



Jamestown Public Schools Return to Learning and Continuity of Services Plan

BOARD REVIEW ON JULY 17, 2023

Jamestown Public School Families,

In March of 2020, our community and school district was presented with an unforeseen challenge that caused us to, very quickly and nimbly, re-create the way we deliver instruction. Thank you to our teachers, support staff, parents and students for supporting education and for helping us succeed in these new circumstances. We are proud of the work that was done in the 2019/2020 school year from a traditional start through distance learning and culminating with honoring our seniors in a graduation exercise.



To create a practical and reasonable plan for 2020/2021 based on the challenges of the pandemic and driven by Executive Orders from Governor Doug Burgum, a task force was established to study re-entry and to create this Health and Safety Plan and to revise the district's Distance Learning Plan, in the event it becomes necessary. This team included educators, support staff, parents, students, administrators, specialists, and others to gather as much perspective as possible. This group reviewed survey data and spent significant time, inside and outside of meetings, in reviewing other district/state plans, reading research, and engaged in critical thinking around how to develop a plan for Jamestown. We are all exceedingly proud of staff, students, families and the community for its commitment to education during the pandemic.

Our 2020/2021 School Year saw a unique set of challenges. The Jamestown School District opened the year cautiously with a focus on practical and reasonable steps to prioritize health and safety for the community with a constant eye on eventually transitioning all students back to school on a full-time basis. The Jamestown School District opened our school year with K-5 attending every day and secondary meeting through a hybrid schedule. With the shift in regulations and close contact tracing, the district transitioned to every day at the middle school and finally at the high school levels.

The work of the district, however, is not at an end. The Jamestown Public School District's Return to Learning and Continuity of Services Plan is intended to be a living document that will shift as necessary to meet existing needs as well as a chronicle of pandemic events related to the educational process. We must continue to react to the pandemic while maintain a level of proactivity to ensure we can nimbly respond to whatever challenges are presented. As we work to recover from the last year, we must prioritize learning and best support our students, teachers, families, and community.

We encourage everyone to ask questions and communicate their concerns as we move forward. We are all in this together and this requires us to continue to have an open dialogue and support what is best for our students.

Respectfully,

Dr. Robert Lech
Superintendent

Dr. Heidi Larson
School Board President

Core Values and Planning



Jamestown Public School Believes:

- Equity, adequacy and accessibility is central to all educational planning around instruction, learning and educational expectations.
- Schools serve an academic, social-emotional, and custodial function in the community.
- Instructional models must meet needs of all students and must allow for fluidity between all models without a loss of learning.
- Guidelines for district-wide consistency will be established while recognizing that flexibility in implementation is necessary to enact those guidelines at the building level.
- Transparency is crucial to the process and will commit to regular communication, including best practices in mitigation strategies, guidance/resources, school updates related to COVID-19, and reporting of COVID-19-related impacts as long as it is deemed necessary.
- The ultimate goal is to provide a safe opportunity to return to learn on campus at Jamestown Public Schools.

Our Planning Team

Input was gathered through online meetings, surveys, focus groups, and through the representative planning team to create a Re-entry and Continuity of Services Plan that best met the needs of the students, staff, and families of Jamestown Public Schools.

The Jamestown Public School’s Health and Safety Plan was crafted and reviewed by a team consisting of the following:

- Educators
- Custodial Staff
- Parents
- Central Valley Health
- State Health Department
- Support Staff
- School Board
- Students
- School Principals
- Department Leadership

Timeline of Events

March 13, 2020	Governor Burgum issues first Executive Order closing all ND schools
March 24, 2020	Jamestown Public School District’s Virtual Learning Plan is approved and begins virtual instruction.
June - July 2020	Gather Stakeholder Feedback through Focus Groups and Surveys
July 20 – July 27, 2020	Engage with the Jamestown Re-Entry Planning Task Force to Draft a Health and Safety Plan and to Revise the Distance Learning Plan
Week of July 27 – 31, 2020	Draft Plan Emailed to All Staff and Families and Posted to Website
August 4, 2020	Conduct Virtual Presentation of District Plan for Staff to Include Outline of Elementary, Middle School, and High School Implementation

