

Shelby Public School District

Safe Return to School and Continuity of Services Plan

Updated: December 14, 2021

Shelby Public School District will continually monitor guidance from the CDC, the Governor's office of the State of Montana, and the Toole County Health Department.

Historical Perspective Regarding the Shelby Reopening Process

March 2020 - December 2021

1. The Shelby Public School District was ordered to close to in person instruction on March 15, 2020, under an executive order issued by then Governor Bullock. Districts were provided a two-week period of time during which they could remain fully closed to instruction of any kind while developing a plan for remote instruction required by the Governor.
 - a. Shelby School District remained closed as authorized until March 30, 2020, at which point our district reopened pursuant to a reopening plan approved by the Governor.
2. On April 22, 2020, then-Governor Bullock lifted his Stay at Home Order, and Announced a Plan to Begin Phased Reopening of Montana. As part of that plan, effective May 7, 2020, all schools were provided the option to return to in-class teaching at the discretion of local school boards.
 - a. Shelby Public School District finished the 2020-21 school year through remote instruction. During the 2020-21 school year and the Fall of 2021, our means of operation have included:
 - i. In-person Instruction
 - ii. Distance Learning
3. Our district developed a plan for reopening to in-person instruction, with contingencies, and we implemented that plan for the 2020-21 school year. We have continued that plan with adjustments for the 2021-22 School Year.
4. Shelby Public School District has remained open to in-person instruction throughout the Fall of 2021, as we continue to offer a safe and effective learning environment for our students.
5. We embraced a fundamental principle of providing extensive transparency to our community throughout the above timeframe. We publicly noticed, held meetings regarding, and provided extensive opportunities for our community to provide us with feedback regarding the School District's plans and we carefully considered such feedback in developing and refining the School District's plans throughout the last 20+ months.

2021-2022 Planned Reopening Expectations

School District Meetings, Events, and Visitors

The Shelby Public School District has adopted the protocols and procedures in this document to govern actions for the duration of the declared public health emergency to ensure the safety of staff and students. Administrators, teachers and other Shelby employees are authorized to implement the procedures in coordination with state and local health officials.

At this time, all meetings and events may proceed without restriction.

Visitors and Volunteers

Visitors and volunteers will be permitted with permission from the school principal or the superintendent.

School Board Meetings

School Board Meetings will be held in person without restriction.

Health and Safety

Health Checks

Parents are responsible for ensuring their child does not have a temperature prior to arrival at the bus stop or school. Students whose temperature registers above 100 degrees should be kept at home. Students demonstrating signs of illness will be evaluated and sent home pending that evaluation.

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, and/or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregivers may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff.

Physical Distancing

Physical distancing will be observed when appropriate.

Lunch Program

School lunch will be served in person without restriction unless we have an in school surge of COVID-19 cases.

Face Coverings

Face coverings will be optional for all staff, students, and visitors unless we have an in school surge of COVID-19 cases.

Busing

Students and bus drivers must wear a mask on school buses at all times per Federal Law and CDC guidance.

A driver does not need to wear a mask if they are the only person on the bus.

Transitions and Lockers

There will be no restrictions on transition time or at student lockers unless we have an in school surge of COVID-19 cases.

Cleaning, Sanitation, and Ventilation

There will be no restrictions on maintenance or custodial duties unless we have an in school surge of COVID-19 cases.

Academic

There will be no restrictions on academic instruction unless we have an in school surge of COVID-19 cases.

Distance Learning

Shelby Public School District has established an online educational platform through Edgenuity for students in grades 5-12 for students with special circumstances that are unable to attend in-person instruction.

