



# Toledo School District Reopening Plan

The following plan is submitted in fulfillment of the requirements related to reopening schools in fall, 2020. TSD is prepared to serve students and families on-campus, at-home or a hybrid of the two depending upon family desires, public health, OSPI, L&I and other agency regulations and recommendations. TSD is committed to serving students with safety and health as a top priority.

**Planned school reopening date: September 2, 2020**

**Planned last day of the 2020–21 school year date: June 18, 2021**

## Part I – MANDATORY Health Requirements

The local educational agency (LEA) must use the Department of Health (DOH) and Labor and Industries (L&I) guidance to create reopening plans aligned to health and safety requirements. All LEAs should maintain consistent communication with their local health authorities as reopening plans evolve.

**Please attest (and describe where appropriate) to the health mandates below.**

- 1) Our district has identified our primary **local health officer(s)**.  
 Yes  
a. Please list the name(s) of your primary local health officer(s): Dr. Rachel Wood
  
- 2) Our district has identified a primary **district-level point of contact** for our reopening effort.  
 Yes  
a. Please list the name and contact information for your primary district-level Chris Rust
  
- 3) We have reviewed the U.S. Centers for Disease Control and Prevention (CDC) definition of **high-risk employees** and we have clearly communicated with staff their opportunity to identify themselves as high-risk.  
 Yes  
a. We are engaging self-identified high-risk employees to address accommodations consistent with L&I requirements and the Governor's proclamation about high-risk employees.  
 Yes
  
- 4) We have reviewed our **drop-off and pick-up plans** to provide proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to

enter our buildings.

Yes

5) We have a **daily health screening plan** in place for students and staff.

Yes

a. Please identify which health screening protocol best fits your school district planning.

Our plan will rely primarily on a screening process conducted at school or on buses.

Our plan is to rely on attestations, but to screen staff who do not provide an attestation that a screen was done at home before school and students who do not provide an attestation that a screening was conducted by a parent, guardian, or caregiver before school. We plan to screen everyone for temperatures prior to building entry.

6) We have altered our indoor classroom and common spaces and reconfigured our processes to ensure **six feet of physical distance** between all persons in our school facilities as a planning framework.

Yes

a. We are using additional common spaces to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes

No

b. We are using additional community-based spaces outside of our school facilities to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes

No

c. We understand that this is a planning framework and there will be limited times when students and/or staff may need to be within six feet for short periods of time.

Yes

d. We understand there are limited exceptions to the six-foot rule, but we will accommodate students with disabilities or others who meet the exceptions in order to deliver equitable services, which may include providing additional personal protective equipment (PPE) to staff and/or the student.

Yes

7) We have altered physical spaces, reconfigured schedules, and adopted necessary plans to provide **meals to students** that ensures six feet of physical distance between all persons as a planning framework.

Yes

8) We have established clear expectations and procedures to ensure **frequent hand washing** in all of our facilities for students and staff.

Yes

9) We have established clear expectations with students, staff, and families that all

persons in our facilities will be wearing **face coverings** consistent with DOH and L&I requirements, including any of the narrow exceptions identified by DOH and L&I in guidance.

Yes

- a. We have an adequate supply of face coverings on our premises to accommodate students who arrive at school without a face covering.

Yes

No

- b. We will provide adequate face coverings and other PPE requirements to protect all staff in each building and/or worksite consistent with the law and L&I guidance.

Yes

- 10) We have developed busing plans to maximize **physical distancing** on our buses as much as possible on a given bus route.

Yes

- a. We recognize that busing is an exception to the six-foot rule, as long as we exercise proper cleaning, maximum ventilation when reasonable, face coverings on students and adults, and proper PPE for our drivers.

Yes

- 11) We have developed a **cleaning regimen** in our facilities and buses consistent with DOH guidance and the Infection Control Handbook 2010.

Yes

- 12) We have clearly established procedures, in coordination with our local health authority, to **report any suspected or known cases of COVID-19**.

