



**BOBCAT TRACKS:
BACK TO THE
CLASSROOM!**

~ The Brookings School District
Smart Start plan to open schools
amidst a global pandemic ~

Brookings School District
Fall 2020



Table of Contents

Bobcat Tracks . . . Back to the Classroom!

| | |
|--|----|
| District, Vision, Mission, and Core Values | 2 |
| Guiding Principals | 3 |
| Modified School Calendar | 7 |
| General Expectations | 8 |
| School Redefined | 10 |
| Operational Options Defined | 11 |
| Phased Approach and District Decision Making | 13 |
| Operational Options by Learning Level | |
| - Elementary & Intermediate (PK-5)..... | 17 |
| - Middle School (6-8) | 25 |
| - High School (9-12)..... | 37 |
| Technology Requirements & Expectations of Use | 50 |
| Safety and Well-Being Considerations and Protocols | 51 |
| Parent Resources | 53 |
| Parent/Family Expectations | 54 |
| Transportation Considerations and Options | 55 |
| Extra and Co-Curricular Activities | 56 |



District Vision:

~ The Brookings School District will be an exemplary, innovative learning community recognized and aligned for excellence whose graduates are prepared to excel in an ever-changing and inter-connected world.

District Mission:

~ The Brookings School District prepares all learners to be confident engaged citizens empowered to impact the ever-changing and inter-connected world.

District Core Values:

- LEARNERS FOR LIFE
- SAFE AND SECURE ENVIRONMENT
- STUDENT CENTERED APPROACH THROUGHOUT THE DISTRICT
- STUDENTS, PARENTS, STAFF, AND COMMUNITY AS PARTNERS
- INTEGRITY AND TRANSPARENCY THROUGHOUT THE ORGANIZATION

These core values serve as the premise for the Brookings School District operational and organizational processes. The core values will serve to guide students, staff, administration, and board of education decisions and actions. These core values provide an essential foundation for the development of the district's Smart Start plan.



Guiding Principles:

Several perspectives have influenced the Brookings School District plan. The District leadership considered recommendations from organizations such as the South Dakota Department of Health, the South Dakota Department of Education, the Center for Disease Control, the American Academy of Pediatrics, as well as input from local health care officials, the City of Brookings, staff, community members, school board members, and parents.

The overarching principles guiding our plan to return to school are as follows:

- Student and staff safety are our highest priority as we return to school.
- This plan acknowledges feedback via survey from parents and staff.
- The plan acknowledges statements made by Governor Kristi Noem on July 28, 2020.
- For School reopening, it is critical for all administrators to implement mitigation strategies (e.g., social distancing, cloth face coverings, hand hygiene, and use of [cohorting](#)). CDC guidelines – July 23, 2020
- Our plan incorporates the July 8, 2020 message from the South Dakota Department of Education stating, “Schools will provide face-to-face instruction as much as possible throughout the 2020-21 school year.” The Brookings School District plan is designed to be adaptable and may be revised depending on the level of COVID-19 transmission within the community as we “balance public health considerations with the known benefits of the full school experience (academic, social-emotional, physical) (from the July 8, 2020 [Department of Education presentation](#)).
- Our plan is designed to accommodate learner needs, and will make specific accommodations for vulnerable populations, including medically fragile youth, students who live in poverty, students who have specific health care needs or disabilities, or students that have developmental challenges. The accommodations are made with the intent to provide a safe return to school. Please see the [Supplemental Fact Sheet addressing the risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities](#).
- Consistent with the guidance from the South Dakota Department of Education, our plan allows school sites and school leaders to take steps to mitigate the spread of COVID-19 while still continuing to focus on and emphasize student learning.
- Our plan attempts to reasonably implement guidance from:
 - Center for Disease Control
 - American Academy of Pediatrics
 - United States Department of Education
 - South Dakota Department of Education
 - Federal and State elected officials
 - South Dakota Department of Health
 - Local Health Systems



- Local stakeholders
- Following the directive from the United States Department of Education and the South Dakota Department of Education and consistent with the American Academy of Pediatrics, our goal is to have students physically present for learning in the school facilities as much as possible. The district will apply standards of expectation and behavior accordingly. Measures and steps to be taken include:
 - **PHYSICAL DISTANCING**
 - The district will take steps to adhere to physical distancing suggestions. In doing so, the district realizes that it is improbable, if not impossible to ensure distancing at all times and at all places on district campuses. Every effort will be made to follow student distancing of 3 feet to 6 feet apart when feasible.
 - **CLEANING AND DISINFECTING**
 - The transmission of COVID-19 primarily occurs via droplets. As the district applies efforts to physically distance, the virus may still survive on certain surfaces for some time. Cleaning and disinfecting school spaces will occur regularly. Surfaces used frequently will be cleaned and disinfected daily and as often as possible. Shared equipment will be disinfected frequently. Proper hand washing will be emphasized for all students and staff.
 - **SCREENING**
 - The district will expect parents to conduct temperature checks daily for their student. It is essential that parents serve as the first line of screening prior to a student boarding a bus or entering a school. [Definitions of Symptoms for Reportable Illnesses](#). Any individual with a temperature of 100.4 degrees Fahrenheit or higher without medication should not be present in school. The district will provide a check list for parents regarding preliminary screenings before boarding a bus or attending school. The district will conduct temperature checks of students suspected to have a fever or feeling ill. Periodically, the district may conduct temperature screenings of students. Staff members will have temperature screenings daily. Anyone demonstrating a temperature of 100.4 degrees Fahrenheit or higher will be sent home immediately. Further, if a student or staff member has a known exposure to COVID-19 or has COVID-19 symptoms, the individual is directed to quarantine for 14 calendar days. Anyone with a positive COVID-19 test must isolate for 10 days. The student or staff member can be with others after:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**



- Symptoms have improved
- **COVID-19 TESTING**
 - Parents and staff are asked to coordinate with local health authorities regarding testing if there is a suspected exposure to COVID-19. In the absence of testing options or availability, staff and students should follow local and state health department guidance for exclusion from school. If a student or staff member has a positive COVID-19 test, the individual will be isolated from school and school related activities for 10 days. The student or staff member can be with others after:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved
 - As in past practice with student long-term illness, every effort will be made to collaborate with parents/guardians to provide for the ongoing educational needs of students in quarantine or isolation.
- **FACE COVERING/MASKS**
 - The district will require students and staff to appropriately wear masks when physical distancing (3-6 feet) is not achievable. [Appropriate positioning of the mask covers the nose and mouth.](#) There is ongoing evidence suggesting the importance of universal face coverings as a means to interrupt the spread of COVID-19 (<https://www.cdc.gov/media/releases/2020/p0714-americans-to-wear-masks.html>). The district will provide masks for individuals who need them supplied. Cloth masks must be [washed](#) in order to be properly used. Students and staff members must have a clean mask each day. The mask should follow school district policies and procedures for dress code.
- **HAND SANITIZER**
 - The district will provide hand sanitizing dispensers throughout the school for student and staff access. Hand sanitizer will contain at least 60% alcohol and serve as a mitigating factor for the spread of COVID-19. Hand sanitizing will occur in addition to hand washing.
- **VISITORS**
 - School district facilities will be open for primary users. However, other than related educational services, including but not limited to special education OT/PT, speech/language, counseling, interpretive services, etc. no parents or visitors shall be allowed in the building Monday through Friday from 7:30am-4:00pm other than the front entrance area. Visitors may receive approval to enter the building but must have a scheduled appointment and are required to follow screening and mask requirements. Virtual platforms may be utilized when and as needed.



- The district will work collaboratively with higher education institutions for pre-professional experiences.
- **FIELD TRIPS**
 - In an effort to minimize exposure, field trips will be suspended until further notice.
- **FACILITY USE AGREEMENT**
 - School district facilities may be available to outside clubs or organizations. However, in order to utilize and access facilities (both internal and external), the organization must submit and have approval of a facility use plan consistent with district policy and the parameters/guidelines following the Bobcat Tracks Plan.
- **ATTENDANCE**
 - Regardless of delivery model, student attendance requirements consistent with student handbooks will occur.
- **COMMUNICATION SYSTEMS**
 - Regular updates will be posted on the COVID-19 Resource page on the Brookings School District website. In order to maintain the safest and secure learning environment, the Brookings School District asks parents/guardians to communicate promptly with their child's school in the event of a positive diagnosis or absence related to COVID-19.



Modified School Calendar to begin the 2020-2021 School Year

In an effort to support teachers, parents, and students in the launch of the new school year amidst a global pandemic, the Brookings School District will make modifications to the school calendar as follows:

August 17, 18, 19, 20, 21 – ALL STAFF BACK TO SCHOOL – ONE WEEK

The District will provide staff a tiered back to school time. While the district typically affords two days for the back to school time for staff, this year we will utilize a full week of back to school orientation. The week will include back to school activities and new teacher orientation along with time for teachers to prepare their classrooms for social distancing, work on site level planning and preparation for students, coordinate between face-to-face and remote/distance learning instructors, along with professional development on the newly adopted district-wide learning management system.

Aug. 24, 25, 26, 27, 28 – PARENT/TEACHER BACK -2-SCHOOL DAYS.