August 5, 2020	Conduct Virtual Presentation of District Plan for Public to Include Outline of Elementary, Middle School, and High School Implementation with Individual Building Virtual Meetings to be Scheduled
August 6, 2020	Present the Health and Safety Plan, Distance Learning Plan, and Revised School Calendar to School Board for Approval at a Special Meeting
August 10-14, 2020	Informational Sessions Hosted by Individual Buildings to Discuss Implementation of District Guidelines
August 10, 2020	Jamestown Public School District Opens Jamestown Virtual Academy
August 17 – 26, 2020	Additional Professional Learning and Planning Time for Teachers
August 19, 2020	Jamestown Public School District’s Distance Learning Plan is Approved
August 27, 2020	First Day of School
October 2, 2020	Governor Burgum Announces Shift to Close Contact Tracing Regulations Which Allow for Exemption to Quarantine if Both Parties are Wearing Masks Properly
October 6, 2020	Jamestown School Board Holds Community Input Session on COVID-19 Protocols
October 9, 2020	Jamestown School District Creates Staggered Approach to Return to Full-Time Instruction and Establishes Mask Requirement
November 9, 2020	Jamestown School Board Reviews and Revises Health and Safety Plan
January 19, 2021	All Jamestown Public Schools are in Full-Time Face-to-Face Instruction
January 25, 2021	Jamestown Public Schools Begins Serial Testing for Interested Staff Members
February 25, 2021	Vaccination Clinic #1 for Staff
March 26, 2021	Vaccination Clinic #2 for Staff
April 5, 2021	Jamestown School Board Reviews Health and Safety Plan
April 30, 2021	Governor Burgum Issues Executive Order 2021-09 Ending All Executive Orders Related to the COVID-19 Pandemic
May 3, 2021	Jamestown School Board Reviews and Revises Health and Safety Plan Subject to the Completion of Executive Orders Ending Close Contact Tracing on May 10, 2021 and Requirements to Wear Masks on May 17, 2021
July 19, 2021	Jamestown School Board Approved Return to Learning and Continuity of Services Plan
January 17, 2022	Review and Approval of Return to Learning and Continuity of Services Plan
July 18, 2022	Review and Approval of Return to Learning and Continuity of Services Plan
January 16, 2023	Review and Approval of Return to Learning and Continuity of Services Plan
July 17, 2023	Review and Approval of Return to Learning and Continuity of Services Plan

