS school buildings. Students, parents, and business/community partners must agree to adhere to all COVID-19 related safety protocols as directed by the district, city, county, or state while the student is at their internship or transitional service opportunity. Students may also be asked to adhere to additional safety guidelines, mandates, or protocols ordered by a business in order to accommodate their internship or transitional service opportunity.

### Virtual Work-Based Learning Opportunities

Community partners must be registered with Inspire Billings and the individual participating must have passed a district volunteer background check. Zoom will be utilized for all virtual work-based learning opportunities and must be set up and attended by at least one SD2 employee.

**In-person work-based learning activities are suspended until further notice. Upon resumption, the following protocols will be in place:**

### In-Person Work-Based Learning Opportunities (external)

Discretion on whether a student will participate in an in-person work-based learning opportunity is up to the legal guardian and student. Students, parents, and business/community partners must agree to adhere to all COVID-19 related safety protocols as directed by the district, city, county, or state during the in-person work-based learning activity. Students may also be asked to adhere to additional safety guidelines, mandates, or protocols ordered by a business in order to accommodate a work-based learning activity. COVID-19 safety protocols/overview for both the school and business must be delivered to the student by the BPS Career Coaches prior to participating in any in-person work-based learning activities.

### In-Person Work-Based Learning Opportunities (internal)

Offering opportunities for business/community partners to come into our schools will be re-evaluated during this time. Virtual work-based learning opportunities will continue to be provided when possible and feasible.

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### Frameworks

It is preferred that students assigned to the Frameworks program remain enrolled in the Traditional Learning Model at the Lincoln Center. Should a student need to be enrolled in the Remote Learning Model, the Off-Site program through Frameworks will be utilized. All conditions of the suspension will be enforced. If a student's placement ends at semester, and the student has elected to participate remotely, he or she may not return to the school building at the end of the semester. Rather the student must continue enrollment in the Remote Learning Model for the remainder of the school year.

### Athletics/Extracurricular Activities

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

#### General Practice Procedures:

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

To assist in minimizing the number of spectators, many games will be available on the NFHS Network. For more information, please visit <https://www.nfhsnetwork.com/subscribe>.

#### Home Competition Procedures

##### Spectators

- Follow standardized procedures for entering and exiting, based on facility.
- To maintain physical distancing, seating areas will be marked and capacity limits will be adhered to per local and state guidelines.
- Families need sit together in designated areas.

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- Students will be required to remain seated during the duration of the event, in the student body section, adhering to physical distancing to the greatest extent possible.
- Face coverings are required at all times for inside events and encouraged at all times for outside events.
- No gatherings on the field or courts following the conclusion of the game(s).

### Participants and Coaches

- Face coverings must be worn by all participants and coaches on all cross town bus trips.
- Physical distancing will be maintained, to the greatest extent possible, on the benches and sidelines.
- Participants and coaches will follow MHSА pre/post game and bench safety guidelines.
- Participants will follow early dismissal safety protocols to attend competitions.

### Other

- Concessions will be open per Yellowstone City-County Health guidelines.
- Custodian will be on site at Daylis and middle school gyms and high schools throughout competitions.
- Pep Bands will perform per instructor safety plan.
- Cheer/Dance will perform per instructor safety plan.
- Officials will follow safety requirements as set by MHSА.

### Out-of-Town Competition/Travel Procedures

- Participants will follow early dismissal safety protocols to attend competitions.
- Pre-screening will occur prior to participants and coaches traveling.
- Face coverings required at all times while on the bus.
- Participants and coaches will have assigned seats on buses.
- Follow safety procedures should a participant or coach become ill while on the trip. Parents will be immediately contacted to determine next steps. Parents or a family member may be required to come pick up an ill individual.
- Follow all safety guidelines as required by host team/school.
- Follow all transportation provider safety guidelines.

Additional athletic and extracurricular activity safety protocols and guidelines will be provided during pre-season parent meetings.