In previous years, the Brookings School District implemented Back-2-School Days where parents would and students would meet individually by appointment with each of their teachers. In the Back-2-School appointments, students, parents, and teachers would discuss learning expectations in each of the models – Face-to-Face, Remote/Distance, and Hybrid. Additionally and as needed or as deemed appropriate, teachers would provide students with pre-assessments gauging student achievement in areas such as reading and mathematics. Appointments may be scheduled outside of the regularly scheduled day and reflected accordingly in the teacher work day. Additionally, this week may include building meeting and collaboration time as necessitated by the building level administrator.

Aug. 31 FIRST FULL REGULAR DAY

The school day would mark the first full day with students.



General Expectations:

The goal of the Brookings School District is to provide direct face-to-face educational services for the students. However, given the ongoing uncertainty, developments, and spread of COVID-19, the district has prepared for variations of educational services beyond the face-to-face instructional model including a hybrid learning model and a remote/distance learning model. Through each of these plans, the district maintains an expectation of equity for learning based upon student need. In other words, some students may need more direct services and interventions than others based on a variety of factors including access, preparation, support, and other related factors. Further, the district is committed to uphold both integrity as well as continuity in the educational services provided to students regardless of the model implemented. If students are opting for or are required to engage in remote/distance learning, the district will endeavor to provide, to the extent possible, similar experiences that would occur in a typical in-person school day. Finally, and ultimately, the Brookings School District is committed to providing instructional relevance and rigor while maintaining the valuable relationships essential for success in school and the world. Student success is grounded in strong relationships, learning that is relevant, and expectations that are realistic, yet rigorous.

The Brookings School District will adhere to the following expectations for learners, teachers, and families regardless of the learning model provided in the situation the district may find itself as the COVID-19 implications continue:

- For students unable to attend school due to COVID-19 related health limitations the district will maintain every effort to provide educational programming.
- Class periods/times will begin on time and current policies around turning in work will be maintained.
- From time to time, some classes may apply videos/instructions via a video source that will need to be completed by students prior to class.
- From time to time, classes may be recorded to allow ongoing and future access by students and families.
- Students are expected to give their best effort, exhibit their best class behavior regardless of the location and model and attend classes regularly, health permitting.
- Students should have their cell phones silenced and put away during instructional times.
- Teachers will be well prepared with instructional services.
- Student assessments of academic progress will include both formative as well as summative assessments to gauge and adapt instructional practices to learner needs.
- Brookings School District staff will apply the principles of the professional learning community models in the educational approach to students by focusing on four key questions: 1) What do we want students to know and be able to do? 2) How will we know when they have learned it? 3) What will we do when students have not learned it? 4) What will we do to extend the learning when the student already know the content?



This four question approach allows the district to focus on the specific, high priority academic standards and needs of the learner.

- The Brookings School District recognizes the impacts of COVID on the wellbeing of students and staff. The district will develop an employee support program within the district for staff mental and emotional wellbeing. Additionally, the district will employ a district wide social worker who will work closely with school based counseling services to support the emotional and social needs of the students.
- The Brookings School District will provide meals for both in person as well as remote/distance learners as allowed by the United States Department of Agriculture to address any concerns regarding food insecurity.



SCHOOL REDEFINED:

The Brookings School District recognizes the global pandemic has challenged many of the traditional structures. Work spaces, the type of work, and the connections made among individuals has continued to evolve. Schools are not exempt from the social and economic disruptions facing the world today. From grading to grade levels and time in school compared to learning and tasks completed, every function of the educational process and product is under consideration. The Brookings School District understands and excitedly embraces the opportunity to further redefine the long held traditional views of school to better serve our learners in the 21st Century and beyond. Things will never be the same.

Our world has changed! We have observed how much and to what extent as offices moved from the corner to the kitchen table and shopping moved from carts to clicks. We have observed and experienced the value of relevance, the importance of rigor, and the significance of relationships during the Covid-19 shutdown. In a 21st Century knowledge based economy, the learner needs have shifted from the agrarian and industrial models to a model of individual responsibility, social justice, equity, educational continuity, adaptability, and production. The currency of time has been replaced by the currency of production. Our educational systems must not just recognize, but embrace these changes to remain relevant both today, as well as tomorrow and well into the future! Our society and American way of life is grounded in the work of the public education system. Our plan represents efforts to honor our past, embrace the future, all the while being mindful of the importance and value of a quality public educational experience in the Brookings School District.



OPERATIONAL OPTIONS DEFINED:

The Brookings School District is committed to serving the students and communities that comprise the Brookings School District as effectively and efficiently as possible. Given the ongoing uncertainty of the COVID-19 Global Pandemic, the Brookings School District has created three models for instruction as we begin the 2020-2021 school year.

FACE TO FACE LEARNING MODEL:

Face-to-face instruction provides a return to school campuses and classrooms where students will interact directly with their teachers and their peers. The school day would follow the adopted school day schedule and include core classes as well as other subject areas including encore classes and co-curricular courses. Overall, this learning model represents the typical school environment. However, the model includes several significant changes to enhance the health, safety and well-being of students and staff. Overall, the goal of the face-to-face learning model is to create an environment that provides opportunities for students to engage in a school experience, where students still interact directly with their teachers and classmates while still embracing practices and safeguards that protect the health and well-being of both learners and staff members.

REMOTE/DISTANCE LEARNING MODEL:

The remote/distance learning model is designed for families who want to maintain connections to the enrolled school building and classrooms, however, due to any number of reasons, do not feel comfortable sending their child(ren) back to the face-to-face school environment in August. Further, contingent upon ongoing developments of COVID-19 in the Brookings School District, in consultation with state and local agencies the school district will be prepared to fully implement remote/distance learning.

Families who do not feel comfortable in a face-to-face learning environment may opt for a remote/distance learning model. If a family opts for a remote/distance learning delivery, the minimum amount of time for that commitment is one semester of instruction. Families must indicate their preference for a remote/distance learning option no later than 12:00pm on August 7, 2020. Failure to indicate preference will result in face-to-face learning.

In the remote/distance learning model, students will attend school remotely. The model will incorporate regular real-time and in-person interactions with teachers. The model would provide teacher-guided and facilitated student learning to allow for flexibility in educational experiences during these uncertain times. The model reflects the ongoing developments within the Brookings School District to customize and personalize the learning experiences of students. In the remote/distance learning model, students may work on assignments within an established daily schedule and will be required to interact with teachers and peers using web-



based communications and class session tools. Ultimately, the model reflects the efforts of the Brookings School District to provide a high-quality and effective educational experience to the student despite the location or setting.

HYBRID LEARNING MODEL:

In the event that requirements necessitate a delivery model other than face-to-face, the hybrid model may be considered as an alternative delivery system.

The hybrid learning model represents a blended approach between the face to face and the remote/distance learning model. The hybrid learning model will be adaptive to the individual schools within the Brookings School District.

Through a hybrid approach, the district will allow for limited face to face learning and will blend the face to face learning experiences with the remote/distance learning model. The approach accounts for variations in the way the individual schools within the Brookings School District can provide instruction given various federal and state agency guidelines, the impacts of COVID-19 spread within the community, and other factors such as local, state, and federal policy. Similar to the remote/distance model, in this model, students will complete assignments within a daily schedule and will interact with teachers and peers using web-based communications and class session tools.



PHASED APPROACH AND DISTRICT DECISION MAKING:

The Brookings School District will consider different phases of impact and apply a decision making tree regarding operational plans for the district functions in a pandemic environment.

CHANGE IN SAFETY LEVELS

Due to the rapidly changing nature of the COVID-19 pandemic, COVID-19 protocols are continuously reviewed by the district administrative team. The school district works closely with the SD Department of Health (SDDOH) and local public health agencies to monitor COVID-19 in Brookings County and surrounding areas.

The Brookings School District is actively monitoring COVID-19 indicators to determine safety level movement. Any one or more of the following indicators has the potential to trigger movement from one color to another.

Movement to Red from Green or Yellow (initiate remote learning)

- Substantial rise in new COVID-19 cases relevant to the school district population
- Substantial number of cases tied to the school district cannot be tracked to known cases (i.e., uncontrolled community spread)
- Inability of the SDDOH to conduct case investigation of new COVID-19 cases
- Brookings Health System does not have the resources to treat all patients requiring hospitalization

Movement from Red to Orange (initiate hybrid learning)

- Sustained reduction in new COVID-19 cases at the school district (controlled community spread)
- SDDOH is able to conduct case investigation of new COVID-19 cases
- Brookings Health System has the resources to safely treat all patients requiring hospitalization

Movement from Yellow to Orange (activities)

- Activities and extra/co-curricular events may be postponed or suspended.

Movement from Orange to Yellow (initiate face-to-face)

- The number of infections decreases over a 14-day period.



- Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.

From Yellow to Green (initiate face-to-face new normal)

If one of the following are met:

- A proven, FDA-approved vaccine is available, and has been released to the public
- A therapeutic for prevention or treatment of COVID-19 shows a measurable impact on disease activity and is readily available to the community
- An extended period of no new infections in the school community as determined by school officials in collaboration with state and local health agencies

Furthermore, the phased approach to full re-entry will be impacted by community impacts and spread along with local, State, and Federal policy and impact considerations.

