



Sheridan County School District #3

P.O. Box 125 / 1600 Meade Avenue
Clearmont, WY 82835

phone: (307) 758-4411
fax: (307) 758-4444
www.sheridan3.com

May 12, 2020

Dear Parents,

I want to take this moment to say **"Thank You"** for all of your efforts, support and open communication with the Educational Team of Sheridan County School District #3 to help meet the educational requirements of your child according to our Adapted Learning Plan!

The main purpose of this letter is to inform you of the schedule for the last week of school and graduation, now that we have approval from local and state agencies. Please take some time to read all the approved plans enclosed with this letter and communicate the schedule with your children. If you have any questions please contact the District Office.

I also want to let you know about some other key points.

- No Summer School for 2020
 - We will only be doing online credit recovery for students who have failed a course this semester. This will be limited and developed after grades are final.
 - If possible we might do a Jump Start Program for K-6 in August.
 - The District is required to have a Smart Start Plan approved by local and state officials to reopen in August. It is our goal to start in August, but it is going to look different. This includes School and Activities!
 - Because of staffing changes, students numbers, recalibration, state funding, accountability and this new Smart Start Plan our Master Schedule is going to change over the summer. The Educational Team will be working hard this summer to put it all together and keep you as parents informed. This means that students' schedules might change in August.

If you have any questions please contact the District Office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Auzqui'.

Charles Auzqui
Superintendent/K-12 Principal



The State of Wyoming provides *Hathaway Merit and Need Scholarships* to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship.

Approved SCSD #3 COVID-19 Last Week of School Plan

(According to State Guidelines as of May 1, 2020)

"State Guidelines Can Change At Anytime"

District Protocol

- Everyone entering the the facility will be required to:
 - Have their temperature taken
 - Complete a Symptom Survey
 - Use hand sanitizer station
 - Anyone with Flu Symptoms or a 100.4 (+) temperature will not be allowed in the school.

- Hygiene steps for everyone in the building:
 - Masks will be provided for anyone requesting one
(Following the guidelines of anyone within 6 feet proximity of another person)
 - Use of gloves to handle student materials will be used when appropriate
 - Frequent Hand Washing is required, according to CDC Guidelines
 - Avoid touching face at all times will be encouraged
 - Respiratory hygiene: Cough/sneeze in arm or tissue followed by hand hygiene
 - No food or beverages will be served to parents or students

- Transportation: Will only be provided if needed for special needs students (not parents). The student will be transported by a District Suburban with one driver. The student will be required to sit in the back row on the right side to keep an acceptable distance from the driver but to also allow the driver to maintain a view of the student.

- ***We will require all parents and students to exit the building within 30 min of entering the building.***

District Technology

- All students in grades K-6 will turn in their Chromebook and cord to Mrs. Betz at the front hall. Devices will be wiped down with a sanitation wipe at that time. Any issues or concerns with the device must be reported to Mrs. Betz at the time of check in.

- Students in grades 7-11 will be allowed to keep their Chromebooks. They do not need to return to the school. All devices will need to be "wiped" for students to be able to use them with a login other than shr3panthers.com. Mrs. Betz will send specific directions for wiping the device on Thursday, May 21, 2020.

- ***Seniors will be allowed to keep their Chromebooks also, but will be required to bring their Chromebooks on Thursday (21st) for checkout and graduation practice.***

- ***7-12 student devices will not be supported by Sheridan County School District #3 after Friday, May 22, 2020.***

K-6 District Schedule

Monday, May 18, 2020 (7:30 am - 4:30 pm)

- Staff Onsite - Optional
- Students offsite according to District Adapted Learning Plan
 - Kindergarten will have a online learning day
 - 1st -6th Grade MAP Testing (Math/Short Version)
 - 8:30 am - 10:00 am

Tuesday, May 19, 2020 (7:30 am - 4:30 pm)

- Staff Onsite - Optional
- Students offsite according to District Adapted Learning Plan
 - Kindergarten will have a online learning day
 - 1st -6th Grade MAP Testing (ELA/Short Version)
 - 8:30 am - 10:00 am

Wednesday, May 20, 2020 (7:30 am - 4:30 pm)

- All Staff Onsite following CDC Guidelines and State Requirements. (25 -30)
 - Staff will stay in individual classrooms
- Checkout Day (8:00 am - 4:00 pm)
 - Following District Protocol, CDC Guidelines and State Requirements
 - Parents and Students will come during this time frame to return school items and collect personal items. (20-30 mins)
 - Limited to 20 parents and students in the building at any time
- Kindergarten Screening (2:00 pm - 4:00 pm)
 - Google Hangouts
 - Schedule will be shared with all involved

Thursday, May 21, 2020 (7:30 am - 4:30 pm)

- All Staff Onsite following CDC Guidelines and State Requirements. (25 -30)
 - Staff will stay in individual classrooms
- Work in Classrooms
 - Complete "End-of-Year" District Requirements

