

North Star Elementary

COVID - 19 Response Plan

The safety of our students and staff is of the utmost importance. North Star has prepared the following plans to address the pandemic of COVID-19.

North Star is committed to providing a high quality comprehensive educational experience whether our school is in traditional, hybrid or remote model. We will continue to ensure every student has a meaningful relationship with a responsible and caring adult. We will provide social and emotional support to students and staff. ***We believe these are best fulfilled when teachers and students unite together on campus.*** However, until the COVID-19 pandemic has subsided, an open school building requires special precautions and protocols in order to safeguard the health and well-being of all. North Star is committed to working closely with state and local officials to respond to COVID-19 promptly with flexibility, empathy and good judgement.

It is our intention to educate our students in the school building when conditions permit. However, North Star recognizes that for the safety of our students and staff, and depending on conditions and guidance from coordinating agencies, the need to transition to one of the learning models below may occur. In all situations, North Star is committed to the highest standards of academic excellence.

Thank you for your patience and support as we persevere through this unprecedented challenge.

Communication

North Star will regularly communicate with students, staff and parents with the most current health information impacting schools. The primary form of communication will continue to be email and text. Please make sure your contact information is updated and accurate in Power School.

Generally speaking, there are four possible learning models*:

1. **Normal Traditional Learning:** *All students are in the school building. COVID-19 pandemic has abated. No restrictions from Central District Health (CDH) and state authorities.*
 - a. No community spread (as defined by CDH and NS Board of Directors); return to normal school routines.
 - b. Attendance policies are normal per the Parent/Student Handbooks.
 - c. Grading and academic policies are normal.

2. **Modified Traditional Learning:** *All students are in the school building.*
 - a. Minimal to moderate community transmission (Category 2 as defined by CDH and NS Board of Directors).
 - b. School-wide social distancing and mitigation strategies in place.
 - c. Special safety and sanitizing protocols approved by the health district.

3. **Hybrid Learning:** *All students are in the school building.*
 - a. Moderate community transmission (Category 2 as defined by CDH and NS Board of Directors).
 - b. Students would be split into two equal learning groups A and B. Group A would attend school every day from 9:00-12:00. Group B would attend school every day from 1:00-4:00. This would lower class sizes by approximately 50%.
 - c. Due to the numbers in our Kindergarten classes, social distancing and staffing allows for all kindergarten students to attend school each day.
 - AM students will be in class from 9:00-12:00
 - PM students will be in class from 1:00-4:00
 - Full Day Tuition students will be in school from 9:00-4:00
 - d. NS families will be given the option to choose the A or B schedule for their children in the K-5 program. If more than approximately 50% of a class prefers the same schedule, then NS will run a lottery to determine assigned groups.
 - e. Busing will only be available for morning routes (for those students starting school at 9:00 am) and afternoon routes (for those students ending school at 4:00 pm).
 - f. All instruction of core curriculum is done within the classroom during this condensed face to face learning plan.
 - g. In addition, students will be given practice work totaling approximately 60 minutes per day in order to meet state instructional minute requirements. Teachers will use data to determine the needs of each of their students to individualize the practice work which best meets the child's needs to both intervene and accelerate.

Cleaning and safety measures will be in place as described in the modified traditional learning plan

4. **Remote Learning:** *No students permitted in the school building.*
 - a. Substantial community transmission (Category 3 as defined by CDH and NS Board of Directors).
 - b. Attendance and academic policies modified per State Board of Education guidelines and approved by the NS Board of Directors.
 - c. All schooling via Distance Learning Model.
 - d. *Platforms used for students who are at home may include but not limited: video sessions, Office hours, ZOOM, SeeSaw, email and Google Classroom*

*Students and/or someone living in the same household, that have a compromised immune system or other risk factors that make them susceptible to COVID-19, may request remote

learning accommodations when we are in Modified Traditional or Hybrid models. *Medical documentation will be required* and each situation will be reviewed before approval granted.

Coordination with State and County Agencies

The North Star Board of Directors will determine the appropriate model of learning based on the recommended guidelines of the State of Idaho, the State Board of Education, and the Central District Health Department. Central District Health will be holding weekly calls with school leaders to identify the current category of transmission in our county as well as our school.

Category 1: No community transmission (preparedness phase)

Category 2: When there is minimal to moderate community transmission

Category 3: When there is substantial community transmission

1. Central District Health Department – Guidance for Schools:
<https://www.cdhd.idaho.gov/pdfs/cd/Coronavirus/Resource%20Docs/schools/COVID-19-Guidance-Schoolsv2-06-19-20.pdf>
2. State of Idaho – Stages of Reopening:
<https://rebound.idaho.gov/stages-of-reopening/>
3. State Board of Education –
<https://boardofed.idaho.gov/covid-19/>

If North Star Charter School is mandated to comply with any applicable governmental regulation related to COVID (e.g.: CDH Order 7/14/20) this specific North Star policy shall be automatically modified to the extent necessary to be compliant with that regulation.