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### **Driver Education**

#### Classroom Instruction

Drivers' Training will have limited class sizes to help maintain physical distancing, daily pre-screenings, students and staff are required to wear face coverings, and practice good hand hygiene. Classrooms cleaned and sanitized after each use. Students who cannot attend class due to a COVID-19 related reason will have access to online coursework.

#### Behind the Wheel Instruction

Passengers in the car will be limited to two students and one instructor. Face coverings are required, students will have the same driving partners for the duration of the course, and the car will be cleaned and sanitized following each use.

### **Before and After School Care**

Billings Public Schools will work with existing community partners who host before and after school care programs in our schools in establishing safety protocols for individual programs.

### **Community and Mental Health Resources**

See Billings Public Schools website, at [www.billingschools.org](http://www.billingschools.org), for the most recent list of resources.

### **Employee Relations**

Employees should do a daily self screening based on the following questions as outlined from RiverStone Health.

Have you had a new onset of any of the following symptoms that are not explained by another known medical condition?

- cough
- fever or feverish feeling
- chills
- muscle aches
- headache
- sore throat
- loss in taste or smell
- vomiting or diarrhea
- tested for COVID-19 within the past 14 days?

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If YES to any of the above, the employee should remain home and follow up with their physician.

*\*\*It is the responsibility of the employee to report symptoms or exposure to their supervising administrator within 24 hours. If it is determined that the employee needs to complete a COVID-19 test, the employee cannot return to work until test results are confirmed (negative or positive); this process can take 3 to 7+ days per the State Lab's capabilities.*

### STAFF EXPOSURE PROTOCOL

Below are exposure definitions from RiverStone Health. Public health protocols will be followed for direct or close contact exposures

**Direct Contact:** A person can be exposed to COVID-19 when one has been in direct contact with the secretions (droplets) of someone who has COVID-19 (being coughed or sneezed on, kissing, sharing utensils, etc.).

**Close Contact:** For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

### American's with Disabilities Act (ADA)

There may be reasonable accommodations that could offer protection to an individual whose disability puts him at greater risk from COVID-19 and who therefore requests such actions to eliminate possible exposure.

**If you have a disability or a family member with a serious health condition who cannot risk exposure to COVID-19, please contact Katie Nordstrom, Executive Director HR at [nordstromk@billingssschools.org](mailto:nordstromk@billingssschools.org) or 281-5039.**

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## COVID -19 PARENT/GUARDIAN RESPONSIBILITIES

### **SYMPTOMS OF COVID-19 MAY INCLUDE ONE OR MORE OF THE FOLLOWING:**

**fever (temperature greater than 100), chills, cough, shortness of breath or difficulty breathing, body/muscle aches, fatigue, headache, new loss of taste/smell, nausea, vomiting, diarrhea, congestion or runny nose, and sore throat.**

\* As of August 10, 2020 due to rapid and sustained spreading of COVID-19 in Yellowstone County, local health care providers recommend that any person experiencing possible symptoms of COVID-19 should contact their health care provider's office so that careful consideration can be given to testing for COVID-19. It is also recommended that should you choose not to seek the guidance of your health care provider, individuals experiencing these symptoms should stay home until it has been 10 days since the onset of symptoms, symptoms have improved, and the individual has had no fever for 24 hours without the use of fever reducing medications. If a student or staff member is tested for COVID-19, he/she should remain home until the results are known. If positive, the student or staff member must remain home and follow the instructions of the county health department before returning to work/school (typically a minimum of 10 days since onset of symptoms, fever has resolved, and symptoms are improving). If negative, the student or staff member should remain home until he/she has been fever free for 24 hours without the use of fever-reducing medications, and symptoms are improving (cough improving, resolution of vomiting and diarrhea etc).