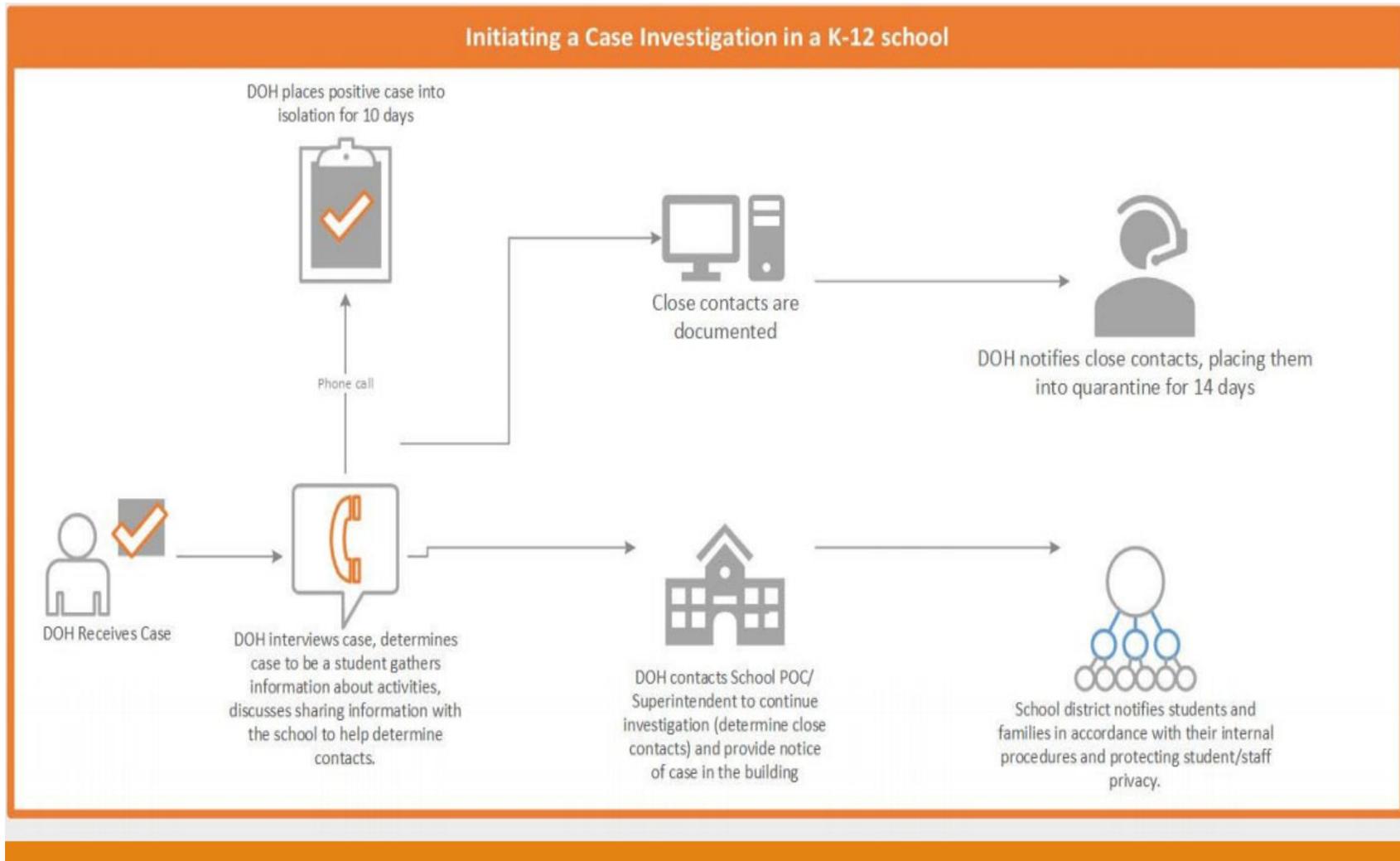


THE BROOKINGS SCHOOL DISTRICT FOUR PHASE APPROACH

| Phase | Phase I | Phase II | Phase III | Phase IV |
|-----------------------------|---|--|---|---|
| Infection Risk Level | <p>No to minimal community transmission.</p> <p>Reinforce everyday preventative actions, ensuring proper ventilation within school facilities, including buses and maintaining cleaning and disinfection practices remain important. Monitor absenteeism among teachers, staff, and students to identify trends and determine if absences are due to COVID-19, symptoms that led to quarantine, concerns about being in the school environment and personal health and safety, or positive test results. Anyone who tests positive for COVID-19 should stay home and self-isolate for the timeframe recommended by public health officials. Anyone who has had close contact with someone who has tested positive or is symptomatic for COVID-19 should be tested and stay home until receiving a negative result, or stay home and monitor for symptoms.</p> | <p>Minimal to moderate community transmission.</p> <p>Continue following strategies from phase I along with implementing mitigation strategies such as social distancing, use of cloth faced coverings, reinforcing everyday preventative actions, and maintaining cleaning and disinfection. This also can include ensuring that student and staff groupings/cohorts are as static as possible and that mixing groups of students and staff is limited.</p> | <p>Substantial, controlled transmission.</p> <p>Mitigation strategies are necessary. These include following all the actions listed above and also ensuring that student and staff groupings/cohorts are as static as possible with limited mixing of student and staff groups, field trips and large gatherings and events are canceled, and communal spaces (e.g., cafeterias, media centers) are closed.</p> | <p>Substantial, uncontrolled transmission.</p> <p>The Brookings School District will work closely with local health officials to make decisions on whether to maintain school operations. The health, safety, and wellbeing of our students, teachers, staff and families are the most important consideration in determining whether school closure is a necessary step. Communities can support schools staying open by implementing strategies that decrease a community's level of transmission. However, if community transmission cannot be decreased, school closure is an important consideration. Plans for virtual/remote learning will be in place in the event of a school closure.</p> |



If a case is found in the Brookings School District, the district will work closely with the South Dakota Department of Health as we respond to the situation. Here is a graphic representation of the processes regarding an initiated case investigation of COVID-19 in the Brookings School District.





ELEMENTARY & INTERMEDIATE (PK-5)

| Phase | Phase I | Phase II | Phase III | Phase IV |
|-----------------------------|---|--|---|---|
| Infection Risk Level | <p>No to minimal community transmission.</p> <p>Reinforce everyday preventative actions, ensuring proper ventilation within school facilities, including buses and maintaining cleaning and disinfection practices remain important. Monitor absenteeism among teachers, staff, and students to identify trends and determine if absences are due to COVID-19, symptoms that led to quarantine, concerns about being in the school environment and personal health and safety, or positive test results. Anyone who tests positive for COVID-19 should stay home and self-isolate for the timeframe recommended by public health officials. Anyone who has had close contact with someone who has tested positive or is symptomatic for COVID-19 should be tested and stay home until receiving a negative result, or stay home and monitor for symptoms.</p> | <p>Minimal to moderate community transmission.</p> <p>Continue following strategies from phase I along with implementing mitigation strategies such as social distancing, use of cloth faced coverings, reinforcing everyday preventative actions, and maintaining cleaning and disinfection. This also can include ensuring that student and staff groupings/cohorts are as static as possible and that mixing groups of students and staff is limited.</p> | <p>Substantial, controlled transmission.</p> <p>Mitigation strategies are necessary. These include following all the actions listed above and also ensuring that student and staff groupings/cohorts are as static as possible with limited mixing of student and staff groups, field trips and large gatherings and events are canceled, and communal spaces (e.g., cafeterias, media centers) are closed.</p> | <p>Substantial, uncontrolled transmission.</p> <p>The Brookings School District will work closely with local health officials to make decisions on whether to maintain school operations. The health, safety, and wellbeing of our students, teachers, staff and families are the most important consideration in determining whether school closure is a necessary step. Communities can support schools staying open by implementing strategies that decrease a community's level of transmission. However, if community transmission cannot be decreased, school closure is an important consideration. Plans for virtual/remote learning will be in place in the event of a school closure.</p> |
| CDC Information | <p>No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action.</p> | <p>Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications.</p> | <p>Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are required to wear face</p> | <p>Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities.</p> |



| | | | | |
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| | District open as usual. | District function limitations initiated. | masks. Activities, field trips, and events postponed. District functions are seriously limited. | District Closed. |
| Instructional Plan | Face-to-Face Learning Model | Face-to-Face Learning Model | Hybrid Learning Model | Remote/Distance Learning Model |
| Rationale | Brookings Elementary and Camelot Intermediate Schools have a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions | Brookings Elementary and Camelot Intermediate Schools have a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions. | In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom. | Brookings Elementary & Camelot Intermediate Schools will be closed due to unsafe conditions. |
| Cohort A | In-Person | In-Person | A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins Students with IEP may have unique schedule dependent on placement. | Remote/Distance Learning |
| Cohort B | In-Person | In-Person | A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins Students with IEP may have unique schedule dependent on placement. | Remote/Distance Learning |