Yes

- a. We understand that contact tracing and any other procedures to identify additional COVID-19 cases are to be conducted and led by the local health authority, the Washington State Department of Health, or a designee at the direction of the public health authority.

Yes

## Part II – Statutory Education Requirements

- 13) We have established a school calendar to accommodate **180 instructional days and the required instructional hours** assuming all of the guided learning planned by and under the direction of the certificated teacher counts (in-person face-to-face, distance learning on screen with a teacher, independent learning assigned and evaluated by a teacher, and any other directed learning) subject to the State Board of Education requirements outlined in [WAC 180-16-200](#).

Yes

No

- a. We have created a flexible calendar with additional days that may be needed to address short-term school closure in the event that our facilities are not accessible as directed by a public health authority or the Governor, and for which we were not able to make an immediate transition to Continuous Learning 2.0.

Yes

No

b. Please upload a copy of your school calendar.

14) In order to accommodate the instructional hours requirements, please describe your typical **weekly schedule** for students and professional collaboration. Include any reasonable options to maximize **cohorts** of students to reduce the risk of possible virus transmissions. The plan listed here is for on-campus instruction. At-home instruction will follow a similar schedule for delivery of instruction. This plan is contingent upon any further federal and/or state guidance and direction.

**For elementary, please describe:**

Students attending school will be placed in cohorts that will remain together throughout the day. They will remain in one location throughout the school day with teachers coming to them. They will have lunch in their classrooms. They will have up to three outdoor recesses with their cohort.

Students who will continue to learn from home will be provided with a chromebook. They will receive their lessons for the week through Google Classroom (4th & 5th Grade) and ClassDoJo (K-3rd) on Monday Morning. Teachers will upload videos of their daily instruction each afternoon and will check in with each student/family on Fridays.

<b>KINDER - 2ND</b>	<b>MONDAY - THURSDAY</b>	<b>FRIDAY</b>
8:00	START OF DAY	DISTANCE LEARNING FOR ALL
	SOCIAL EMOTIONAL	OFFICE HOURS FOR DISTANCE LEARNERS
	CORE LEARNING	TEACHER TRAINING / COLLABORATION / PLANNING
2:35	PICK UP DISMISSAL	
2:40	BUS RIDER DISMISSAL	
<b>3RD-5TH GRADE</b>	<b>MONDAY - THURSDAY</b>	<b>FRIDAY</b>
8:00	START OF DAY	DISTANCE LEARNING FOR ALL
	SOCIAL EMOTIONAL	OFFICE HOURS FOR DISTANCE LEARNERS
	CORE LEARNING	TEACHER TRAINING / COLLABORATION / PLANNING
2:40	PICK UP DISMISSAL	
2:45	BUS RIDER DISMISSAL	

**For middle school, please describe:** The Toledo Middle School Instructional schedule for reopening 2020-21 is as follows. Students will follow an A/B schedule with 8<sup>th</sup> grade and 6<sup>th</sup> grade group A students attending Monday and Wednesday. Tuesdays and Thursday 7<sup>th</sup> grade and 6<sup>th</sup> grade group B will attend. Teachers will upload class materials and assignments on Mondays in Google Classroom. Students will be using Google Classroom resourced during both in person and online learning time. Teachers will have a daily planning period. Fridays will be conducted all online. Teachers will have office hours and Friday check-ins with all classes. Professional development will also be provided on Fridays as well as during district determined late start days. The following schedule will be used for classes Monday through Thursday.

Health Checks	9:00 - 9:25
Warning Bell	9:12
Homeroom	9:15
1st Period	9:25 - 10:13
2nd Period	10:17 - 11:05
3rd Period	11:09 - 11:57
1st Lunch	11:57 - 12: 27
4th Period A	12:01 - 12:49
4th Period B	12:31 - 1:19
2nd Lunch	12:49 - 1:19
5th Period	1:23 - 2:11
6th Period	2:15 - 3:03
7th Period	3:07 - 3:55

**For high school, please describe:** THS reopening will use a six period day Monday through Thursday configured in four separate schedules, regular, late start, early release and assembly. Mondays are designated to disperse a lesson drop that includes learning targets, goals and due dates for the week.

