

# Baldwin Creek Smart Start Plan

2020-21 School Year

Welcome to Baldwin Creek Elementary! Baldwin Creek Elementary is committed to ensuring that all students, parents, and staff are prepared for the upcoming school year, and during this unprecedented time. As part of the FCSD#1 Smart Start Plan, Baldwin Creek has created a school specific document to address protocols and considerations for Baldwin Creek. While we know we cannot mitigate every risk, through thoughtful and careful planning, we believe that we can safely bring students and staff back to in-person learning on August 25, 2020. The information and procedures in this document will continue to be updated as we receive guidance from FCSD#1, Wyoming Department of Education (WDE), Wyoming Department of Health (WDHHS), and the Centers for Disease Control and Prevention (CDC).

As a learning Community we will get through this together!!! We ask for your patience and understanding with this rapidly evolving situation and realize that health and safety protocols are updated frequently. The information contained in this document includes the best information available as of current information. Any changes or updates in protocols or procedures will be communicated directly to parents, guardians, students, and staff in a timely manner. Mutual communication will be a key component for success, and we are making a commitment at Baldwin Creek to make that a priority.

## Health and Safety

### Health Screening

- CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.
- Students who are sick should not attend school in-person.
- Parents screen children at home for temperature, cough, sore throat, chills, shortness of breath, loss of smell, nausea, vomiting, fever, and other symptoms.
- Students who become ill at school will be placed in a designated area of quarantine until a parent may pick them up.
- See the current CDC Guidelines [CDC Covid 19 Screening Guidelines](#)

Students and staff with COVID-19 symptoms will follow state and local health department guidelines and may be out for 14 days or more. If a student or staff member tests positive for the COVID-19 virus, they will follow local health orders.

## Physical Distancing

National and state health officers specify that physical distancing is an effective strategy to reduce the spread of coronavirus. A significant aspect of physical distancing is maintaining a distance of six (6) feet and wearing a face covering or utilizing plexiglass dividers when the possibility exists for proximity that is less than 6 feet for 15 minutes or more. The school district is making every effort to expand the usable space in all facilities and use procedures to limit movement in buildings, especially within common areas. Educators are mindful that children do need to move and require healthy air exchange during the course of the school day.

- Baldwin Creek will utilize more than one entry door for students and staff to arrive at school. Information on specific arrival details will be distributed to parents and students prior to the start of school.
- Baldwin Creek will establish traffic patterns and limit movement in common areas and transition areas during the school day.
- To the extent possible, the number of personal interactions will be minimized throughout the school day by using the physical distancing guidelines of six (6) feet when in the building.
- In situations where adequate physical distancing is not possible, face coverings and plexiglass dividers will be used, to the greatest extent possible, for all students and staff. This will include on the bus, in common areas, and during student transitions in the building. We are committed as a staff to build in several “mask breaks” by using professional judgment and common sense to meet the needs of staff and students. We will also closely monitor any individuals that need a mask break or physical assistance/evaluation during this time. We will communicate closely with parents and guardians to monitor any individual concerns or issues pertaining to their student’s needs.
- Baldwin Creek will attempt to keep students in cohorts of classmates to the extent possible. We are inherently structured that way by grade level and individual classrooms and we are continuing precautions during specials classes and other transitions throughout the day.
- If cohorts rotate to other spaces, the rooms, equipment and materials will be disinfected prior to the next group’s arrival.
- Every effort will be made to reduce the use of shared items.
- Procedures will be enforced to create space, limit movement, and compartmentalize areas of the building to assist with contact tracing in the event that a student or staff member contracts COVID-19.

\* Face coverings/masks must only serve the purpose to follow the guidelines set forth for the safety and health of students and staff. Any such items that are deemed distracting and non functional will not be allowed.

## **Sanitation**

Baldwin Creek will provide frequent hand washing opportunities along with instruction on proper hand washing techniques. Hand sanitizer will be provided in multiple locations throughout the buildings for use until hands can be washed with soap and water.

- Students and staff should bring a water bottle from home to minimize the use of common drinking fountains.
- Baldwin Creek maintenance and custodial staff will be trained to provide increased sanitation on surfaces and common areas in buildings and buses.
  - Sanitizing measures currently in place include:
    - New air filtration systems being installed in all buildings
    - Initial, thorough fogging before school starts
    - Increased number of foggers available for regularly scheduled sanitation
    - Increased cleaning of high-touch areas
    - Increased sanitizer availability
    - Additional staffing to allow for more frequent sanitizing
    - Readily available hand washing opportunities
    - Students and staff will sanitize their hands upon entering & exiting the building, each classroom and cafeteria.