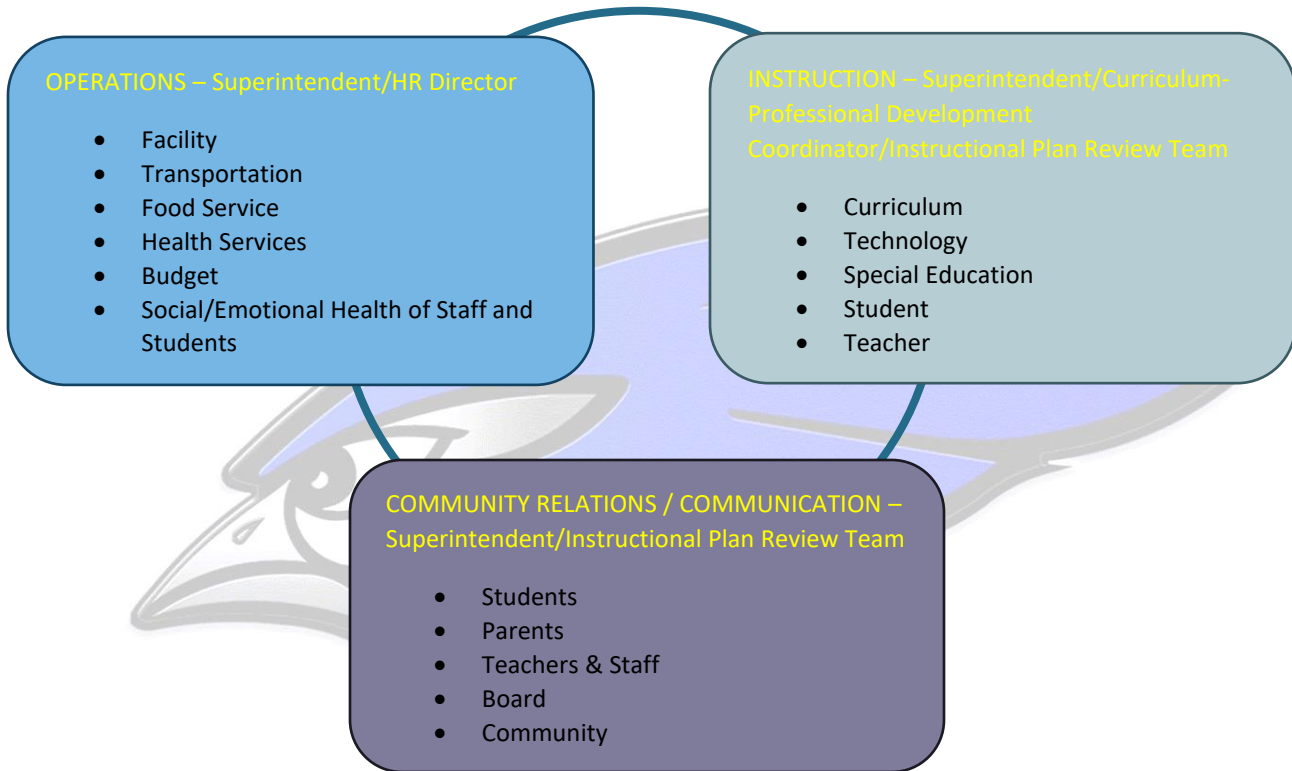
Receipt of Elementary and Secondary School Emergency Relief (ESSER) funds require a review/revision of the Return to Learning and Continuity of Services Plan, at minimum, every 6 months through the September 2024. The following anticipated schedule has been created. The Jamestown School Board will consider public comment on the Return to Learning and Continuity of Services plan at regular board meetings in which the plan is reviewed and may establish other communications methods to gather public input.

Future Anticipated Events

January 15, 2024	Jamestown School Board Return to Learning and Continuity of Services Plan Review
July 15, 2024	Jamestown School Board Return to Learning and Continuity of Services Plan Review

COVID-19 Response Team & Coordinators

In the event that the environment warrants consideration for operational and or instructional change, the following organizational structure will be utilized to develop, monitor, and make recommendations. It also ensures that appropriate and representative voice is provided to the decision-making process. This plan was initially designed to address the issues of reopening, but also to provide a nimble and responsive process to address various issues that arise related to school closures and reopening.



The three components have been identified as key operational teams that consist of multiple departments. Each operational team will work to implement the return to learn plan and address challenges as they arise. In all instances, the opportunities to collaborate and gather stakeholder input will be prioritized to the degree possible and practical.

COVID-19 Building Level Coordinators

Each school building will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. If determined to be necessary, coordinators will make themselves available to the ND Department of Health (NDDoH) 24 hours a day / 7 days a week to respond to phone calls related to public health. This position will assist public health in identifying and notifying close contacts in the school setting in accordance with North Dakota Century Code, any Executive Order, and board action. If necessary, the coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent’s office.