Daily Procedures

| Phase | Phase I | Phase II | Phase III | Phase IV |
|--------------------------------------|--|---|---|---|
| Beginning of the day students | <p>Doors will open at 7:45am for students to enter.</p> <p>Students enter doors as usual and will go directly to their homeroom.</p> <p>Separate entrances will be used.</p> | <p>Doors will open at 7:45am for students to enter.</p> <p>Students enter doors as usual and will go directly to their homeroom.</p> <p>Separate entrances will be used.</p> | <p>Doors will open at 8:15 for students to enter.</p> <p>8:15 - First group of designated classes enter the building and wash hands and go directly to their classroom.</p> <p>8:30 - Second group of designated classes enter the building and wash hands and go directly to their classroom</p> <p>*Separate entrances will be used. Doors will be assigned accordingly at each building.</p> | <p>No students will enter the building.</p> |
| End of the day | <p>Regular Dismissal</p> <p>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</p> | <p>Regular Dismissal</p> <p>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</p> | <p>May stagger or vary dismissal slightly. Classroom teachers responsible for getting students to their designated area for pick up or release. Students will remain with their cohort until out of school.</p> | |
| Breakfast and Lunch | <p>Students will be offered breakfast, to be consumed in the cafeteria.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> | <p>Students will be offered breakfast, to be consumed in their classrooms using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with</p> | <p>Students will be offered breakfast after the bell, to be consumed in their classrooms using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria or other large spaces using physical distancing guidelines set by the Brookings School District.</p> <p>Extra sanitation procedures will be used.</p> | <p>No breakfast or lunch will be served in the school building due to students being out of the building.</p> <p>Determination will be made for food pick-up.</p> |



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| | | students. | Some food items may be limited. Parents/Guardians/Guests will not be allowed to eat lunch with students. | |
| Encore Classes | Students will transition to Encore classes. Time will be reserved to wash hands before and after attending Encore classes. | Students will transition to Encore classes. Time will be reserved to wash hands before and after attending Encore classes. | Students will transition to Encore classes. Time will be reserved to wash hands before and after attending Encore classes. | |
| Hallway Traffic | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. |

Behaviors to Reduce Spread

| CDC Identified Behaviors | Elementary School Protocol | | | |
|---------------------------|---|---|---|----------|
| | Phase I | Phase II | Phase III | Phase IV |
| Temperature Checks | <p>Parents will take student temperatures at home prior to arrival.(and will complete Covid checklist?)</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Classroom teachers take temperatures of students in classrooms as needed. Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.(and will complete Covid checklist?)</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Classroom teachers take temperatures of students in classrooms as needed. Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.(And will complete Covid Checklist?)</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Classroom teachers take temperatures of students in classrooms as needed. Staff Temperature Checks will be conducted once a day.</p> | |



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| <p>Cleaning and Sanitizing</p> | <p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant and microfiber cloth provided for all staff.</p> | <p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant and microfiber cloth provided for all staff.</p> | <p>Daily routine cleaning procedures PLUS</p> <p>Heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily mid-day disinfection of desktops and touch points or areas of specific concern</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at each school.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p> | <p>Elementary & Camelot Intermediate Schools will be secured.</p> <p>Access is prohibited for all user groups.</p> <p>Cleaning at Brookings Elementary & Camelot Intermediate Schools will be completed as directed by the Health Department prior to student return.</p> <p>Administration will determine staffing assignments and/or procedure modifications.</p> |
| <p>Hand Hygiene and Facemasks</p> | <p>Modeling of proper hand washing technique will take place along with reminders to support hand washing throughout the day.</p> | <p>Modeling of proper hand washing technique will take place along with reminders to support hand washing throughout the day.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | <p>Modeling of proper hand washing technique will take place along with reminders to support hand washing throughout the day.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | |



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| Restroom Usage | Regular protocol | Regular protocol | Use during passing time will be discouraged due to the number of students. Students will be encouraged to use the restroom with permission from the classroom teacher. | |
| Water Fountains | The bottle filling feature on the water fountains will be available for regularly scheduled water breaks. Students and staff are encouraged to bring individual water bottles. | The bottle filling feature on the water fountains will be available for regularly scheduled water breaks. Students and staff are encouraged to bring individual water bottles. | The bottle filling feature on the water fountains will be available for regularly scheduled water breaks. Students and staff are encouraged to bring individual water bottles. | |
| Transportation | Refer to District Transportation Guidelines for additional specific information. | Refer to District Transportation Guidelines for additional specific information. | Refer to District Transportation Guidelines for additional specific information. | |



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| Classroom Seating & Materials | Regular classroom cleaning. Physical distancing will be utilized when possible. Regular classroom/teacher preferred arrangement. Regular classroom supply usage. Individual student supplies are encouraged. Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (Furniture, decorative items, non-essential materials. etc.) | Regular classroom cleaning. Physical distancing will be utilized when possible. Regular classroom/teacher preferred arrangement. (3-6 ft.) Assigned seating will be used. Regular classroom supply usage. Individual student supplies are encouraged. Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (Furniture, decorative items, non-essential materials. etc.) | Regular classroom cleaning PLUS heightened disinfection of touch points or areas. District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used. Individual student supplies are required, some supplies may not be allowed. Shared furniture and equipment will not be used. Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.) | |
| Lockers | Lockers will be assigned to students. Their use may be limited due to the number of students. | Lockers will be assigned to students. Their use may be limited due to the number of students. In an effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class. | Students will not access lockers In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class. | |



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| <p>Technology</p> | <p>Devices will be utilized during the school day as normal. At Camelot, each student will have an assigned device.</p> | <p>Devices will be utilized during the school day as normal and each student will have a device at Camelot.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p> | <p>Devices will be provided as needed for students and each student will have a device at Camelot.</p> <p>Devices may travel between home and school.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p> | <p>Devices will be provided as needed for students.</p> <p>Devices will remain at home.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines</p> |
| <p>Student Attendance</p> | <p>All students will attend school in person. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p> | <p>All students will attend school in person. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p> | <p>All students will attend school following the Hybrid schedule. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p> | <p>All students will attend school following the remote/distance learning schedule. Daily attendance will be taken.</p> |
| <p>Staff Attendance</p> | <p>All staff will report as normal.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p> | <p>All staff will report as normal.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p> | <p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p> | <p>All staff will report as directed.</p> |
| <p>Grading & Reports of Progress</p> | <p>Standards-based grading</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p> | <p>Standards-based grading.</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p> | <p>Standards-based grading</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p> | <p>Standards-based grading</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p> |



MIDDLE SCHOOL (6-8)

MMS Guiding Principles & Phased Approach

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Infection Risk Level | <p>No to minimal community transmission.</p> <p>Reinforce everyday preventative actions, ensuring proper ventilation within school facilities, including buses and maintaining cleaning and disinfection practices remain important. Monitor absenteeism among teachers, staff, and students to identify trends and determine if absences are due to COVID-19, symptoms that led to quarantine, concerns about being in the school environment and personal health and safety, or positive test results. Anyone who tests positive for COVID-19 should stay home and self-isolate for the timeframe recommended by public health officials. Anyone who has had close contact with someone who has tested positive or is symptomatic for COVID-19 should be tested and stay home until receiving a negative result, or stay home and monitor for symptoms.</p> | <p>Minimal to moderate community transmission.</p> <p>Continue following strategies from phase I along with implementing mitigation strategies such as social distancing, use of cloth faced coverings, reinforcing everyday preventative actions, and maintaining cleaning and disinfection. This also can include ensuring that student and staff groupings/cohorts are as static as possible and that mixing groups of students and staff is limited.</p> | <p>Substantial, controlled transmission.</p> <p>Mitigation strategies are necessary. These include following all the actions listed above and also ensuring that student and staff groupings/cohorts are as static as possible with limited mixing of student and staff groups, field trips and large gatherings and events are canceled, and communal spaces (e.g., cafeterias, media centers) are closed.</p> | <p>Substantial, uncontrolled transmission.</p> <p>The Brookings School District will work closely with local health officials to make decisions on whether to maintain school operations. The health, safety, and wellbeing of our students, teachers, staff and families are the most important consideration in determining whether school closure is a necessary step. Communities can support schools staying open by implementing strategies that decrease a community's level of transmission. However, if community transmission cannot be decreased, school closure is an important consideration. Plans for virtual/remote learning will be in place in the event of a school closure.</p> |
| CDC Information | <p>No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action.</p> | <p>Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications.</p> | <p>Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are required to wear face</p> | <p>Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities.</p> <p>District Closed.</p> |



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| | District open as usual. | District function limitations initiated. | masks. Activities, field trips, and events postponed. District functions are seriously limited. | |
| MMS Plan | Face-to-Face Learning Model | Face-to-Face Learning Model | Hybrid Learning Model | Remote/Distance Learning Model |
| Rationale | MMS has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions | In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom. | In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom. | MMS will be closed due to unsafe conditions. |
| Cohort A | In-Person | In-Person | A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins | Remote/Distance Learning |
| Cohort B | In-Person | In-Person | A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins | Remote/Distance Learning |

MMS Daily Procedures

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Beginning of the day students | Doors will open at 7:30 for students to enter. Students will enter using S4, N3, and E2. Students using District Transportation will enter using E6 or S4. | Doors will open at 7:30 for students to enter. Students will enter using S4, N3, and E2. Students using District Transportation will enter using E6 or S4. | Doors will open at 8:00 for students to enter. Students enter doors based on Team and Grade Level and will go directly to their homeroom. Separate entrances will be used. 7Black/8Black: N1 SPED Behavior: N2 | No students will enter the building. |