## **Other Health and Safety Guidelines**

- The number of visitors and volunteers allowed into Baldwin Creek will be very limited. Unfortunately, we will not be able to accommodate visitors like we have in the past.
- Lunch guests, classroom volunteers, and other special drop-in guests, guest speakers and/or mentors will not be allowed until further notice.
- Guardians and/or family members will be allowed for special meetings such as IEP's and health related meetings and front office visits if necessary, but may be offered virtually.

## **Guiding Principles for Reopening School in August 2020**

Baldwin Creek is highly committed to EVERY BOBCAT EVERY DAY! The physical and emotional well being of our learning community is our top priority. Baldwin Creek staff members know that teaching students in-person is important for the wellness of our students and families. As schools reopen this fall, the health and safety of our students and staff is our number one priority.

## **Social and Emotional Learning Support**

Baldwin Creek is fully committed to the social and emotional health of our students, families, and staff--especially in these uncertain times. When school resumes, students will engage in opportunities during the day to practice and reflect on a variety of social-emotional skills to prepare our students to be successful.

The Baldwin Creek staff has been trained in trauma based educational supports and is a focus during the school year. We believe that to grow our students both academically and emotionally, they need daily reminders and language that supports our schools SEL (Social Emotional Learning) curriculum. At Baldwin Creek we have a full time counselor and a Character Traits instructor. Each student will receive one hour of Character Traits a week and possibly other small group SEL times as well. Our school counselor is always accessible to support any student or family needs. Our school counselor also received a prestigious Safe Schools Grant from WDE for the 2020-21 school year, and is planning to enhance our already strong SEL commitment at Baldwin Creek.

## Communication Plan

Baldwin Creek Elementary is committed to providing families, staff, and the community with clear and consistent information on a regular basis. To communicate with all stakeholders, Baldwin Creek will:

- Communicate information through a variety of methods such as weekly updates to stakeholders regarding health orders and conditions that impact our school and families; updates posted to the website and district social media; when appropriate, principal's videos, direct communication via email and text; and updates from classroom teachers.
- Teachers will communicate frequently on the typical classroom information and any COVID 19 related information deemed necessary.
- We will continue to work with FCSD#1 administrators to collaborate with Fremont County and Wyoming health officials to determine disease levels and control measures in the community and share information.
- Collect feedback from students, parents and teachers about instructional successes and concerns.
- Engage parents to assist and support teachers and provide a bridge between our school and families.

## School Operations/School Day

### Pick-up Drop-off/Pick-up

- Baldwin Creek's school's plan will adhere to Fremont County health department requirements regarding hand washing, face coverings, water fountain use, and restroom usage.
- Parents are encouraged to provide transportation for children to and from school if possible.
- Parents who transport their children must remain in their vehicles when picking up or dropping off students in the normal pick-up/drop-off areas.
- Physical distancing practices should be followed.
- Students will use hand sanitizer while entering the playground in the morning.
- Students will not congregate at entrance or exit areas.
- Students will be required to put on their masks, or use school available masks, when they enter the building.
- Parents need to wear masks during pick-up time on the campus or if picking up their child before dismissal.
- Staff will have designated areas on the playground for social distancing pickup at dismissal time.

- Students will have designated class zones to line up and distance prior to entering the building.
- Students will leave the building with face coverings on.

## **Lunch and Breakfast**

- Cleaning and sanitation protocols will meet or exceed USDA, state health department, and federal food service guidelines.
- Social-distancing will occur during lunch time by utilizing both the gym/cafeteria, music and art rooms.
- There will only be one lunch option and students will not be allowed to self-serve any items.
- Breakfast will be served in the gym/cafeteria as normal with physical distancing.
- No self-serve items will be offered.
- All food will be served by gloved and masked employees.
- Students will be allowed to bring lunches from home.
- Microwaves will not be available for student use.
- No sharing of food.

## **Instruction and technology**

### **Tier I - Open**

- On-site student learning will occur in accordance with state or local public health directives or orders that follow physical distancing guidelines.
- Baldwin Creek will provide high-quality, standards-based instruction for all students, whether that occurs in-person or remotely.
- Baldwin Creek will provide all specially designed instruction and related services as indicated on student IEPs. Parents will be notified of all changes to specially designed instruction or related service delivery.