Rubric for Opening Shelby Public Schools

This guidance document serves as a framework for opening Shelby Schools in a healthy and safe manner, relative to the phase or level of COVID-19 spread we are experiencing at the state and local level. The components of this plan will remain flexible and adaptable to the potential changes within each step. Therefore, this document will be updated regularly as new information becomes available and/or additional requirements are requested of the Shelby Schools.

| Topic | Step 0 (Lockdown) | Step I | Step II | Step III | Step IV | |
|---|--|--|---|---|---|--|
| Grouping & Scheduling | Schedule will remain the same; however, all instruction will be online | Distance Learning will be the norm; however, struggling student will be able to receive in-person instruction as designed on an individual basis | <p>Elem</p> <p>Elementary students will remain in their classroom with specials being presented via video, or based on specific plans to maintain physical distancing. The schedule is designed to limit large gatherings or multiple groups from utilizing the Library, Gym, Cafeteria and the same areas of the Playground.</p> <p>JH/HS</p> <p>Clustered Block Scheduling will be used in the JH/HS to reduce frequency of movement (Arrival and Departure). Large Group gatherings will be mitigated with Physical distancing, masks or eliminated.</p> | <p>Elem - Elementary students will remain in their classroom with specials either coming into the room or moving the students to a different area that has been sanitized. The schedule is designed to limit large gatherings or multiple groups from utilizing indoor portions of the facility (i.e.: Library, Gym, Cafeteria).</p> <p>JH/HS - JH/HS Block Scheduling will be used in the JH/HS to reduce frequency of movement; however, students will transition between classes. The longer block schedule will allow students to clean their area before changing classes. Large Group gatherings will be mitigated with Physical distancing, masks or eliminated.</p> | <p>Elem</p> <p>Elementary students will move as per pre-COVID-19 conditions (increased handwashing will be enforced and large group activities may be limited) / Students will be kept in Grade Level Cohorts</p> <p>JH/HS</p> <p>The JH/HS Schedule will resemble pre-COVID-19 schedules. Students will have an 8 period day and an Open Campus.</p> | |
| Physical Distancing | N/A | Distance Learning will be the norm; however, struggling student will be able to receive in-person instruction as designed on an individual basis | Physical Distancing of students and staff will occur to the degree necessary for the activity, event and location. In most classrooms 3-6 feet is achievable and will be observed. The wearing of masks will be required in some settings, especially where optimal physical distancing cannot occur (i.e.: on school buses, in hallways, at arrival and dismissal). Hallways will be marked for directional traffic flow and some offices will have transparent barriers for student and staff protection. | Same as Step II | Large group gatherings may be mitigated with Physical distancing pending a surge in COVID-19 Cases within the School District / Physical Distancing will be implemented. | |
| Face Coverings | N/A | Face Coverings will be required for those entering district buildings | <p>There will be specific instances where masks or cloth face coverings will be required. All staff, visitors and students must wear a cloth face covering during arrival, dismissal, in hallways, and in common areas.</p> <p>Face coverings may also be required when in the presence of a known health compromised student or staff member</p> <p>All masks and cloth face coverings must be school appropriate.</p> | Same as Step II | Face coverings will be optional (Note: Per CDC Guidelines students wearing a mask properly can potentially avoid quarantine) | |
| Health Screening | N/A | Masking, distancing and limited attendance will make screening unnecessary | <p>Shelby School District personnel will guarantee that they are personally responsible on a daily basis to monitor their own health and potential COVID-19 exposure. If staff members are symptomatic or if they have been in close contact with a COVID positive individual, they must report that information to their supervisor and stay home until they have been cleared to return to work by a health official.</p> <p>Students and parents will be asked to monitor for COVID-19 symptoms and potential exposure. If a student exhibits symptoms or has been exposed, then they must stay home from school. They may not return to school until they have been cleared to return to school by a health care official or become symptom free.</p> <p>If a student exhibits symptoms at school, they will be isolated until a parent can be notified to pick the student up.</p> | Same as Step II | Same as Step II | |
| Testing for COVID-19 | N/A | N/A | <p>Shelby Public School District will encourage staff that show COVID-19 symptoms to be tested whenever those symptoms appear.</p> <p>Parents are encouraged to do the same for their children.</p> | Same as Step II | If an individual has not been vaccinated Shelby Public School District will encourage that individual to get tested for COVID-19 | |