Modified Traditional Learning Model *updated and Board approved 1.28.21*

NS will create spacing between our elementary students and our secondary students in order to allow closure and teaching model changes to occur within each program. For example, if a high school student gets sick, we don't have to respond and change the teaching model in elementary. Secondary students won't travel or use elementary facilities during school hours and vice versa. If a classroom space is used by another program before or after school hours, the room will be sanitized. This room will be sanitized properly and students gone before elementary students start school.

Staff Room

Room will be rearranged to allow for proper social distancing. No large groups will be allowed to congregate in the staff room for lunch or other times throughout the day. Elementary will add a smaller workspace on their side of the building (multi-purpose room) to allow a place for staff to make copies and prep as needed. This will help with how many K-12 staff need to use the larger shared staff work room/lounge. Extra cleanings will occur in the staff work rooms.

Elementary staff will use the multipurpose room for lunch time as they will be able to safely distance in this space while students are in the classroom eating lunch. Each teacher will be asked to wipe down their space when leaving the room and the custodial staff will clean the room each night.

Office Space

- 6-foot social distancing for staff and students
- Plastic sneeze guards in place
- Air purifiers added to the main office space
- Only office staff to use copier machines in the office
- Extra cleanings throughout the day

Post [Stop The Spread](#) signs at entry points to school and in highly visible areas.

School-Wide Disinfections

We utilize a combination of CDC-approved cleaning products to disinfect desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day.

Cleaning increase:

Daytime Custodial staff will:

- routinely clean highly touched surfaces several times throughout the day.
- clean bathrooms twice per day on a routine schedule
- clean office

Nighttime Custodial staff will clean nightly:

- Each staff and student bathroom
- elementary staff room (multi-purpose room)
- all offices
- Each classroom to include special teachers' learning space
 - garbages, vacuum, desks, all surfaces to include high touch surfaces

Hygienic Practices

Students will be taught, encouraged and given time to promote strong hygienic practices at school, including the following:

- Covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward;

- Washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
- Keeping hands away from nose, mouth, and eyes; and
- Avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).

Masks are REQUIRED by all staff, students and visitors in the building.

- **Masks that cover the nose and mouth (cloth not shield) are required by all students and staff in the building. Students and staff with a medical exemption will need to provide a doctor's note (a waiver will no longer suffice) to the school.**

Temperature Checks: Staff will be trained to check each child's temperature (touch free thermometer) before students enter the classroom.

When a child states they don't feel well or a staff member notices they may not, their temperature will be checked. Students with a temperature of 100.4 + will be sent to the holding room and parents will be called immediately.

Due to this strict policy, we ask that parents also check their child's temperature each day before sending to school.

Hand Sanitizer Stations

Teachers, staff, and students will keep their hands sanitized using the dispensers of hand sanitizer that are installed at every building entrance, specified locations around the school and in every classroom.

Hand Washing Stations

Every elementary home classroom has sinks. Teachers will make extra time throughout the day for extra hand washing.

Holding Room for Sick Students

Elementary will have a designated enclosed room, with an air purifier, for students that will be utilized as a holding area for sick students that are waiting to be picked up.

Morning Drop-off

At the Elementary School, students will enter and exit through their classrooms' exterior doors whenever possible. Exterior entrance doors will be used for some transitions and to ease hallway flow according to schedule.

Bus students will arrive at NS at 9:10 and will head directly into the classroom through the exterior classroom door.

Parent drop-off and walkers will begin arriving at 9:15 and students will go directly into their

classroom through exterior doors. Core Instruction will officially begin at 9:25 and students will be marked tardy accordingly. **Please note that these time frames may have to adjust slightly as needed. Parents would be notified.*

Afternoon Pick-up

Bus students will be dismissed from their classrooms at 3:45 and load directly onto the bus. They will sanitize their hands before boarding the bus. Staff members will be assigned to supervise bus students as they are released from class to ensure students maintain social distancing and load quickly and safely onto the bus.

Walkers/parent pick up students will be dismissed at 3:50 (or when buses are loaded and off the NS property). Walkers need to leave campus immediately. Students will be lined up by last name with 6-foot social distancing to wait for their parents/guardian to come through the pick-up line. Staff will wear microphones and call students to their parents' car to be loaded the same way that has been done in the hybrid model . If numbers are too high to allow for social distancing and safe loading, North Star will use a rolling dismissal based off of last name assignments to adjust pick up times to allow safe loading. Parents will be communicated with if there are any changes. If this split time is implemented, the students assigned to the second shift of dismissal will wait in the classroom until the first group of parent pick up has gone through the line. Staff members will be assigned to support classroom teachers in a split release to ensure rules are followed and students are supervised as they safely load into parents' cars. The school safety officer and administration will communicate with parents to support training of this rolling student pick up process.