Friday, May 22, 2020 (8:00 am - 12:00 pm)

- K-12 Professional Development
 - Staff Meeting (Google Hangout)
 - Teacher Checkout
 - Richard James Onsite

7-12 District Schedule

Monday, May 18, 2020 (7:30 am - 4:30 pm)

- Staff Onsite - Optional
- Students offsite according to District Adapted Learning Plan

Tuesday, May 19, 2020 (7:30 am - 4:30 pm)

- Staff Onsite - Optional
- Students offsite according to District Adapted Learning Plan

Wednesday, May 20, 2020 (7:30 am - 4:30 pm)

- All Staff Onsite following CDC Guidelines and State Requirements. (25 -30)
 - Staff will stay in individual classrooms
- Students offsite according to District Adapted Learning Plan (8:00 am - 4:00 pm)
 - Class Periods 1st - 3rd will still be provided online according to District Adapted Learning Plan
 - Online MAP Testing (Math/ELA during 4th Hour)
 - Grades 7th - 11th
 - Short Version
 - Time: 10:30 am - 12:00 pm
 - Math 10:30 am - 11:30 am
 - ELA 11:30 am - 12:00 pm

Thursday, May 21, 2020 (8:00 am - 4:00 am)

- All Staff Onsite following CDC Guidelines and State Requirements. (25 -30)
 - Staff will stay in individual classrooms
- Checkout Day (8:00 am - 4:00 pm)
 - Following District Protocol, CDC Guidelines and State Requirements
 - Parents and Students will come during this time frame to return school items and collect personal items. (20-30 mins)
 - Limited to 20 parents and students in the building at any time
 - Seniors (Required)
 - 9 Students
 - Check Out Time: 1:00 pm - 2:00 pm
 - Outside Graduation Practice: 2:00 pm - 4:00 pm
- Work in Classrooms
 - Complete "End-of-Year" District Requirements

Friday, May 22, 2020 (8:00 am -12:00 pm)

- K-12 Professional Development
 - Staff Meeting (Google Hangout)
 - Teacher Checkout
 - Richard James Onsite

Approved SCSD #3 COVID-19 Graduation Plan
 (According to State Guidelines as of May 1, 2020)
 "State Guidelines Can Change At Anytime"

Senior Check Out and Graduation Practice: Thursday, May 21, 2020 (1:00 pm - 4:00 pm)
Graduation Requirements: All "Seniors" need to be passing all their required classes for graduation by Thursday May 21, 2020 @ 1:00 pm in order to participate in Graduation Ceremonies on Sunday May 24, 2020 @ 2:00 PM!

Who: Class of 2020 (9 seniors)

Where: Clearmont K-12 Building

- Plan A
 - Outside (see attached drawing)
- Plan B
 - School Gym
 - Limited Attendance

When: Sunday, May 24, 2020 @ 2:00 pm

Goal: To allow our seniors to have this special moment and celebrate this milestone in their educational careers, while creating a venue that protects the health and safety of everyone involved. Because we are such a small School District and Community in rural Wyoming I feel we can meet this goal!

Seating Information:

- **Graduates will have a designated area for them and their immediate family (Maximum of 10 family members)**
- All other family, friends or community members will be able to watch from the overflow areas designated on the map (Orange) or from the bleachers in Option B. Because of limited chairs outside we encourage people located in the overflow area to bring lawn chairs.

Estimated Participation and Sq Footage of Designated Area

Location	Sq. Footage	Estimated People In This Area
Graduation Area	5,700	Seniors = 9 Senior Immediate Family (Limited to 10 Each) = 90 Staff, Board of Trustees and Administration = 10 Total = 109 (52 sq ft per individual)
Designated Graduate/Immediate Family Area	300 - 400	Graduate = 1 Immediate Family Members 10 Total = 11 (27 - 36 sq ft per person) Each area for graduates will be limited to the graduate and 10 immediate members of the family.
Graduation Gift Table Area	8370	930 sq ft per table No gathering will be allowed in this area
Family Overflow Area	8,370 + 9,950 = 18,320	District Estimated # of Staff, Guests, Family, and Friends = 70 - 120 people (130-250 sq ft per person) (10'x10' area is 100 sq ft)
Total Outside Graduation Area	34,000 - 40,000	Total Estimated # of People = 230 (147 sq ft per person)

General Information for both Plan A and Plan B

- The Graduation Ceremony will follow a traditional format for SCSD #3 but has been formatted to limit personal contact and require graduates to remain with immediate family in designated areas. **SCSD #3 average graduation attendance is between 150-180 people.**
- The graduation ceremony will be streamed live on our District Facebook Page.
- The Sheridan County Sheriff's Department will be in attendance to help facilitate the approved graduation plan.
- SCSD #3 will work closely with the Town of Clearmont to protect the community in this graduation process.
- Expectations and Recommendation will be communicated with seniors and their families one week prior to graduation.
- Graduation Practice will take place on Thursday, May 21, 2020 @ 2:00 pm and limited to only seniors and required staff, while following CDC guidelines.