**As the parent/guardian of a student in Billings Public Schools, your cooperation, support, and attention to the following information is of utmost importance for the safety of all:**

#### ***What is my daily responsibility?***

- Do NOT send your student to school if they are experiencing any of the symptoms listed above! Please communicate to the school office the reason for your child's absence. If your child arrives at school with symptoms of illness, you will be contacted immediately to pick them up. Your child must be symptom free without the use of fever reducing or other over the counter symptom resolving medications.
- Please ensure that your child comes to school with a clean face covering every day. If your child has a health condition or other medical concern that prevents them from being able to wear a face mask, please communicate your concern with the school administrator and the school nurse. Such cases will be evaluated on an individual basis and documentation from your child's Health Care Provider may be requested.
- Frequently remind your child to:
  - 1) Wash their hands thoroughly with soap and water and use hand sanitizer often
  - 2) Avoid touching their mouth, nose or face
  - 3) Practice proper coughing and sneezing etiquette (into elbow or tissue)
- Manage your child's before and after school activities closely. Please be be cautious and avoid situations which may increase your child's risk of exposure to COVID-19 within the community

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### ***What will happen if my child becomes ill while at school?***

- Immediate pick up from school will be required should your child develop any of the symptoms listed above.
- Please ensure that the school has the most up to date contact information for yourself and other emergency contacts at all times. If you will be unavailable to pick up your child in a timely manner due to your work or other commitments please develop a backup plan and communicate that plan with your child's school.
- Please respond promptly when contacted to pick up your child. Your child will NOT be allowed to ride the bus home. Your child will be required to remain in a supervised designated isolation area until your arrival. The school will make every effort necessary to ensure that you are contacted and that your child is picked up in a timely manner.

### ***How soon will my child be allowed to return to school if he/she becomes ill but does not test positive for COVID-19?***

- If you choose not to seek guidance from your healthcare provider, your child must remain home until ALL symptoms of illness have resolved. Your child must be without a fever for 24 hours (without the use of fever reducing medications) and without vomiting and/or diarrhea for 24 hours before return to school.
- If your child is tested for COVID-19 and has a negative result, your child may return to school once they have been without a fever for 24 hours (without the use of fever reducing medications), without vomiting and/or diarrhea for 24 hours, and if other symptoms have improved. If other symptoms such as a minor cough, runny nose, etc have improved but are not completely resolved, your child will be allowed to return only if you provide either a note from your health care provider stating that the child is safe to return to school or a copy of their negative COVID-19 test result should you choose to disclose that information to the school. The school reserves the right to send any student with symptoms of illness home if such documentation is not provided.

### ***What will happen if my child has a positive COVID-19 test result?***

- Please follow the direction of your child's health care provider and the county health department. Your child will be allowed to return to school only after the required quarantine time has ended, symptoms have resolved, and your child has been cleared by their health care provider to do so. Please provide the school with documentation from your health care provider stating that it is safe for your child to return to school. The school reserves the right to send your child home if such documentation is not provided.

### ***What will happen if my child is exposed to someone at school with a positive COVID-19 result?***

- If Riverstone Health determines that your child meets the qualifications to be considered a "close contact" to an individual who has tested positive for COVID, you will be contacted by Riverstone Health and provided with instruction regarding quarantine requirements. No identifying personal information will be provided by Riverstone or your child's school in regards to the individual with the positive COVID-19 test result.

Revised 08/14/2020 RC RN



## BPS STAFF COVID-19 INFORMATIONAL SHEET

### **SYMPTOMS OF COVID-19 MAY INCLUDE ONE OR MORE OF THE FOLLOWING:**

**fever (temperature greater than 100), chills, cough, shortness of breath or difficulty breathing, body/muscle aches, fatigue, headache, new loss of taste/smell, nausea, vomiting, diarrhea, congestion or runny nose, and sore throat.**