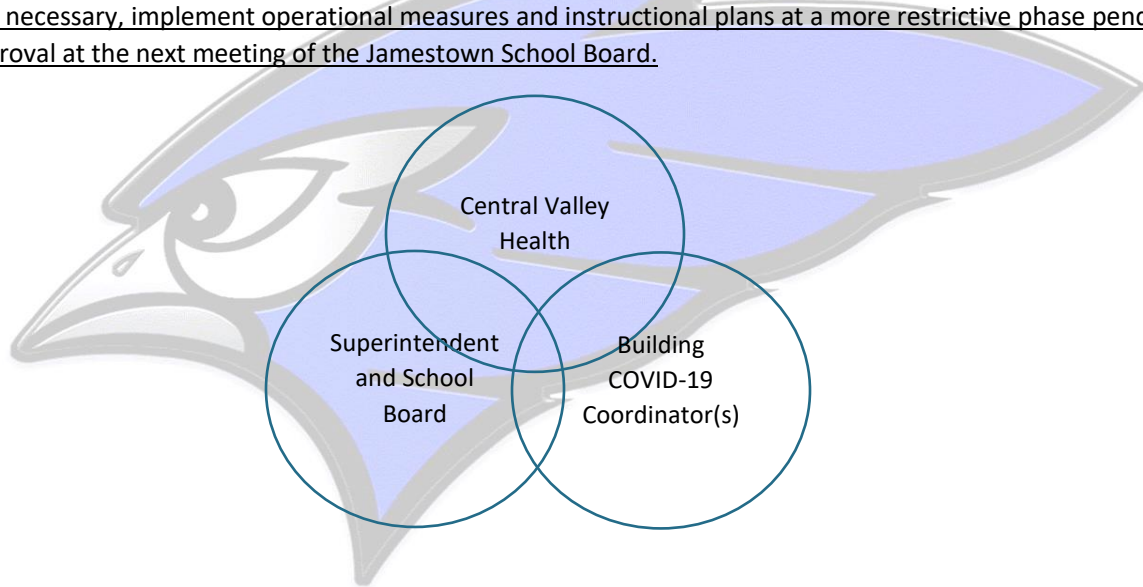
Building Principals will assume the role of building level coordinator in all Jamestown Public School buildings. If the coordinator is unable to be reached, the secondary contact will be the Superintendent.

Instructional Plans and Grade Level and Building Closures

The Jamestown Public School District prioritizes the need for a traditional (i.e. in-person, full day/every day) instructional model. In the event that a change to the instructional model may be necessary, the district will utilize a measured, representative, and data-driven approach to consider any change to the instructional model.

Instructional Plan Evaluation

When determined to be necessary, an Instructional Plan Review Team will be established to make instructional plan recommendations to the Jamestown School Board and meet on a regular and/or as-needed basis. This team will be appointed by the Jamestown School Board and consist of a school board member, staff, administrator, and local health officials to review data and discuss potential instructional plan changes. Any proposed change to the instructional plan must be approved by the Jamestown School Board. However, to accommodate specific circumstances within the building levels, the superintendent may, as appropriate and necessary, implement operational measures and instructional plans at a more restrictive phase pending approval at the next meeting of the Jamestown School Board.



Instructional Models

The instructional models used by the district will be guided by the varied needs of the students (instructional, age, family needs), county risk level, current district/building-level data, health guidance, and other factors. Depending on need at the district/building levels, the following models will be considered:



Traditional Daily Learning

Instruction is delivered in-person with building and group modifications as necessary to address current environment. Teachers and students maintain a normal daily schedule. Safety protocols are implemented to enhance staff and student safety as dictated by the current environment.



Modified On-Campus

Students report to school on a modified schedule. Student schedules may be varied to meet the learning needs of each child. Multiple hybrid models of instructional delivery may be appropriate. Instruction would be conducted both in-person and online.



Distance Learning (Schoology)

All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student. When the district is operating in this instructional model, additional measures will be put in place to accommodate special populations (IEP, 504, Health-Impaired, English Learners) and students with social-emotional concerns.



Virtual Academy

The Jamestown School Board may, if determined to be practical and necessary, institute a Virtual Academy as allowable by North Dakota Century Code and board policy. If established, enrollment into the Jamestown Virtual Academy would be based on individual circumstances, learning supports provided by the family, and capacity to effectively learn in a virtual environment.

Schedules Supporting Instructional Models











The Jamestown School District will default to in-person, full day/every day instruction whenever the impact of contagious disease is low and manageable within the school and community and/or mitigation strategies could be effectively implemented.

The initial instructional plans for 2020/2021 included full day/every day instruction to begin the 2020/2021 school year for Grades K-5. The Instructional Plan Review Team recommended a scaffolded return to in-person, full day/every day instruction at the secondary level (Grades 6-12) ranging between October 2020 and January 2021.

If the Jamestown School Board determines it is necessary to return to modified on-campus instruction, varied hybrid schedules will be considered and implemented as necessary. Hybrid schedules could vary based on building, but will be aligned to the degree practical. A hybrid schedule would likely include a virtual day each week in which student supports and virtual planning would be more easily accommodated to ensure continuity of learning for all and enable necessary supports for teachers to manage both in-person and virtual instruction.