***SCSD #3 will make adjustments to any of these plans as needed, if State Guidelines change or if required by State and Local Officials!**

Plan A

- The graduation ceremony will be held in the front of the school in the designated area on the map with only the graduates, required staff, members of the Board of Trustees and the Superintendent. **The locations for graduates and immediate family (green on the map) will be limited to 10 family members and the graduate.** The square footage for each area is 300 - 400 sq feet.
- Graduates will remain in their designated area with their immediate family for the entire ceremony. Only graduates speaking or presenting will be allowed to come to the podium.
- Graduate Gift Tables are located on the street (purple section of the map) and will be a minimum of 20' apart. People won't be allowed to gather in this area. The goal will be to allow enough space for the community and guests to place gifts on individual graduate tables while following CDC guidelines of 6' spacing.
- All materials and gifts for seniors will be placed on the graduates table in advance of the ceremony for them to pick up off of their table at the end of the ceremony.
- Hygiene steps
 - Masks will be provided for anyone requesting one
(Following the guidelines of anyone in 6 feet proximity of another person)
 - Use of gloves to handle student materials will be used when appropriate
 - Hand Disinfectant will be use before and after each speaker presents
 - Microphones and podiums disinfected in between each use
 - Avoid touching face and face masks
 - Respiratory hygiene: cough/sneeze in arm or tissue followed by hand hygiene
 - No food or beverages will be served.
- **We will require everyone to exit the school facility and grounds within 30 min of the graduation ceremony ending.**

Plan B (Only if Wyoming Weather Doesn't Allow Plan A)

- Plan B graduation ceremony will be held in the gym (7,500 sq ft/Max Capacity Load 808). Only the graduates, immediate family/friends (20 per graduate), required staff, members of the Board of Trustees and the Superintendent will be allowed in the gym (Approximately 190-230 people).
- Everyone entering the the facility will be required to:
 - Have their temperature taken
 - Complete a Symptom Survey
 - Anyone with Flu Symptoms or a 100.4 (+) temperature will not be allowed in for the ceremony.
- **Graduates will still have a designated area for them and their immediate family (max 10 family members).** They will remain in their designated area with their immediate family for the entire ceremony. Only graduates speaking or presenting will be allowed to come to the podium.
- Staff, Family, Friends and Community members will not be allowed to sit with graduates and will be required to sit in the stands following Local, State and Federal CDC guidelines.
- Graduate Gift Tables will be located in the Muliti-Purpose Room a minimum of 10' apart. People won't be allowed to gather in this area. The goal will be to allow enough space for the community and guests to place gifts on individual graduate tables while following CDC guidelines of 6' spacing.
- All materials and gifts for seniors will be placed on the graduates table in advance of the ceremony for them to pick up off of their table at the end of the ceremony.
- Hygiene steps
 - Maskes will be provided for anyone requesting one (Following the guidelines of anyone in 6 feet proximity of another person)
 - Use of gloves to handle student materials will be used when appropriate
 - Hand Disinfectant will be use before and after each speaker presents
 - Microphones and podiums disinfected in between each use
 - Avoid touching face and face masks
 - Respiratory hygiene: Cough/sneeze in arm or tissue followed by hand hygiene
 - No food or beverages will be served.
- ***We will require everyone to exit the building within 30 min of the graduation ceremony ending.***

Senior Families, Friends, and Community Members Guidelines for 2020 Graduation Celebrations

Sheridan County School District #3 wants all seniors and their families to know that this document is only meant to give guidance to help protect the health and safety for everyone involved and the community of Clearmont. We understand the questions related to high school graduation and the milestone that high school graduation represents in the lives of our students and families. We are striving to make this the best experience possible for everyone involved.

Considerations

- Identifying the following family and friends that are coming to graduation or your graduation celebration and consider their exposure to family and community members
 - Traveled Out-of-State or Out-of-Country in the last couple of weeks for an extended time
 - Live in an area that has had several cases of COVID-19
 - Been Exposed or Quarantined in the last 14 day because of COVID-19
 - Has had Flu Symptoms or a Temp of 100.4 in the last 10 days
 - Elderly family members who are at a higher risk of infection if exposed to someone who may have COVID-19 symptoms but haven't been tested
- Follow CDC guidelines for serving food and beverages
- Limit group settings to 10 in confined spaces (try to have your celebration outside, if possible). This could change on May 15, 2020.
- Limit the length (time) of the gathering
- Provide Hand Sanitizer and Hand Washing Stations

We are trying to follow all current State/CDC rules and regulations. Please let me know if you have any questions or concerns. Thank you for all you do and your support while we are dealing with the ever changing COVID-19 guidelines.

Sincerely,

Charles Auzqui
Superintendent/K-12 Principal
Sheridan County School District #3