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| | | | <p>7Red/8Red: N3 7Gray: S5 6Red: S6 6Black: W1</p> | |
| End of the day | Regular Dismissal | <p>Regular Dismissal</p> <p>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</p> | MMS may stagger or vary dismissal to a maximum of 10 minutes. | |
| Breakfast and Lunch | <p>Students will be offered breakfast, to be consumed in the cafeteria.</p> <p>Lunch will be served and consumed in the cafeteria.</p> <p>Extra sanitation procedures will be used.</p> | <p>Students will be offered breakfast, to be consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Extra sanitation procedures will be used.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p> | <p>Students will be offered breakfast, to be consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Extra sanitation procedures will be used.</p> <p>Some food items may be limited.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p> | <p>No breakfast or lunch will be served in the school building due to students being out of the building.</p> <p>Determination will be made for food pick-up.</p> |
| Encore Classes | Students will transition to Encore teachers. | Students will transition to Encore teachers; masks are required for students when transitioning and physical distancing is difficult. | Students will transition to Encore teachers; masks are required for students when transitioning and physical distancing is difficult. | |
| Hallway Traffic | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. |



Behaviors to Reduce Spread

| CDC Identified Behaviors | Mickelson Middle School Protocol | | | |
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| Phase | Phase I | Phase II | Phase III | Phase IV |
| Temperature Checks | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the Nurse's office to verify and the student will be sent home. <p>Homeroom Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the Nurse's office to verify and the student will be sent home. <p>Homeroom Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the Nurse's office to verify and the student will be sent home. <p>Homeroom Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p> | |
| Cleaning and Sanitizing | <p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant provided for all staff.</p> | <p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS.</p> | <p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of</p> | <p>MMS will be secured.</p> <p>MMS access is prohibited for all user groups.</p> <p>Cleaning at MMS will be completed as directed by the Health Department prior to student return</p> <p>Administration will determine staffing assignments and/or procedure modifications required.</p> |



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| | | Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs. | <p>desktops and touch points or areas of specific concern</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p> | |
| Hand Hygiene and Facemasks | Announcements will be made to support hand washing. | <p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | <p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | |
| Restroom Usage | <p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p> | <p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p> | <p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p> | |
| Water Fountains | <p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p> | <p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p> | <p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p> | |



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| Transportation | Refer to District Transportation Guidelines for additional specific information. | Refer to District Transportation Guidelines for additional specific information. | Refer to District Transportation Guidelines for additional specific information. | |
| Classroom Seating & Materials | <p>Regular classroom cleaning.</p> <p>Regular classroom/teacher preferred arrangement.</p> <p>Regular classroom supply usage. Individual student supplies are encouraged.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> | <p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>Physical distancing will be utilized when possible.</p> <p>Regular classroom/teacher preferred arrangement. (3-6 ft.) Assigned seating will be used.</p> <p>Regular classroom supply usage. Individual student supplies are encouraged.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Face coverings will be required when students are not able to maintain a 6-foot distance. They will not be required to be used by students and staff when physical distancing is maintained.</p> | <p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required, some supplies may not be allowed.</p> <p>Shared furniture and equipment will not be used.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Face coverings will be required when students are not able to maintain a 6-foot distance. They will not be required to be used by students and staff when physical distancing is maintained.</p> | |
| Lockers | Lockers will be assigned to students. Their use may be limited due to the number of students. | <p>Lockers will be assigned to students based on their scheduled days to ensure appropriate physical distancing measures are maintained.</p> <p>In effort to maintain physical distance, students may use</p> | <p>Lockers will be assigned to students based on their scheduled days to ensure appropriate physical distancing measures are maintained.</p> <p>In effort to maintain physical distance, students may use</p> | |



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| | | backpacks or other bags to assist in carrying necessary educational materials to each class. | backpacks or other bags to assist in carrying necessary educational materials to each class. | |
| Technology | <p>1:1 devices will provided for all 6-8 students</p> <p>Devices will travel between home and school</p> | <p>1:1 devices will provided for all 6-8 students</p> <p>Devices will travel between home and school</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p> | <p>1:1 devices will provided for all 6-8 students</p> <p>Devices will travel between home and school</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p> | <p>1:1 devices will provided for all 6-8 students</p> <p>Devices will remain at home.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines</p> |
| Student Attendance | <p>All MMS students will attend school in person. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p> | <p>All MMS students will attend school in person. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p> | <p>All MMS students will attend school following the Hybrid schedule. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p> | <p>All MMS students will attend school following the remote/distance learning schedule. Daily attendance will be taken.</p> |
| Staff Attendance | <p>All staff will report as normal.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p> | <p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p> | <p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p> | <p>All staff will report as directed.</p> |
| Grading & Reports of Progress | <p>Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>MMS instructors will communicate through the learning management system</p> | <p>Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>MMS instructors will communicate through the learning management system and/or email regarding student progress.</p> | <p>Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>MMS instructors will communicate through the learning management system and/or email regarding student progress.</p> | <p>Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D Below = F</p> <p>MMS instructors will communicate through the learning management</p> |



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| | and/or email regarding student progress. | | | system and/or email regarding student progress. |
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Academic Plans by Phase

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Teachers | <p>Teachers will follow the district guidance.</p> <p>Teachers will be prepared to enter a virtual learning environment at any point in time.</p> | <p>Teachers will follow the district guidance.</p> <p>Teachers will be prepared to enter a virtual learning environment at any point in time.</p> | <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Collaborate with grade level and subject area teams to follow weekly pacing guide checks.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p> <p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p> | <p>Continue to follow district guidance and post all lessons and materials on classroom Canvas.</p> <p>Allow for individual pacing and provide recommended pacing guide with unit check points. Project-based and personalized learning is recommended.</p> <p>Counselors and Administrators will run weekly grade reports and work with students who are not engaged in the remote/distance learning process.</p> <p>Teachers will work with building leaders to reach out to and support students and families who may need additional support during this time.</p> |



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| <p>Students</p> | <p>Take your laptop, charger, and other necessary materials home with you each night to prepare for a change in instructional model.</p> <p>Know the models and what your expectations are in each of them.</p> <p>Communicate with your teachers via Canvas in the event that you are gone from school.</p> <p>Follow the MMS Attendance Protocol</p> | <p>Take your laptop, charger, and other necessary materials home with you each night to prepare for a change in instructional model.</p> <p>Know the models and what your expectations are in each of them.</p> <p>Communicate with your teachers via Canvas in the event that you are gone from school.</p> <p>Follow the MMS Attendance Protocol.</p> <p>Participate in temperature checks and follow all social distancing guidelines depending on the current district status.</p> | <p>Follow the building schedules as designed</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p> <p>Ask for help and advocate for your needs if you are confused or need assistance.</p> <p>Open and frequent communication with teachers. Attendance at school on your days in session is required.</p> | <p>Follow pacing guide provided by classroom teacher</p> <p>Zoom meetings required unless other arrangements are made.</p> <p>Daily check in on Canvas unless other arrangements are made.</p> <p>Complete all practice activities and assessments.</p> <p>Check email at least twice daily for important information from teachers.</p> <p>Check email daily and watch for important announcements.</p> |
| <p>Parents</p> | <p>Follow the MMS Attendance Protocol.</p> <p>Communicate with the school if you, your child, or a family member becomes sick.</p> <p>Keep children home when they are running a fever (100.4) and seek the guidance of a medical professional.</p> <p>Ensure that you and your child know how to access Canvas and can complete the assigned work when/if your child is absent.</p> <p>Discuss with your child their needs in the event of remote/distance learning and</p> | <p>Follow the MMS Attendance Protocol.</p> <p>Communicate with the school if you, your child, or a family member becomes sick.</p> <p>Keep children home when they are running a fever (100.4) and seek the guidance of a medical professional.</p> <p>Ensure that you and your child know how to access Canvas and can complete the assigned work when/if your child is absent.</p> <p>Encourage your student to follow all social distancing guidelines and reinforce habits at home.</p> | <p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule that will be used by your school in the event that we go into Phase IV.</p> <p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the MMS Attendance Protocol.</p> | <p>Create learning space for students</p> <p>Help establish calendars and pacing guides to develop routines</p> <p>Ensure that your child is engaged in coursework daily. If there are barriers to this, reach out to school personnel</p> |



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| | have a plan for implementation at home. | Discuss with your child their needs in the event of remote learning have a plan for implementation at home. | | |
| Curriculum | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established in your respective subject matter and grade level.</p> <p>Teachers may not be in exactly the same place, but this will help facilitate a conversation and create awareness so that teachers can be prepared in the event we go into remote/distance learning.</p> | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established in your respective subject matter and grade level.</p> <p>Teachers may not be in exactly the same place, but this will help facilitate a conversation and create awareness so that teachers can be prepared in the event we go into remote/distance learning.</p> | <p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established.</p> <p>Weekly pacing guide check to ensure that teachers are staying in alignment and can identify where they would need to close gaps in the event of closure.</p> <p>Weekly Planning Tasks will be developed by the District and teachers will utilize a portion of their plan time at MMS to complete these tasks.</p> | <p>Teachers will continue to follow all of the outlined practices in levels Phases II, III, and IV.</p> <p>Teachers will develop their individual lessons and post on Canvas to deliver to students.</p> <p>A weekly plan will be posted that includes the Learning Objectives, Materials and Practice/Assessments for the week.</p> <p>Teachers will include a suggested pacing guide for students to follow to ensure the completion of the work.</p> <p>Teachers will continue to collaborate with each other for consistency and alignment purposes.</p> <p>Weekly pacing guide checks and unit plan discussions will continue to take place across content areas to ensure that courses and grade levels are in alignment and covering the same standards.</p> |
| Instruction | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>A majority of classroom instruction may need to be provided virtually, including some face to face time.</p> | <p>All classroom instruction will be delivered virtually.</p> <p>Teachers can record critical portions of their lesson, lecture, lab, etc. and post for student viewing prior to face to face meetings.</p> |