Physical screening and Social Emotional surveys will be conducted from 9:00-9:25. The paper surveys will be collected by the first period teacher for reference on the state of the student body.

Fridays staff will be holding office hours for distance learning, contacting students and parents, conducting professional development, preparing and recording instructional meetings, holding club and organizational meetings along with staff collaboration on methods.

Student and staff activities will be scheduled to accommodate in-house students as well as distance learners.

Google Classroom will be used in face to face and distance learning. Currently adopted curriculum will be adapted to both Google and regular classroom instruction.

<b>TOLEDO HIGH SCHOOL 2020-21 BELL SCHEDULE</b>		
<b>REGULAR BELL SCHEDULE (Screening 9:00am - 9:25am)</b>		
FIRST PERIOD	9:25am - 10:23am (58)	
SECOND PERIOD	10:27am - 11:25am (58)	
THIRD PERIOD	11:29am - 12:27pm (58)	
LUNCH	12:29pm - 12:59 pm (30)	
FOURTH PERIOD	1:03pm - 2:01pm (58)	
FIFTH PERIOD	2:05pm - 3:03pm (58)	
SIXTH PERIOD	3:07pm - 4:05pm (58)	
<b>LATE START BELL SCHEDULE (Screening 11:00am - 11:25am)</b>		
FIRST PERIOD	11:25am - 11:57am (32)	
SECOND PERIOD	12:01pm- 12:33pm (32)	
LUNCH	12:35pm - 1:05pm (30)	
ADVISORY	1:09pm - 1:41pm (32)	
THIRD PERIOD	1:45pm - 2:17pm (32)	
FOURTH PERIOD	2:21pm - 2:53pm (32)	
FIFTH PERIOD	2:57pm - 3:29pm (32)	
SIXTH PERIOD	3:33pm - 4:05pm (32)	
<b>EARLY RELEASE BELL SCHEDULE (Screening 9:00am - 9:25am)</b>		
FIRST PERIOD	9:25am - 10:01am (36)	
SECOND PERIOD	10:05am - 10:41am (36)	
THIRD PERIOD	10:45am - 11:21am (36)	
FOURTH PERIOD	11:25am - 12:01am (36)	
LUNCH	12:05am -12:35am (30)	
FIFTH PERIOD	12:39am - 1:15pm (36)	

SIXTH PERIOD	1:19pm - 1:55pm (36)	
<b>ASSEMBLY SCHEDULE</b>	<b>Screening 9:00 am- 9:25 am</b>	
FIRST PERIOD	9:25am - 10:20am (55)	
SECOND PERIOD	10:24am - 11:19am (55)	
THIRD PERIOD	11:24am - 12:19am (55)	
LUNCH	12:19pm - 12:49pm (30)	
FIFTH PERIOD	12:53pm - 2:48pm (55)	
SIXTH PERIOD	2:52pm - 3:47pm (55)	
ASSEMBLY	3:47pm - 4:05pm (18)	

15) We have a plan to take **daily attendance** for all students, regardless of our teaching modality, as well as a tiered approach to supporting students not participating and aligned to the OSPI attendance rules.

Yes

- a. We have a clear plan for ongoing communication with students and families, and we have provided a means by which all students will be required to check in daily even on days when the student is not physically present at school.

Yes

16) We have identified **learning standards** across grade levels and/or content areas to ensure instructional time and professional learning are effectively tied to our reopening plan.

Yes

No

17) We have determined our 2020–21 **grading policies**.