### **Tier II - Hybrid**

- Baldwin Creek will provide all specially designed instruction and related services as indicated on student IEPs. Parents will be notified of all changes to specially designed instruction or related service delivery.
- Baldwin Creek will provide a Chromebook to any student in grades 4-5 who require a device to participate in learning from home.
- Baldwin Creek will create alternate settings and schedules to accommodate for spacing and physical distancing.

### **Tier III - Closed**

- Baldwin Creek will implement the approved adapted (remote) learning plan when state or local public health directives or orders require schools to close.
- Baldwin Creek will assess the success and effectiveness of student learning in the adapted learning environment by soliciting regular feedback from staff, students, and parents.
- Virtual learning will include interactive learning sessions daily.
- Attendance is tracked at least once a week for those participating virtually.

- Baldwin Creek will provide all specially designed instruction and related services as indicated on student IEPs. Parents will be notified of all changes to specially designed instruction or related service delivery.

## **Classroom-based virtual education:**

Baldwin Creek will follow the expectations and guidelines described in the FCSD#1 Virtual Learning Plan. [FCSD#1 Virtual Learning Plan](#)

Baldwin Creek will designate staff as the virtual instructors based on the number of students that are choosing to utilize this option. If there is a high enough percentage of students choosing this option, we will designate one classroom teacher per grade with this opportunity. That would mean that particular teacher's current class would be redistributed to new classrooms. If there is a small percentage of students, we will designate multiple highly qualified staff to provide the quality instruction.

- Baldwin Creek will assess students for learning gaps at the beginning of the school year. This data will be compared to previous years' data to help align class and individualized learning goals with appropriate instruction and establish interventions as necessary. For those students in a virtual model, our intervention, special needs and enrichment staff will reach out to set up times, resources and dates for a workable schedule for all. Here are some links that outline the systems we utilize at Baldwin Creek:

[National Title I School](#)

[National Model PLC School and Systems of Support and Enrichment](#)

- Baldwin Creek will reach out on a regular basis to foster positive relationships with individual students and to assess the social-emotional needs of those students.

## **Specials**

**Art:** The art instructor will transition to individual classrooms to avoid mass exposure to common materials. She has created individual supply sets for each student and will be transported to each classroom via a cart and will sanitize after each class.

**Music:** Students will transition to and from the music room utilizing the recommended face covering and physical distancing protocol. The music instructor will instruct the class using the current National Elementary Music Association, district, state and local guidelines on face covering and distancing pertinent at the time.

**P.E.:** Students will transition to and from the gym utilizing the recommended face covering and physical distancing protocol. At this time students will be outside as much as possible and weather allows. Students will utilize physical distance in the gym and will not be required to wear masks during physical activities.

**Character Traits:** The character traits instructor will transition to individual classrooms to avoid

mass exposure to common materials. She has also created individual supply sets for each student and will be transported to each classroom via a cart and will sanitize after each class.

**Library:** At this time students will transition to and from the library utilizing the recommended face covering and physical distancing protocol. Library books will be wiped down and sanitized when returned. We are also looking into more online and digital access to literature as alternative options. **The library protocol may be subject to change based on needs and the current health guidelines at the time.**

**Computer Lab:** At this time students will transition to and from the computer utilizing the recommended face covering and physical distancing protocol. At this time computer materials will either have individual keypad covers to be removed and sanitized for each class, or just sanitizing equipment after each class. Students will physically distance by masks and/or plexiglass dividers. **The computer lab protocol may be subject to change based on needs and the current health guidelines at the time.**

**Playgrounds:** Students will utilize the playground using the proper distancing guidelines at the time. Students will use hand sanitizer upon entering the playground and re-entering the building. Normal playground activities and contact will be adapted to meet the health guidelines at the time and masks will not be required at this time.

The ability for students to bring their own personal football, basketball, soccer ball, etc. for recess time will depend on the guidelines during that time. We will communicate that to families so there is no confusion of the expectations. We will also communicate that information prior to the start of school.

**The playground protocol may be subject to change based on needs and the current health guidelines at the time.**

## **Assemblies and Field Trips**

- Baldwin Creek all-school events such as school assemblies, plays, concerts, back-to-school nights, etc. will be reviewed on a case-by-case basis to determine whether or not they can safely be held. Most likely they will be postponed, cancelled or performed on a virtual platform to the best of our ability.
- Travel will generally be limited according to county and state health orders and all field trips and/or other activities outside of school will be evaluated on a case-by-case basis.