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| | | | <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work.</p> | |
| Assessment | <p>Grades will be assigned to students throughout the school year based on the regular grading scale.</p> | <p>Grades will continue to be assigned as usual to students throughout remote/distance learning.</p> | <p>Grades will continue to be assigned as usual to students throughout remote/distance learning.</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their needs.</p> <p>Teachers will collaborate with case managers to support individual student learning.</p> | <p>Grades will continue to be assigned as usual to students throughout remote/distance learning.</p> <p>Daily practice assignments can be created by the individual teacher based on the needs of their classrooms.</p> <p>Teachers will provide rubrics for summative assessments on Canvas so that all students have a clear understanding of how their learning will be assessed.</p> <p>Some assessments may be given in person depending on the current regulations and health risk levels.</p> <p>Accommodations for testing will be made in consultation with case managers.</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their needs.</p> |
| Attendance | <p>Teachers will provide all materials to students who are absent via Canvas.</p> | <p>Teachers will provide all materials to students who are absent via Canvas.</p> | <p>Attendance will be taken during Zoom sessions and virtual instruction.</p> | <p>Monitor and take attendance during Zoom sessions and virtual instruction.</p> |



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| | | | Options will be provided for students who can't attend during this time. | Options will be provided for students who can't attend during this time. |
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HIGH SCHOOL (9-12)

BHS Guiding Principles & Phased Approach

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Infection Risk Level | <p>No to minimal community transmission.</p> <p>Reinforce everyday preventative actions, ensuring proper ventilation within school facilities, including buses and maintaining cleaning and disinfection practices remain important. Monitor absenteeism among teachers, staff, and students to identify trends and determine if absences are due to COVID-19, symptoms that led to quarantine, concerns about being in the school environment and personal health and safety, or positive test results. Anyone who tests positive for COVID-19 should stay home and self-isolate for the timeframe recommended by public health officials. Anyone who has had close contact with someone who has tested positive or is symptomatic for COVID-19 should be tested and stay home until receiving a negative result, or stay home and monitor for symptoms.</p> | <p>Minimal to moderate community transmission.</p> <p>Continue following strategies from phase I along with implementing mitigation strategies such as social distancing, use of cloth faced coverings, reinforcing everyday preventative actions, and maintaining cleaning and disinfection. This also can include ensuring that student and staff groupings/cohorts are as static as possible and that mixing groups of students and staff is limited.</p> | <p>Substantial, controlled transmission.</p> <p>Mitigation strategies are necessary. These include following all the actions listed above and also ensuring that student and staff groupings/cohorts are as static as possible with limited mixing of student and staff groups, field trips and large gatherings and events are canceled, and communal spaces (e.g., cafeterias, media centers) are closed.</p> | <p>Substantial, uncontrolled transmission.</p> <p>The Brookings School District will work closely with local health officials to make decisions on whether to maintain school operations. The health, safety, and wellbeing of our students, teachers, staff and families are the most important consideration in determining whether school closure is a necessary step. Communities can support schools staying open by implementing strategies that decrease a community's level of transmission. However, if community transmission cannot be decreased, school closure is an important consideration. Plans for virtual/remote learning will be in place in the event of a school closure.</p> |
| CDC Information | <p>No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action.</p> | <p>Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications.</p> | <p>Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are required to wear face</p> | <p>Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities.</p> <p>District Closed.</p> |



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| | District open as usual. | District function limitations initiated. | masks. Activities, field trips, and events postponed. District functions are seriously limited. | |
| BHS Plan | Face-to-Face Learning Model | Face-to-Face Learning Model | Hybrid Learning Model | Remote/Distance Learning Model |
| Rationale | BHS has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions | In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom. | In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom. | BHS will be closed due to unsafe conditions. |
| Cohort A | In-Person | In-Person | A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins | Remote/Distance Learning |
| Cohort B | In-Person | In-Person | A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins | Remote/Distance Learning |

BHS Daily Procedures

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Beginning of the day students | Doors will be open from 6:00 am - 9:00 pm for academic access. KEEP RIGHT: Doors will be marked ENTER and EXIT for main entrances at BHS and CTE buildings. All other doors will be locked for student entrance. | Doors will be open from 6:00 am - 5:00 pm for academic access. KEEP RIGHT: Doors will be marked ENTER and EXIT for main entrances at BHS and CTE buildings. All other doors will be locked for student entrance. | Doors will be open from 7:00 am - 4:30 pm for academic access. KEEP RIGHT: Doors will be marked ENTER and EXIT for main entrances at BHS and CTE buildings. All other doors will be locked for student entrance. | No students will enter the building. |



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| <p>End of the day</p> | <p>Regular Dismissal</p> <p>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</p> | <p>BHS may stagger or vary dismissal to a maximum of 10 minutes.</p> | <p>BHS may stagger or vary dismissal to a maximum of 10 minutes.</p> | |
| <p>Breakfast and Lunch</p> | <p>Students will be offered breakfast, to be consumed in the Bobcat Commons.</p> <p>Lunch will be served and consumed in the Bobcat Commons.</p> <p>Depending on the number of students eating in school, additional eating areas.</p> | <p>Students will be offered breakfast, to be consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District.</p> <p>Depending on the number of students eating in school, additional eating areas may be available to allow for social distancing.</p> <p>Extra sanitation procedures will be used.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p> | <p>Students will be offered breakfast, to be consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District.</p> <p>Depending on the number of students eating in school, additional eating areas may be available to allow for social distancing.</p> <p>Extra sanitation procedures will be used.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p> | <p>No breakfast or lunch will be served in the school building due to students being out of the building.</p> <p>Determination will be made for food pick-up.</p> |
| <p>Free Periods / Online Classes</p> | <p>Students may use common spaces in BHS.</p> | <p>When not engaged in classroom instruction or academic activity during the day, students are encouraged to exit the building and work at home, if possible. If transportation is not available, students will be allowed to use common spaces at BHS while practicing social distancing.</p> | <p>When not engaged in classroom instruction or academic activity during the day, students are strongly encouraged to exit the building and work from home, if possible. If transportation is not available, students will be allowed to use common spaces at BHS while practicing social distancing.</p> | |



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| Hallway Traffic | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. | Students and staff using the hallways will remain on the right side. | Staff using the hallways will remain on the right side. |
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Behaviors to Reduce Spread

| CDC Identified Behaviors | Brookings High School Protocol | | | |
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| Phase | Phase I | Phase II | Phase III | Phase IV |
| Temperature Checks | | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p> | |
| Cleaning and Sanitizing | <p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> | <p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule,</p> | <p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule,</p> | <p>BHS will be secured.</p> <p>BHS access is prohibited for all user groups.</p> <p>Cleaning at BHS will be completed as directed by the Health Department prior to student return</p> |



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| | <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant provided for all staff.</p> | <p>procedure and product to be used for heightened disinfection</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p> | <p>procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at BHS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p> | <p>Administration will determine staffing assignments and/or procedure modifications required.</p> |
| Hand Hygiene and Facemasks | | <p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided for individual students/families and staff members.</p> | <p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | |
| Restroom Usage | Regular protocol | <p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p> | <p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p> | |
| Water Fountains | | <p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p> | <p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p> | |



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| Transportation | Refer to District Transportation Guidelines for additional specific information. | Refer to District Transportation Guidelines for additional specific information. | Refer to District Transportation Guidelines for additional specific information. | |
| Classroom Seating & Materials | <p>Regular classroom cleaning.</p> <p>Regular classroom/teacher preferred arrangement. Assigned seating may be used.</p> <p>Regular classroom supply usage.</p> | <p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face-to-face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required.</p> <p>Minimized shared furniture and equipment usage.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>The district will require students and staff to appropriately wear masks when physical distancing (3-6 feet) is not achievable.</p> | <p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required, some supplies may not be allowed.</p> <p>Shared furniture and equipment will not be used. Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>The district will require students and staff to appropriately wear masks when physical distancing (3-6 feet) is not achievable.</p> | |
| Lockers | | <p>Lockers use is discouraged during the school day.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p> | <p>Locker use during the school day is strongly discouraged and should be avoided if possible.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p> | |