Hybrid Schedule Example

Cohort AB

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A (Students A-L)					
Cohort B (Students M-Z)					
Unit/Lesson*	Unit/Lesson 1	Unit/Lesson 2	Unit/Lesson 3	Unit/Lesson 4	Unit/Lesson 5

*This is being shown as an example. Actual unit/lesson plans will be dependent upon teacher and grade level.

Special Populations (IEP, 504, Health-Impaired, EL)

If the district is in modified or distance learning, the needs of students in special populations will be met through a variety of strategies adapted to the unique needs of each child. Students in these populations may be provided additional services and supports, daily in-person instruction, small grouping, or other strategies that best address academic, social, and health and safety needs. Any shift to modified on-campus instruction, would precipitate a change to scheduling to ensure special populations are adequately and appropriately served in this environment.

Families with students in special populations should contact their building principal and/or case manager to discuss these options and to appropriately plan for their child's instructional model.

Health and Safety Guidance

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide a framework for the district's response to COVID-19. Links are provided below to reference specific guidance from resources.

Resources

[ND Department of Public Instruction](#)

[ND Department of Health](#) and [ND Department of Health K-12 Dashboard and Resources](#)

[Center for Disease Control and Prevention](#)

Best Intentions

Despite taking every reasonable precaution, there can be no guarantee that our schools will be without risk as it relates to COVID-19. If active in the community, the virus will likely be present on our buses, in our classrooms, and at our activities. In certain situations, physical distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from being in contact with the virus.

Best Practices to Protect Yourself and Others

Wash Your Hands Often ([CDC Guidance](#))



- Wash with soap and water for at least 20 seconds especially after blowing nose, coughing, or sneezing.
- Wash hands before eating, after using the restroom, after recess/physical education/music or areas where students have shared materials.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid Close Contact



- Keep social distance from others is especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation may be considered.
- The sharing of instructional materials may be limited as much as possible.
- Parents/Guardians may accompany their child to the school but are encouraged to not enter classrooms without permission of the teacher. Parents/guardians should remain in common areas.

Cover Coughs and Sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

Clean and Disinfect [\(CDC Guidance\)](#)



- School staff should clean and disinfect frequently touched surfaces daily.
- Shared materials may not be encouraged depending on existing conditions. Shared materials should be cleaned as soon after use as possible when conditions dictate.
- Classrooms will be cleaned daily by custodial staff.

Monitor Health Daily



- Be alert for symptoms (Fever, cough, or shortness of breath).
- Parents are asked to screen children daily before sending them to school.
- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office.
 - Student exhibiting symptoms may be isolated and guardians contacted.

