

IN-PERSON INSTRUCTIONAL PLAN

Plan reviewed and approved by
Surrey School Board
08/09/2023

Surrey School Families,

It has been a challenge for our entire community since the beginning of COVID, but we hope you have found ways to cope and embrace this new normal. Thank you to the students, staff, parents, and community members who have helped us succeed in these difficult times.

COVID is still a factor in starting the 2023-2024 school year. One challenge for the 23-24 school year is planning for what school will look like if there is an outbreak of COVID cases. This is a daunting task as we all realize how the impact and response to COVID-19 has changed rapidly over the past year. This plan will try to address these challenges, while providing a flexible framework to guide our response over the next school year.

The Surrey School District will again have every-school-day, full-day instruction whenever the impact of the COVID-19 virus is low and manageable in our community. The district has experienced the academic and social-emotional challenges faced by students not present in school every day. Because of that, the Smart Restart Team continues to support face-to-face learning and will not be moving to a hybrid or online schedule. All measures shall be taken to ensure students are provided face-to-face daily instruction as much as possible.

This plan represents critical thinking, research, modeling, and work by our educators, staff, and school board. This group reviewed input gathered from our employees and parents.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be polarizing, and there are strong opinions about what the school should do or should not. But we must remain open to what is possible and consider all options so we can move forward.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, our school can provide quality education to our children in a safe manner, if we work together to solve problems.

Respectfully,

David Gerding
Superintendent

Ron Aberle
School Board President

Assumptions & Assurances

SURREY SCHOOL BELIEVES

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

OUR PLANNING TEAM

The Surrey School's Return to Learning Plan was crafted and reviewed by a team consisting of the following

- Educators
- Office Personnel
- Custodial Staff
- Parents
- Administrators
- Students
- School Board
- Community Member
- North Dakota Dept of Health (NDDoH)

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing. Information in this document is subject to change at any time pending information from the Governor's office, the ND Dept. of Health, or the CDC.

COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.

COVID-19 Building Level Coordinators

Surrey School will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. Coordinator will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will be report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.

Tina Webb, High School Principal and Tarra Hsyjulien, Elementary Principal, will assume the role of building level coordinators at Surrey Public School. If both coordinators are unable to be reached the secondary contact will be David Gerding, Superintendent.

Phases

The following phases will be used to define the community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. [ND Smart Restart Plan](#)

Guidance for Grade Level & School Building Closures

The K-12 Smart Restart plan has adopted the color-coded guidance in the ND Smart Restart Plan. This plan categorizes reopening into five phases: red, orange, yellow, green, and blue.

Instructional Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above.

Every day-all day

The Surrey School District will continue with the traditional every-school-day, full-day instruction whenever the impact of the COVID-19 virus is low and manageable in our community. The district has experienced the academic and social-emotional challenges faced by students not present in school every day. Because of that, the Smart Restart Team identified that moving to a hybrid or online only schedule was not the best academic option for our students. All measures shall be taken to ensure students are provided face-to-face daily instruction as much as possible.

Distance Learning (Teams, Zoom, Class DOJO)

All instruction is provided off-campus using distance learning resources or suited to the unique needs of the student. Distance learning will **only** be provided for students with documented COVID related absences and our Covid Coordinator approved.

BLUE GREEN

Instruction will be:

- Full day in-person

Yellow

Instruction will be:

- Full day in-person
Enhanced precautions

Orange Red

Instruction **may** be:

- Full day in-person with enhanced precautions
- Distance learning
- Special populations (IEP, EL, At-risk, etc.)
*May be offered support services on-site with enhanced precautions.

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.

Resources

ND Department of Public Instruction - <https://www.nd.gov/dpi>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov>

Best Intentions

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

Protect Yourself and Others

Wash your hands often

- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- 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.
- Wash hands before eating, after using the restroom, after recess/gym/music or areas where students will have shared materials.

Avoid close contact

- Maintain social distance from others. This 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 are being implemented.
- The sharing of instructional materials will be limited as much as possible.
- Physical separation on busing when possible. Masks are recommended for students and driver.
- Parents, visitors, and vendors will be allowed into the school building during school hours for the current school year by appointment.
- Keep same seating arrangement each day, seating charts on bus, classroom, lunchroom etc.
- Desks facing forward, no grouping, and spaced apart as much as feasible
- School doors will open at 7:45 AM and close at 3:40 PM.
- Parents are encouraged to pay bills and fees on-line.

Cover coughs and sneezes

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

Clean and disinfect

- School staff will clean and disinfect frequently touched surfaces daily.

- Shared materials will be cleaned between uses.
- Classrooms and communal spaces will be cleaned nightly by custodial staff.

Cover your mouth and nose with a cloth face cover when around others.

- Blue/Green – masks recommended in the building.
- Yellow – masks are recommended in all areas of school building and in buses.
- Orange/Red – Masks may be required in all areas of the building and in buses. Face-to-Face or distance learning may be possible in this phase depending upon numbers of positive or quarantined students.
- Educators and parents need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
- Masks should be taken home and cleaned regularly.