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| Technology | BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors. | BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors. | BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors. | BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors. |
| Student Attendance | All BHS students will attend school in person. Daily attendance will be taken. Accommodations will be made for students who are unable to attend in person. | All BHS students will attend school in person. Daily attendance will be taken. Accommodations will be made for students who are unable to attend in person. | All BHS students will attend school following the Hybrid schedule. Daily attendance may be taken. Accommodations will be made for students who are unable to attend in person. | All BHS students will attend school following the remote/distance learning schedule. Daily attendance may be taken. |
| Staff Attendance | All staff will report as normal. Any questions or concerns relative to work expectations should be directed to the District Administrative Office. | All staff will report as directed. Any questions or concerns relative to work expectations should be directed to the District Administrative Office. | All staff will report as directed. Any questions or concerns relative to work expectations should be directed to the District Administrative Office. | All staff will report as directed. |
| Grading & Reports of Progress | Grades will be assigned to students throughout the school year based on the regular grading scale. | Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F BHS instructors will communicate through the learning management system and/or email regarding student progress. | Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F BHS instructors will communicate through the learning management system and/or email regarding student progress. | Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F BHS instructors will communicate through the learning management system and/or email regarding student progress. |
| Virtual School | Students choosing the online high school option will be enrolled in virtual courses approved by the South Dakota Department of Education. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a | Students choosing the online high school option will be enrolled in virtual courses approved by the South Dakota Department of Education. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or back to | Students choosing the online high school option will be enrolled in virtual courses approved by the South Dakota Department of Education. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or back to | Students choosing the online high school option will be enrolled in virtual courses approved by the South Dakota Department of Education. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or |



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| | full semester. Students will be able to change to online or back to hybrid/face-to-face at semester break. | hybrid/face-to-face at semester break. | hybrid/face-to-face at semester break. | back to hybrid/face-to-face at semester break. |
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Academic Plans by Phase

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Teachers | <p>Teachers will follow the district guidance.</p> <p>Teachers will be prepared to enter a virtual learning environment at any point in time.</p> | <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p> <p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p> | <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p> <p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p> | <p>Continue to follow district guidance and post all lessons and materials on classroom Canvas.</p> <p>Allow for individual pacing and provide recommended pacing guide with unit check points. Project-based and personalized learning is recommended.</p> <p>Counselors and Administrators will communicate with instructors and work with students who are not engaged in the remote/distance learning process.</p> <p>Teachers will work with building leaders to reach out to and support students and families who may need additional support during this time.</p> |



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| <p>Students</p> | <p>Be aware of instructional models and what expectations are in each of them.</p> <p>Communicate with teachers via Canvas in the event of absence from school.</p> <p>Follow the BHS Attendance Protocol</p> | <p>Follow the building schedules as designed</p> <p>Take laptop, charger, and other, necessary materials home each night to prepare for a change in instructional model.</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p> <p>Students should ask for help and advocate for their needs if confused or in need of assistance.</p> <p>Open and frequent communication with teachers.</p> | <p>Follow the building schedules as designed</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p> <p>Students should ask for help and advocate for their needs if confused or in need of assistance.</p> <p>Open and frequent communication with teachers. Attendance at school on your days in session is required.</p> | <p>Follow pacing guide provided by classroom teacher</p> <p>Zoom meetings required unless other arrangements are made.</p> <p>Daily check in on Canvas unless other arrangements are made.</p> <p>Complete all practice activities and assessments.</p> <p>Check email at least twice daily for important information from teachers.</p> <p>Check email daily and watch for important announcements.</p> |
| <p>Parents</p> | <p>Follow the BHS Attendance Protocol.</p> <p>Communicate with the school if your child or a family member becomes sick.</p> <p>Keep children home when they are running a fever (100.4) and seek the guidance of a medical professional.</p> <p>Ensure that you and your child know how to access Canvas and can complete the assigned work when/if your child is absent.</p> | <p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule that will be used by your school in the event that we go into Phase III.</p> <p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the BHS Attendance Protocol.</p> | <p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule.</p> <p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the BHS Attendance Protocol.</p> | <p>Create learning space for students</p> <p>Help establish calendars and pacing guides to develop routines</p> <p>Ensure that your child is engaged in coursework daily. If there are barriers to this, reach out to school personnel</p> |



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| | Discuss with your child their needs in the event of remote/distance learning and have a plan for implementation at home. | | | |
| Curriculum | All teachers will use Canvas to post lesson plan activities and materials. | All teachers will use Canvas to post lesson plan activities and materials. | <p>All teachers will use Canvas to post lesson plan activities and materials.</p> <p>A weekly plan will be posted that includes the Learning Objectives, Materials and Practice/Assessments for the week.</p> <p>Teachers will include a suggested pacing guide for students to follow to ensure the completion of the work.</p> <p>Teachers will continue to collaborate with each other for consistency and alignment purposes.</p> <p>Weekly pacing guide checks and unit plan discussions will continue to take place across content areas to ensure that courses and grade levels are in alignment and covering the same standards.</p> | <p>Teachers will develop their individual lessons and post on Canvas to deliver to students.</p> <p>A weekly plan will be posted that includes the Learning Objectives, Materials and Practice/Assessments for the week.</p> <p>Teachers will include a suggested pacing guide for students to follow to ensure the completion of the work.</p> <p>Teachers will continue to collaborate with each other for consistency and alignment purposes.</p> <p>Weekly pacing guide checks and unit plan discussions will continue to take place across content areas to ensure that courses and grade levels are in alignment and covering the same standards.</p> |
| Instruction | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>A majority of classroom instruction may need to be provided virtually, including some face to face time.</p> <p>Canvas lessons should allow any student who is absent to access</p> | <p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Teachers can record critical portions of their lesson, lecture, lab, etc. and post for student viewing prior to virtual or zoom meetings.</p> |



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| | | | <p>the necessary materials and assessments virtually.</p> <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work.</p> | |
| Assessment | <p>Grades will be assigned to students throughout the school year based on the regular grading scale.</p> | <p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>Teachers will collaborate with case managers to support individual student learning.</p> | <p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their needs.</p> <p>Teachers will collaborate with case managers to support individual student learning.</p> | <p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>Daily practice assignments can be created by the individual teacher based on the needs of their classrooms.</p> <p>Teachers will provide clear expectations (i.e. rubrics) for summative assessments so that all students have a clear understanding of how their learning will be assessed.</p> <p>Some assessments may be given in person depending on the current regulations, health risk levels, and district guidelines.</p> <p>Accommodations for testing will be made in consultation with case managers.</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their individual needs.</p> |



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| | | | | Teachers will collaborate with case managers to support individual student learning. |
| Attendance | Teachers will provide all materials to students who are absent via Canvas. Regular make-up work policy followed. | Teachers will provide all materials to students who are absent via Canvas. Options will be provided for students who can't attend during this time. | Attendance will be taken during Zoom sessions and virtual instruction. Options will be provided for students who can't attend during this time. | Monitor and take attendance during Zoom sessions and virtual instruction. Options will be provided for students who can't attend during this time. |



TECHNOLOGY REQUIREMENTS AND EXPECTATIONS FOR ACCEPTABLE USE:

The Brookings School District teachers will use Canvas as the adopted district-wide learning management system (LMS) to provide instructional supports, communications, and overall connections to students and parents. The LMS will serve as the primary tool to share assignments, communicate with students, provide instructional supports, and guide the learning processes for students. Whether in a face-to-face, remote/distance, or hybrid learning model, students are expected to adhere to the district acceptable use policies and procedures. Further, students are expected to be courteous and respectful and to adhere to the student code of conduct which they agreed to when they signed the handbook at the beginning of the year. Overall, students are expected to work collaboratively with their teacher and their peers as the district provides instruction to learners.

Please contact the Brookings School District if your family is in need of a device or devices or connectivity support to access the internet.



SAFETY AND WELLBEING CONSIDERATIONS:

The Brookings School District implement safety practices and safeguards to protect the health, safety, and wellbeing of both students and staff. Accordingly the Brookings School District is committed to working with local health care providers as well as local, state, and federal officials as we prepare to provide student instruction for the 2020-2021 school year. Here are the various considerations with the district as we consider the various models and options:

District Considerations

The district will apply, to the extent reasonably possible, the latest Center for Disease Control procedures along with local, state, and federal guidelines for safe school operations. The practices may include but not be limited to:

- Practice safe social distancing to the greatest extent possible
- Increase cleaning protocols throughout each campus, including replacing air filters more frequently
- Limit group gatherings
- Limit and/or eliminate external group use of school district facilities
- Require face coverings on campus
- Expect symptom screening for all staff and students
- Provide training for all staff on effective and safe practices
- Establish district-wide protocols for cleaning and disinfecting school facilities and equipment

Building/Campus Considerations

- Parents will provide assurances that students are screened daily for elevated temperatures and other potential related health considerations
- Post signage and provide lessons to strongly encourage frequent hand washing and hygiene practices
- Ensure hand sanitizer is available throughout the campuses in readily accessible locations and forms
- Ensure any staff or students who exhibit symptoms are not at school or in the workplace
- At the elementary and intermediate school levels (Hillcrest, Medary, Dakota Prairie, and Camelot), apply a cohort isolation model, where students on campus will spend time with a consistent group of students in their class including the classroom, media center, and playground. Interactions with other groups of students will be minimized. If a student displays symptoms of illness, the impact would be minimized to the student cohort group rather than the entire school building for student quarantines or other health and safety related interventions.
- At the middle school and high school (Mickelson Middle School and Brookings High School) each building will discourage and limit gatherings of students in the hallways and commons areas that would include signage, clear communications, and staff directives and monitoring.



- The student numbers will be limited gathering spaces such as the cafeterias, gymnasiums, playgrounds, media centers, auditoriums, and other large gathering spaces to minimize exposure and potential impact.