\* As of August 10, 2020 due to rapid and sustained spreading of COVID-19 in Yellowstone County, local health care providers recommend that any person experiencing possible symptoms of COVID-19 should contact their health care provider's office so that careful consideration can be given to testing for COVID-19. It is also recommended that should you choose not to seek the guidance of your health care provider, individuals experiencing these symptoms should stay home until it has been 10 days since the onset of symptoms, symptoms have improved, and the individual has had no fever for 24 hours without the use of fever reducing medications. If a student or staff member is tested for COVID-19, he/she should remain home until the results are known. If positive, the student or staff member must remain home and follow the instructions of the county health department before returning to work/school (typically a minimum of 10 days since onset of symptoms, fever has resolved, and symptoms are improving). If negative, the student or staff member should remain home until he/she has been fever free for 24 hours without the use of fever-reducing medications, and symptoms are improving (cough improving, resolution of vomiting and diarrhea etc).

### **What happens if I become ill?**

- District staff will be held to the same expectations as students. Please stay home if you develop symptoms of illness! If you do not test positive for COVID-19, you may return to work when your symptoms resolve and you have been fever free for at least 24 hours.
- If you have a positive COVID-19 test result, you must follow the direction of your healthcare provider and Riverstone Health regarding when you may safely return to work. You should expect to remain home until you have been 24 hours without a fever, your symptoms have improved, and a minimum of 10 days have passed since the onset of symptoms.

### **Who is considered a close contact if there is a positive COVID-19 case in my school or classroom and what happens if someone is deemed a close contact?**

- At this time, anyone who has been within 6 feet of an individual with a positive test for longer than 15 minutes is considered a close contact individual. A list of "close contacts" will be obtained by Riverstone Health from the person who tests positive or from the family of the student who tests positive. There are several questionnaires being utilized by Riverstone Health to assist in determining this list of contacts. Individuals considered to be close contacts will be notified by Riverstone Health and a mandatory 14-day

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quarantine will be required before those individuals are allowed to return to school or work.

- Riverstone Health will notify the individual that they have been identified as a close contact however the name of the individual who tested positive for COVID-19 will NOT be disclosed.
- If you become aware of COVID-19 cases in your building, it is unnecessary to self-quarantine unless you are contacted by Riverstone Health and instructed to do so.

### **What does “contact tracing” look like in schools if a student or staff member has a positive COVID-19 test and how do we protect student and staff confidentiality?**

- All contact tracing will be performed by Riverstone Health.
- Absolutely under no circumstance should the school be contacted and asked for names, contact info, or other information on individual students or staff members for contact tracing purposes. If you receive a request of this nature, please do NOT provide any such information. Riverstone Health will NOT contact schools for this information. Providing any information of this nature to an outside agency could be considered both a violation of HIPPA and FERPA law. Even if someone identifies themselves as an employee of a health agency or of Riverstone Health, if they are asking for any personal information on a student or staff member, we are under obligation to protect that information and you must refuse to provide any such information. Information of concern includes but is not limited to names, phone numbers, addresses, grade/teacher info, attendance info on individual students, etc.
- If Riverstone identifies a need to investigate a higher than expected number or a cluster of cases within a school, they may request information from the school, however it will be generalized and not individual in nature. For example, they might request info on the percentage of your student population that has been absent or the most commonly reported reason for student absences but they will not request individualized student or classroom info. You are allowed to provide information to them of this nature as long as individual student information(names, grades, teacher, etc) is not included.

### **Will I be notified if a student in my class has a positive COVID-19 result?**

- No, unless you are identified by Riverstone Health as a close contact. However, even if you are identified as a close contact, you will not be provided with the name or any identifying information regarding the individual with the positive test who identified you as a close contact.
- The only way you will be informed if a student or staff member has a positive test is if the student, parent, or staff member discloses that information to you. If a parent discloses that their child has COVID-19, you are under professional obligation to maintain confidentiality with their disclosure- in other words, do NOT share this information with other staff, students, parents, etc. If a parent requests that you share this information with others, please refrain from doing so, and request that the parent directly inform whomever they wish to disclose the information to. Please follow the same guidelines should a coworker disclose this information to you. We will not be sending parent letters



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home with students informing them that a positive COVID-19 case has been identified in the classroom or school building.