Bus

- Driver required to wear mask
- Students required to wear mask
- Load back to front
- Siblings will be seated together
- Windows open whenever possible to increase air flow
- Students use hand sanitizer as they enter bus
- Buses will be sanitized after each use

Hallways

- Safety spot dots markers where appropriate
- Students will travel along wall markers on right side of hallway when independent and one way in groups when possible
- Increased spacing while traveling in class lines. 6 feet when possible
- Students will travel in line with the classmates in their assigned pods
- Mask exempt students will travel at the front of the line
- Outside transitions and use of exterior doors when possible

Classroom

- Teachers and admin will create seating arrangements at the recommended distance of 6 feet apart whenever possible. Where social distancing of 6 feet is not possible in classrooms, students will be podded in groups of approximately four (depending on class size) and those groups of four will be six feet apart from each other. These pods of students will be together in special classes as well to support safety and lessen the chance of spread and the need to quarantine.
- Students with mask medical exemptions will be seated in the same pods when possible.
- Staff and students will be trained in the areas of physical distancing, handwashing, respiratory etiquette to mitigate exposure. Integrate good hygiene practices into instruction and classroom expectations.
- Sanitize desks, keyboards, and screens several times a day
- Sanitation will be scheduled at appropriate transitions.
- Limit the use of shared materials and spaces.
- No community supplies. Keep student belongings separate.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Students and staff use personal water bottles and water bottle filling stations. All hallway/classroom drinking fountains will be disabled.

Lunchroom Seating

Students will continue to eat lunch in the classroom since NS doesn't have a cafeteria. Exterior doors will be kept open whenever possible during lunch to increase air flow. Students will eat outside whenever weather permits to increase safety. Students will stay seated and in their own space during lunch. Masks will be required to be worn as soon as the child is done eating.

Special Classes

Special classes are an integral part of the education at North Star. Classes will continue with a modified schedule to ease transitions and social distancing. Rooms will be sanitized in between each transition of classes.

Music classes: Extra precautions will be taken to stay safe while enjoying our music special. If singing, students will be moved outside (weather permitting) and spaced 6 feet apart. Teachers will use alternate activities as needed within the Orff Schulwerk method to ensure a safe and enjoyable music experience.

Library classes: Library teacher will push into the classroom. No books will be checked out until further notice.

PE: Person to person contact sports and activities will be provided with caution. All equipment will be sanitized prior to reuse.

Computers: Devices will be sanitized in between use.

Art: One specified Art volunteer will be allowed per classroom on a bi-monthly basis. This year-long volunteer will go through staff and student screening protocol before

entering the building.

Enrichment Classes

Reading and Math enrichment classes will be provided in the homeroom class in order to avoid mixing students outside of each teacher's student population. 6 foot social distancing will be enforced in enrichment groups . Paras will be assigned to grade levels to support students as needed.

Recess Procedures

During Modified/Traditional learning:

- Only one grade level at a time will be allowed outside at recess. Each classroom will be assigned a section of the playground to limit contact until further notice. Masks will be optional at recess during play time, but required when lining up to go to recess and to come back into the building.
- Students will sanitize or wash their hands before and after recess
- Playground equipment (sports balls, jump ropes, etc) will be sanitized after each recess
- When deemed safe for students from various classrooms to play together, the following will apply:
 - Staff will utilize the large field and play space to ensure distancing and safety measures
 - Limited number of students will be allowed on playground structures at one time. Areas will be managed by an adult to support this.
- Students will sanitize hands before and after recess

Volunteers

Until further notice, all volunteer programs will be suspended, with the exception of the art parent.

Visitors

- No irregular/unscheduled visitors.
- Limit visitors to parents, by appointment, and critically important visitors on campus. All visitors with a scheduled appointment will be temperature checked and masks will be required.
- When a child needs to be checked out early, the guardian will call 10 minutes in advance. Upon the guardian's arrival, the student will be called down to the office where they will be checked out. If entry foyer is past social distancing capacity, parents will be asked to wait outside. Entry foyer will be sanitized a few times a day.
- No visitors will be allowed past entry foyer without pre-arranged appointment.

Extra-curricular events and gatherings

- Cancel field trips, assemblies, and other large gatherings if physical distancing cannot be achieved. These things will be a case by case decisions approved by the administration and Board.
- No mixing elementary classroom students
- Follow established guidelines.

Hybrid Learning

North Star developed this contingency plan as an option to avoid complete school closure. The plan's implementation will be determined by the North Star Board with guidance from Central District Health and other Idaho governmental authorities that have jurisdiction over school operations. This model would be a shortened day with approximately 50% of students in the building at one time.