Yes

No

- a. If yes: We have reviewed our grading practices, learned from decision-making this spring, and established the following grading system:
- **For elementary, please describe:**  
 Toledo Elementary will use Standards Based Grading. Students receiving accommodations/modifications through an IEP will receive a progress report in addition to the standards based report card.
    - 4 Above grade level
    - 3 Grade level
    - 2 Slightly below grade level
    - 1 More than one year below grade level

\*Modified

- **For middle school, please describe:** Toledo Middle School will use traditional letter grades. Teachers will outline and communicate grading standards for each course. Students served on an IEP will receive a progress report in addition to the report card. On a case by case basis, especially in dealing with students who have a 504 Plan or IEP, non-letter grades may be used.
  - A Excellent
  - B Above Average
  - C Average
  - D Needs Improvement
  - F Failing
  - S Satisfactory
  - U Unsatisfactory
  - I Incomplete
  - P Passing.
- **For high school, please describe:** Toledo will use a letter grade system A-F along with Pass/Fail and Withdraw using IEP and 504 plans accordingly. Students served on an IEP will receive a progress report in addition to the report card

### Part III – Additional Expectations

18) Our district has a specific plan to support students who received “**incompletes**” in the spring of 2020.

Yes

No

- a. If yes: Please briefly describe that plan: We did not use incompletes in the spring of 2020

19) Our district developed summer learning and services opportunities for **students who needed additional support** to be ready for success this fall.

Yes

No

- a. If yes: What percentage of your students did you provide services to? \_\_\_\_\_
- b. If yes: Please briefly describe the learning and service opportunities you provided, including any programs or targeted supports: \_\_\_\_\_
- c. If yes: Please briefly describe your process for prioritizing your students furthest from educational justice: \_\_\_\_\_

20) We have a plan to perform a **universal screening** of each student when they return to school to better understand their strengths, learning needs, and social-emotional needs.

Yes

No



- a. If no: Please briefly describe the efforts you are engaging in with respect to screening students when they return to school in the fall: We will use STAR 360 and NWEA MAP for student strengths and learning needs. We have developed an SEL screener to assess student needs.

21) Our district has developed a **family and community engagement** process that includes strategies to reach non-English speaking families to inform our reopening plan.

Yes

- a. Please briefly describe your engagement strategy and the organizations or individuals who took part in your planning effort: Telephone survey, videoconference parent forums. Every family was surveyed individually by phone to get their specific needs. Videoconference forums kept families engaged. Regular social media and blogging to provide information.

22) Our district has invested in additional accessible **technology, hardware, or connectivity** for students and educators as we have prepared for fall reopening.

Yes

No

- a. Please identify the percentage of students that you believe have adequate technology and connectivity to learn remotely during the 2020–21 school year.

0 – 30%

31 – 40%

41 – 50%

51 – 60%

61 – 70%

71 – 80%

81 – 90%

91 – 100%

- b. Please briefly describe your strategy to accommodate students during the 2020–21 school year who do not have adequate technology or connectivity to effectively learn remotely: Our local internet provider has indicated that they'll continue to provide service to all families in our district that are also in their service area. For the remainder, we plan to provide hotspots and other connectivity solutions. In addition, we will use CARES funding to provide Chromebooks for all students..

23) Our district has provided **professional learning** for our educators to prepare them for effective instruction during the 2020–21 school year.

Yes

No

- a. If yes: Please briefly describe the professional learning provided or facilitated by the district: All faculty were provided with access to ESD 113 “Kickstart the Restart” training. This will be ongoing through December.
- b. If no: Please briefly describe the professional learning the district will provide or facilitate to prepare staff for effective instruction during the 2020–21 school year.

24) Our district has selected a primary **learning management system** for consistent use with students across the district during the 2020–21 school year.

Yes

No

- a. If yes: Please select or write-in the primary learning management system the district is using with students:
  - Google Classroom
  - Microsoft Teams
  - Schoology
  - Canvas
  - Seesaw
  - Moodle
  - Other (write-in): Class Dojo, zoom, screencastify, Google Drive