- Obviously, you will notice if a student or a group of students is absent for a consecutive extended period of time, however, you will not be informed whether they are absent for “close contact” quarantine or for a positive COVID test. Please be assured that the student or staff member will be deemed safe to be present in school when they return. Students with a positive COVID-19 result will be required to provide a note from their Health Care Provider stating that they are safe to return to school before they return to the classroom. Staff members are required to follow the direction of their Health Care Provider and Riverstone Health regarding when it is safe for them to return to work. Those quarantined for a “close contact” concern will be required to complete a 14 day quarantine before returning to school.

### **Can we expect to see positive COVID-19 cases and will a school be closed if there are positive COVID cases in a building?**

- With the current trends of COVID activity in Yellowstone County, it is realistic to expect that positive COVID-19 cases will be identified within the student and staff population.
- Riverstone Health will work closely with administration to determine if there is a need to close a school or program for cleaning or other reasons. It is unlikely that a school will be closed unless there is a high number of cases or a “cluster” of cases within a particular building.

### **How do I protect myself and my students? How much PPE is necessary?**

- Avoid fostering fear and remain cautious, vigilant, and wise in how you interact with others and within your classroom.
- Do NOT come to work if you have symptoms of illness. If a student in your class is exhibiting symptoms of illness they are to be sent home immediately.
- Handwashing remains one of the most important illness prevention strategies. Incorporate frequent handwashing and liberal use of hand sanitizer within your daily routine and classroom schedule. Gloves are not necessary and may even be detrimental in most situations within a school environment. In order to be effective with glove use, one would need to change gloves very frequently and at a minimum between contact with each student or student’s belongings. Utilizing hand sanitizer or washing your hands instead is more economical as well as just as effective if not more so. Gloves are only necessary if you are in a situation where you are in contact with body fluids or could come into direct contact with respiratory secretions (vomit, toileting, wiping a student’s nose or face, feeding a student, etc).
- Remember the “within 6 feet for 15 minutes or longer” rule. Avoid situations where you put your students or yourself in a situation where you are in closer contact for extended periods of time. This is a consideration regardless of whether face coverings are being worn or not. This will especially be important for individuals who are unable to wear a mask or face covering.

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- Avoid touching, close contact, and sharing of items as much as possible within your classroom environment.
- Manage your activities outside of your work day in such a way as to protect yourself from unnecessary exposure to COVID-19. Be vigilant with taking illness prevention precautions both at work and in your personal life.
- Face coverings are effective because they prevent the spraying of respiratory droplets onto others or surfaces. Although the distance varies in how far the respiratory droplets travel, talking, singing, coughing, and sneezing could all potentially spread COVID-19 through virus particles in respiratory droplets. Face coverings are not effective if worn under the nose- both the nose and mouth must be covered. Masks/face coverings are sufficient in the educational environment unless you are in a situation where there is risk of a student spitting, coughing, or sneezing directly in your face. In these types of situations, a face shield or eye protection is also recommended along with a mask or barrier along the edge of the shield that seals the shield in the same way a mask or face covering would. Shields alone without face coverings are ineffective because they allow respiratory droplets from the mouth or nose to be released onto surfaces below the shield.
- Scrubs or other clothing covering is unnecessary unless you are in a situation where very close contact with students is unavoidable or where your clothing could become soiled by respiratory or other bodily fluids. COVID-19 does not survive well on fabric materials, however, if you are concerned, plan ahead to have a spare change of clothes available if needed and change out of your clothes at the end of your work day.
- N95 masks are unnecessary in the school environment. N95 masks and medical respirator devices are primarily recommended for medical procedures that are capable of releasing large amounts of aerosolized virus particles (smaller than droplets and thus can remain in the air for much longer periods of time rather than settling onto surfaces) that could increase the risk of airborne transmission of the virus.

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