North Star recognizes that this plan places an additional burden on families who will need to make accommodations for a half day schedule. This scenario would allow us to maintain daily contact between teachers and students and continue valuable core instruction. Again, North Star highly values building relationships and fostering the social emotional well-being of our students, which we believe best happens when in the building together.

Students would be split into two equal learning groups A and B. Group A would attend school every day from 9:00-12:00. Group B would attend school every day from 1:00-4:00. This would lower class sizes by approximately 50%.

Due to the numbers in our Kindergarten classes, social distancing and staffing allows for all kindergarten students to attend school each day.

- AM students will be in class from 9:00-12:00
- PM students will be in class from 1:00-4:00
- Full Day Tuition students will be in school from 9:00-4:00

In the hybrid plan, students would receive condensed instruction in all core subjects. Core subjects are:

K-2: Reading, Writing, Math

- Teachers will work to add embedded layers of science and social studies into the core curriculum and at home practice

3rd: Reading, Writing, Math

- Teacher will work to add embedded layers of social studies and science into the core curriculum and at home practice

4th: Reading, Writing, Math, Idaho History and Science

5th: Reading, Writing, Math, Social Studies and Science

Students will receive one shortened special each day. Specials are: music, PE, computers & library. Special teachers will post some additional online activities that students could opt to do as enrichment.

To complete instructional minutes required by the State Department of Education and to ensure that students are meeting grade level standards, teachers will provide additional assignments and online activities directly related to classroom instruction that occurred during the time that the students were in the classroom. This would ease the pressure of teaching students at home that occurs in a full remote model. It would also allow parents to set a schedule knowing their children would be taught every day by their certified teacher and could consistently plan for the hours their children are at home and in school.

If a child is on an IEP, they will receive their weekly IEP minutes based on their goals and objectives as written during the hybrid model.

When students are in the building for the hybrid model, all social distancing and cleaning protocols mentioned in the above modified traditional plan will be followed. It will be suggested that students wear face coverings. Staff will wear face coverings.

RECESS: Playground structures and recess equipment will be prohibited. Large open spaces such as fields and blacktop will be used as an alternative. All non-usable areas will be roped off. Only one grade level at a time will go to recess.

BUSING: Busing will only be available for morning routes (for those students starting school at 9:00 am) and afternoon routes (for those students ending school at 4:00 pm).

GROUP A (9:00am-12:00pm)

Morning drop off: Buses will drop off students by 8:45. Students will go straight to their classrooms through the exterior classroom doors. Parents will begin drop off at 8:50. Students will go straight to their classrooms through the exterior classroom doors. School will start promptly at 9:00.

Mid-day pick up: Students will be released from their classrooms for parent pick up by a staggered time starting at 11:55. The second group will be released at 12:00. This will be done once teachers have gathered their students' information on how they will get home from school (own parent, daycare, friend, etc.). Each K-5 teacher will collect pick up information from their families before school starts to align K-5 families and create safe flow of dismissal for the students attending the 9-12 session.

GROUP B (1:00pm – 4:00pm)

Afternoon drop off: Drop off will be split into two groups. One at 12:45 and one at 12:52. These two groups will be split using last names (ex: A-M at 12:45 and N-Z at 12:52). This will be adjusted as needed to safely distance drop off. Students will go straight inside using exterior classroom doors. School will start promptly at 1:00.

Afternoon pick up: Bus students will be dismissed at 3:55. The parent pick up group will be dismissed as soon as the bus students are loaded. If teachers determine that there are more parent pickups than we are able to safely distance, parents will be split into two equal groups, using the same method as mentioned in mid-day pick up.

Remote Learning Model

Substantial community transmission (Category 3 as defined by CDH and NS Board of Directors) AND Widespread positive case(s) with significant risk of exposure within a school and/or multiple schools

If there is a state-wide or local order to close all schools or an individual school, learning will continue remotely. North Star will work closely with families to provide technological devices to ensure every student has what they need to be successful with remote learning. North Star will use a variety of platforms which may include but not limited: video sessions, Office hours, ZOOM, SeeSaw, email and Google Classroom. Students will interact with their peers and teachers using an internet-enabled device. Students will submit work and receive feedback. Assessments and grading will continue until schools can reopen. North Star will follow the State Department guidelines regarding instructional minutes, attendance, learning standards and accountability in response to Covid-19.

Student Expectations:

- Students will interact with their peers and teachers using an internet-enabled device.
- Students will follow a modified schedule that will require attending online class at a specified time.
- Students will submit work and receive feedback.
- Assessments and grading will continue until schools can reopen.

Counselor and Principal Support:

- Will work to support families and students struggling with remote learning. This may include personal emails, phone calls, or home visits.
- Will work with families on a case by case basis with competing demands at home.