Expectations within each box may be subject to change depending upon number of COVID cases identified within the community. For example: The state may be in green, but Ward County numbers are high enough to warrant our wearing masks full time.

STAFF/STUDENTS	PPE
All staff (other than what is outlined)	Encouraged to wear cloth face coverings Encouraged to wear face coverings on school transportation (bus), and in areas where social distancing isn't available.
All Students	Encouraged to wear cloth face coverings. Encouraged to wear face coverings if using school transportation (bus), and in areas where social distancing isn't available.
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	Encouraged to wear face mask
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e.: SPED, EL, educator)	Building administrators in consultation with educator will determine if face coverings or face shield are recommended . This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.
All staff	Recommended to wear face mask dependent upon number of positive cases and quarantines
All Students	Recommended to wear face mask dependent upon number of positive cases and quarantines Students will be provided breaks and allowed to remove their mask when outside or in spaces that can accommodate social distancing.
<i>All staff and students in school bus</i>	Recommended to wear a face covering

Monitor your health daily

- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school.
- Staff and students who are sick should stay home.
 - Symptomatic students will be isolated, and their guardians contacted.

Facility Accommodations & Protocols

Modify Layouts

- Space desks apart when feasible.
- Arrange desks and table to face in the same direction when feasible.

Physical Barriers

- Social distancing signs to remind students to maintain social distance.

Communal Spaces

- Occupancy will be limited in communal spaces, such as lunchrooms, gymnasiums, and playgrounds, with modified or staggered schedules.
- Increase time between groups at lunch to allow for surface cleaning
- Staff and students are encouraged to bring their own water bottle to minimize the use and touching of water fountains.

Food Services

Providing nourishing meals to students is important for our students. The district shall take actions to ensure our students receive nourishing meals safely.

Transportation

Providing safe and reliable transportation for our students and families is always important. Families should be aware that the school district is unable to ensure social distancing is adhered to on all buses, all the time.

The transportation system is dependent upon drivers. COVID-19 may affect the total number of drivers available to the district. This will necessitate changes or reductions to district routes. Be aware these changes could happen on short notice.

The health and safety of our students on district transportation will be enhanced with the following procedures during the COVID-19 pandemic.

On the Bus

- Facial coverings are recommended on school buses. Masks are not provided by the school.
- Keep bus windows partially open when possible.
- Students may have assigned seats. This assists NDDoH and First District Health with contact tracing.
- Students may be asked to share seats as necessary.

Family Dropoff

- Since social distancing on a bus is not feasible, families are encouraged to drop-off and pick-up their children at school.

Activity/Sports Transportation

- To be determined based upon NDHSAA guidelines.

Operational Guidance

Blue / Green

Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread.
Building Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. <ul style="list-style-type: none"> ◦ Distancing on a school bus will be unachievable, we encourage parents to consider alternate transportation for their child. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Limited use of shared materials and supplies. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be encouraged to wear a face covering.
Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups. • Schedules may be altered to reduce cohorts passing in common areas. • Lunch- all students in multipurpose room at staggered intervals
Extracurricular Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.

Yellow

Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Maximize social distancing cohort where possible. • Face masks are recommended per ND Smart Restart guidelines.
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Building Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. <ul style="list-style-type: none"> ◦ Distancing on a school bus will be unachievable, we encourage parents to consider alternate transportation for their child. • Buildings routinely cleaned and disinfected according to CDC guidelines. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols.
Classrooms:	<p>Students will be face to face, in-school learning with enhanced precautions.</p> <ul style="list-style-type: none"> • Limited use of shared materials and supplies when students are in school. • Staff and students are recommended to wear a face covering.
Common Areas:	<ul style="list-style-type: none"> • Address whether schedules might be altered to reduce cohorts passing in common areas. • Address lunch times and locations and how they may be altered to reduce the number of students in the cafeteria at any one time
Extracurricular Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.
Orange / Red	
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Maximize social distancing cohort where possible. • Face masks are recommended per ND Smart Restart guidelines.
Districtwide Practices:	<ul style="list-style-type: none"> • Face to face and Online instruction may be used district wide in all courses at all grade levels. • Instruction will focus on essential learning targets. • Attendance and academic progress will be expected. • Grading policies will not be suspended.
Schools:	<ul style="list-style-type: none"> • Closed to the general public except by special arrangement with the district office. • Small group meetings or instruction may be allowed, particularly for special needs students or academic interventions.
Classrooms:	<ul style="list-style-type: none"> • Face to face learning unless school is closed. • Students may engage in on-line learning at home with documented COVID reasons.
Extracurricular Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities. • Athletic and other extra/co-curricular activities may be suspended.
Communications:	<ul style="list-style-type: none"> • Clear communication about academic expectations and grading shared with students and families. • Student/family support provided as needed.