| Busing | No Busing will occur | No Busing will occur | <p>Parents are encouraged to transport students whenever it is feasible to do so.</p> <p>On the Bus:</p> <ul style="list-style-type: none"> - Students will be assigned seats with no more than one student per seat (exception: Family groups of students will be assigned to sit together). - Masks will be worn by students on school buses. - Windows will be open to provide ventilation when feasible. - Sanitation of seats and handrails will occur whenever possible. | Same as Step II | <p>Students and drivers must wear a mask on school buses.</p> <p>A driver does not need to wear a mask if they are the only person on the bus.</p> | |
| Hallways / Lockers | N/A | Any student in the facility will bring their materials with them and no lockers will be used | <p>Lockers will be off limits</p> <p>Hallway traffic will be one way if possible otherwise clearly defined and marked flow directions will be posted.</p> <p>Routines and procedural expectations will be taught within content classes to accommodate physical distancing and safe practices.</p> | Same as Step II | Students will be assigned lockers and hallway movement will be as per pre-COVID-19 conditions | |
| Playgrounds | N/A | Playgrounds will be off limits | <p>Elementary Recess schedules have been established to keep cohort groups of students together on the playgrounds.</p> <p>Sanitation of playground equipment will occur on a scheduled basis.</p> <p>Example of Playground Locations:</p> <ul style="list-style-type: none"> - 6th Grade - South end of football field (one class east other class west) - 5th Grade - North end of football field (one class east other class west) - 4th Grade - Flagpole / JH/HS BB Court - 3rd Grade - Northwest Field (inside fence) / North basketball courts - 2nd Grade - North playground / South field closest to the fence + South BB Courts - 1st Grade - 1/2 of South Playground / North field - Kindergarten - 1/2 of South Playground / East field area | Same as Step IV | Recess will return to pre-COVID-19 conditions / Grade Level Cohorts will be maintained on the playground | |
| Meals / Cafeteria | Meals will be delivered to specific locations in Shelby | Meals will be delivered to specific locations in Shelby | <p>Elementary Lunch</p> <ul style="list-style-type: none"> - Kindergarten and First-Grade will eat in the Cafeteria. - Second Grade through sixth grade will eat in their classroom or outside. <p>JH/HS Lunch</p> <ul style="list-style-type: none"> - Closed Campus - 7-9 will rotate into one area of the cafeteria every three weeks the other two grades eating lunch in their classroom or outside. - 10-12 will rotate into one area of the cafeteria every three weeks the other two grades eating lunch in their classroom or outside. <p>General Information for Lunch:</p> <ul style="list-style-type: none"> - Students and staff will be required to wear face coverings while in line. - Touchless ID entry for students will be implemented. | Same as Step II | (Elem Exception: 2 additional classes will begin using the cafeteria on a rotating basis) | Normal Cafeteria use will be established in both buildings and the Campus will be open for HS Students |
| Visitors & Adult Protocols | Schools will be close to the public | No uninvited individuals will be allowed in the facility | In order to protect our medically fragile and immunocompromised students and staff members, schools will only be open to students and staff. The Shelby Public School District campus will allow limited access for pre-approved family members, visitors, vendors and volunteers. | Same as Step II | Pre-approved visitors, vendors and volunteers may be required to wear a face covering unless they have been vaccinated | |
| Organized Activities / Extracurricular | N/A | Extracurriculars and organized activities will likely be cancelled | <p>Shelby Schools will follow MHSA Guidance / District Actions:</p> <ul style="list-style-type: none"> - The District has posted signs warning against COVID-19 - The District will limit the occupancy of events to follow current State Health Officials and Toole County Health Department guidelines. - The District may require attendance sheets or seating charts for events to assist with contact tracing. - The District may require Health Screening for all those in attendance. - Face masks and coverings may be required for all those in attendance, depending on the event and venue. | Same as Step II | Shelby Public School District will follow MHSA Guidelines. The District also reserves the right to enforce restrictions regarding oncampus events should they pose a health threat as determined by District Administration | |
| Educational Delivery Modes | Distance Learning will be implemented | Mainly distance learning; however, struggling students will still have an opportunity to interact with staff | <p>Shelby Public School District plans to offer both face-to-face instruction in the traditional school setting with certain modifications to meet current protocols. Additionally Shelby Public School District also intends to offer distance learning for those families that desire that model of instruction.</p> <ul style="list-style-type: none"> - Delivery and instructional techniques may vary when compared to previous years; pending individualized plans. For example, physical education classes may spend more time outdoors and/or only certain areas of the AgEd facility will be open to groups of students. | Same as Step II | Distance learning will only be available to those students with documented health concerns | |