Masking Protocols

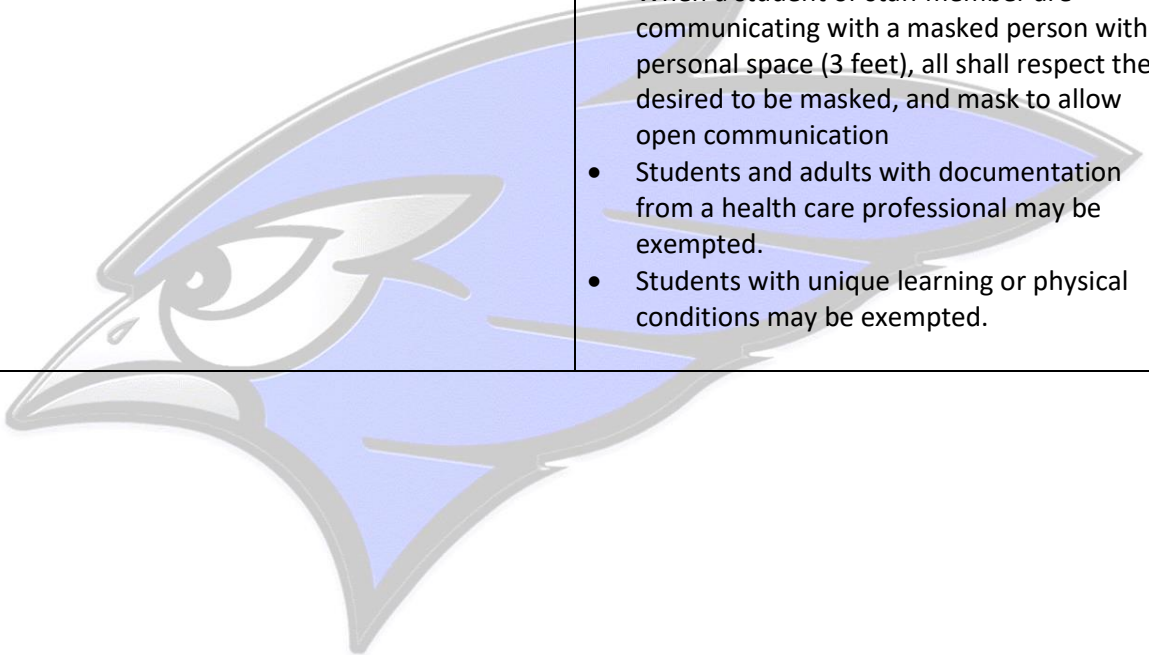


- Recommendations and requirements for masking will be determined based on existing conditions involving the impact of contagious disease. The district may strongly recommend or require facial coverings to be worn whenever physical distancing cannot be maintained.
- If strongly recommended or required, educators will teach students how to properly wear a facial covering based on CDC guidance and enforce those expectations/requirements within the school setting.
- If recommended or required, cloth masks/facial coverings will be the responsibility of families and should be washed each day while disposable masks should be replaced each day.
- Student shall have a mask on their person for use, if directed, on school property.
- If masks are strongly recommended, students and staff shall respect the individual choice of others in regards to wearing masks.

JPS COVID-19 PPE Guidance

STAFF/STUDENTS	PPE
<i>All Adults</i>	<p>When required, cloth face coverings <u>must</u> be worn on school property when physical distancing cannot be maintained.</p> <p>When strongly recommended, cloth face coverings <u>should</u> be worn on school property when physical distancing cannot be maintained.</p>
<i>All Students</i>	<p>When required the dress code will be modified to include cloth face coverings <u>must</u> be worn on school property when physical distancing cannot be maintained.</p> <p>When strongly recommended, cloth face coverings <u>should</u> be worn on school property when physical distancing cannot be maintained.</p>

<p><i>Exemptions When Masks are Required</i></p>	<ul style="list-style-type: none"> • Pre-K students are not required to wear a cloth facial covering. • Students will be provided mask breaks. • Students who are participating in school activities outdoors, including, but not limited to recess. • Students and adults with documentation from a health care professional may be exempted. • Students with unique learning or physical conditions may be exempted.
<p><i>Exemptions When Masks are Strongly Recommended</i></p>	<ul style="list-style-type: none"> • Pre-K students are not required to wear a cloth facial covering. • When a student or staff member are communicating with a masked person within personal space (3 feet), all shall respect their desired to be masked, and mask to allow open communication • Students and adults with documentation from a health care professional may be exempted. • Students with unique learning or physical conditions may be exempted.



Health & Safety Protocols

Student & Staff Health



Monitoring the health of students and staff will be an important component of maintaining a safe and healthy educational environment. Jamestown Public Schools will take the following measures to ensure all students and staff are healthy while they are at school.

Identifying Students and Staff at Higher Risk

- Parents should determine daily if their child is well enough to attend school each day. If a child is sick, he or she should be kept home.
- Parent who child has a diagnosed risk factor should inform the building principal.
- The Human Resources Office will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The HR office will work in partnership with the building principal/director and the employee to coordinate adjustments to the work schedule or workplace, if necessary and as appropriate.
- When the NDDoH or Central Valley Health informs the district of a student or staff member that is COVID-19 positive that information will be passed on to HR and the building principal/director as allowable within district policy and law.
- If a child is believed to be exhibiting COVID-19 symptoms, the procedures for sick students will be utilized.

Isolation and Quarantine

- Definitions
 - Isolation: For people who are already sick from the virus. This prevention strategy is used to separate people who are sick with the virus from healthy people.
 - Quarantine: For people who are not sick but have been exposed to the virus. This prevention strategy is used to monitor people who were exposed for a period of time.
- Jamestown Public Schools will follow [isolation and quarantine guidelines](#) and directives as set by ND DoH in accordance with North Dakota Century Code for positive cases and household contacts. Families are encouraged to follow ND DoH guidelines in the event of close contacts. In the event Executive Orders are issued, the Jamestown Public Schools will comply with those expectations.
- In the unlikely event students are sent to school while in quarantine as a household contact, students will be educated in an isolated setting until the family is able to pick up the student to take them home.
- The Jamestown School District may engage in contact tracing at the building level depending on the impact of COVID-19 within the school and community.

Vaccinations and Testing

- The Jamestown School District may work in conjunction with Central Valley Health to support vaccination clinics for those students and staff who wish to receive them.
- The Jamestown School District may provide serial testing for interested staff on a regular or as needed basis. The Jamestown School District may provide as needed testing for staff, or in some cases, students as determined by district administration.

Facility Accommodations and Protocols

If the environment dictates that facility accommodations and protocols be established, modest accommodations will allow the Jamestown Public Schools to provide a safe and healthy environment for the students and staff of the district. The following procedures and protocols will be considered by school teams in making facility accommodations.

Modify Layouts

- Desks may be spaced 6 feet apart as necessary based on the current environment and as practicable.
- Arrange desks and tables to face in the same direction when feasible and/or necessary.
- Assigned seating on buses and in classrooms are encourage to assist in contact tracing, if needed.

Physical Barriers

- Consideration for physical barriers, such as sneeze guards and partitions when feasible, particularly in areas where it is difficult to consistently maintain physical distancing.

Communal Spaces

- Consideration to limit occupancy of all communal spaces, such as hallways, lunchrooms, gymnasiums, and auditoriums, with modified or staggered schedules.
- Increase time between groups at lunch to allow for surface cleaning.
- Encourage staff and students to utilize bottle-filling stations and bring their own water to minimize use and touching of water fountains.

Food Service

The ability of the Jamestown School District to provide high-quality and nutritious meals is a crucial component of the educational environment. The district shall take the following actions to ensure the students of Jamestown Public Schools receive nourishing meals safely.

Safety Measures

- Touchless points of sale will be used, as appropriate, or food service staff may enter all student lunch numbers to limit the touching/use of shared equipment.
- Food items commonly self-served, which require a shared utensil, may be individually served by food service staff. Food items, if individually served and not requiring a shared utensil, may be self-served.



Transportation

Jamestown Public Schools remains committed to providing safe and reliable transportation for the students and families of the Jamestown School District. Families should be aware that school transportation is unable to ensure physical distancing on all buses, at all times.

The Jamestown School District will enhance procedures to support safe and healthy practices on district transportation to the best of our ability and as needed based on the current environment.

District transportation, which is contracted through Dietrich's Bus Service, is dependent upon drivers. COVID-19 may affect the number of drivers available to Dietrich's and the Jamestown School District. These issues may necessitate changes or reductions to district routes. Please note that these changes could occur on short notice. If necessary, the district will prioritize routes in the following order: 1) Special education routes which are directed in a student's Individualized Education Plan (IEP), 2) Rural routes, 3) Elementary students placed outside neighborhood schools, and 4) City routes.

Bus Stops

- Students should maintain physical distancing from other riders, particularly in instances when the riders are not from the same family group.

On the Bus

- Expectations for facial coverings on the bus will mirror district protocol.
- Hand sanitizer may be available on the bus.
- Students may be assigned seats, as necessary.
- Students may be asked to share seats with members of the same household.

Activities/Sports Transportation

- While unlikely, busing may be limited in out-of-town activities based on the current environment. In these cases, parents may be asked to transport children to activities. As outlined in [School District Policy IEAF](#), students are not allowed to drive to/from extracurricular activities unaccompanied by a parent/guardian without the prior approval from the Superintendent or designee.