Classroom Considerations

- Classrooms will have stringent disinfection protocols and procedures in place.
- Students will be provided direct instruction on hand washing and proper hygiene.
- Hand sanitizer will be available in each classroom.
- Students will be spaced in accordance to social/physical distancing recommendations (3 to 6 feet). This should allow for current classroom capacity with accommodations within the room for learners.

Transportation Considerations

- Transportation may not be provided for all students due to distancing requirements and limitations on driver availability.
- Students will be required to wear face coverings while on the bus. Face masks will be provided.
- Transportation staff will clean and disinfect high contact areas between runs/routes each day.
- Hand sanitizer will be available on each bus.
- Each bus will be disinfected thoroughly at the end of each day.
- Students will be socially/physically distanced as possible – family members may sit multiple to a seat, otherwise students will sit appropriately spaced within the bus to adhere to the 3 feet to 6 feet distancing guidance from the American Academy of Pediatrics.



PARENT RESOURCES:

As we continue to face the unprecedented global pandemic, parents may be challenged to find the best way to discuss COVID-19 with a child. Finding ways to ease anxiety and uncertainty that comes with this atypical moment in time, while demanding, is important.

Given these challenges, the Brookings School District wanted to share some resources that may be helpful for parents and caregivers as you talk with your child about COVID- 19.

How to talk to your children about Coronavirus

- [Talking with children about Coronavirus Disease 2019](#)
- [Talking to Children About Coronavirus \(COVID19\)](#)
- [Helping Children and Teens Cope with Anxiety About COVID-19](#)

Other Articles and Resources

- [Parenting in the Time of Coronavirus](#)



PARENT/FAMILY EXPECTATIONS:

As we exercise the plan to open schools for the fall of 2020, we are asking parents for support and help. Please begin by visiting with your child(ren) about the various plans from face to face to remote/distance to hybrid instruction. It is important that children are supported in each of the delivery models by encouraging students as learners to attend and actively engage all classes and finish all assignments. Failing to actively engage and participate in classroom activities and coursework, regardless of the delivery model, may constitute absences from school, truancy, and related consequences.

If your child is engaged in either the remote/distance or hybrid models, here are some added strategies and supports to assist learners:

- ✓ Create a comfortable, distraction-free place for your children to work and attend online classes.
- ✓ Do not join your children's online classes or be visible on your children's screens during classes. This is the learning time for your child. You are encouraged to take an active role in the learning process, while still allowing your child to experience the learning.
- ✓ Encourage your children to incorporate physical activity and healthy breaks from classes during the day, while practicing responsible social distancing.
- ✓ Calmly establish routines and expectations for your child.
- ✓ Partner with your child's teachers and reach out should any challenges arise.
- ✓ Help your child to plan and turn in their work and keep them focused and on task.
- ✓ Abide by our district policies and procedures regarding the use of the school-provided device(s).



TRANSPORTATION CONSIDERATIONS AND OPTIONS

Phase 1 - Bussing as usual, try and spread students out the best we can. Hand sanitizer at the front of the buses. Masks will be available if needed. Activities as normal. Drivers will clean high traffic areas on buses.

Phase 2 – Bussing options may be limited. Parents may be asked to provide transportation services. Riders to be distanced when and if possible. Masks will be required and available if needed. Parents will be required to take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus. Drivers will clean high traffic areas.

Phase 3 – Bussing options may be limited. Parents may be asked to provide transportation services. Riders to be distanced when and if possible. Masks will be required and available if needed. Parents will be required to take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus. Drivers will clean high traffic areas.

Phase 4 - No school/No bussing/clean buses



EXTRA & CO-CURRICULAR ACTIVITIES CONSIDERATIONS & OPTIONS

Guiding Principles & Phased Approach

| Phase | Phase I | Phase II | Phase III | Phase IV |
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| Infection Risk Level | <p>No to minimal community transmission.</p> <p>Reinforce everyday preventative actions, ensuring proper ventilation within school facilities, including buses and maintaining cleaning and disinfection practices remain important. Monitor absenteeism among teachers, staff, and students to identify trends and determine if absences are due to COVID-19, symptoms that led to quarantine, concerns about being in the school environment and personal health and safety, or positive test results. Anyone who tests positive for COVID-19 should stay home and self-isolate for the timeframe recommended by public health officials. Anyone who has had close contact with someone who has tested positive or is symptomatic for COVID-19 should be tested and stay home until receiving a negative result, or stay home and monitor for symptoms.</p> | <p>Minimal to moderate community transmission.</p> <p>Continue following strategies from phase I along with implementing mitigation strategies such as social distancing, use of cloth faced coverings, reinforcing everyday preventative actions, and maintaining cleaning and disinfection. This also can include ensuring that student and staff groupings/cohorts are as static as possible and that mixing groups of students and staff is limited.</p> | <p>Substantial, controlled transmission.</p> <p>Mitigation strategies are necessary. These include following all the actions listed above and also ensuring that student and staff groupings/cohorts are as static as possible with limited mixing of student and staff groups, field trips and large gatherings and events are canceled, and communal spaces (e.g., cafeterias, media centers) are closed.</p> | <p>Substantial, uncontrolled transmission.</p> <p>The Brookings School District will work closely with local health officials to make decisions on whether to maintain school operations. The health, safety, and wellbeing of our students, teachers, staff and families are the most important consideration in determining whether school closure is a necessary step. Communities can support schools staying open by implementing strategies that decrease a community's level of transmission. However, if community transmission cannot be decreased, school closure is an important consideration. Plans for virtual/remote learning will be in place in the event of a school closure.</p> |
| CDC Information | <p>No confirmed active cases; Monitor activities within the community and the</p> | <p>Cases confirmed; Consideration of limited student and staff</p> | <p>Case numbers growing; Consider limited student and staff interactions using</p> | <p>Cases spreading rapidly; Strict stay at home and social distancing guidelines applied.</p> |



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| | region. Prepare for responsive action. District open as usual. | interactions and travel. Monitor implications. District function limitations initiated. | distancing guidelines. All are encouraged to wear face masks. Activities, field trips, and events postponed. District functions are seriously limited. | Suspend all district events and activities. District Closed. |
| Athletics & Activities Plan | Open for all Practices/Events/Travel | Practices/Events/Travel | Possibility of Practice/No Travel/No Events (MMS,BHS or both) | No School/No Practice/No Events |
| Rationale | BHS and MMS has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to events/practice/travel with appropriate safety precautions. | In the event directed health measures require social distancing in the facilities or limiting the numbers of students in a gymnasium or field. | In the event directed health measures require social distancing in the facilities or limiting the numbers of students in a gymnasium or field. | BHS will be closed due to unsafe conditions. |
| Event Attendance | All Events and Tiers open Tier 1 – (Essential) Athletes, Coaches, Officials, Event Staff, Medical Staff, Security Tier 2 – (Preferred) Media(i.e. Webcast, Radio, Newspaper) Tier 3 – (Non-Essential) Spectators, Vendors | Option 1 Tier 1 & 2 (essential & preferred) allowed at events Tier 3 (non-essential) not allowed to attend events. (Live Stream Events) Option 2 Tier 1 & 2 (essential & preferred) allowed at events/ Tier 3 (Non-essential) allowed to attend events in limited capacity. Masks will be required all events | Possibility of No Events and or Option 1 Tier 1 & 2 (essential & preferred) allowed at events Tier 3 (non-essential) not allowed to attend events. (Live Stream Events) Masks will be required all events | No Events |

Activities & Athletics Daily Procedures

| Phase | Phase I | Phase II | Phase III | Phase IV |
|---|--|--|---|--------------------------------------|
| Beginning of the Practice or Event | Gyms will be open 30 minutes before the event or practice for access. Social distancing will be in place and we will follow state, city, SDHSAA guidelines | Gyms will be open 30 minutes before the event or practice for access. Social distancing will be in place and we will follow state, city, SDHSAA guidelines | Gyms will be open 30 minutes before practice for access. Social distancing will be in place and we will follow state, city, SDHSAA guidelines | No students will enter the building. |



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| | Separate exits will be marked for usage | Separate exits will be marked for usage | Separate exits will be marked for usage | |
| End of the day | All students will be required to leave the building at the end of the practice day or event. | All students will be required to leave the building at the end of the practice day or event. Staggering maybe implemented | All students will be required to leave the building at the end of the practice day. Staggering maybe implemented | |

Behaviors to Reduce Spread

| CDC Identified Behaviors | BHS & Mickelson Middle Activities & Athletics Protocol | | | |
|---------------------------|--|--|--|----------|
| Phase | Phase I | Phase II | Phase III | Phase IV |
| Temperature Checks | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check by coach/advisor • Temperature check in the training room to verify and the student will be sent home. <p>Coaches & Trainers take temperatures as needed. If a student is using the locker-room they will do a temperature check before each practice or event before entering</p> <p>Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check by coach/advisor • Temperature check in the training room to verify and the student will be sent home. <p>Coaches & Trainers take temperatures as needed. If a student is using the locker-room they will do a temperature check before each practice or event before entering</p> <p>Staff Temperature Checks will be conducted once a day.</p> | <p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check by coach/advisor • Temperature check in the training room to verify and the student will be sent home. <p>Coaches & Trainers take temperatures as needed. If a student is using the locker-room they will do a temperature check before each practice or event before entering</p> <p>Staff Temperature Checks will be conducted once a day.</p> | |



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| <p>Cleaning and Sanitizing</p> | <p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant provided for all staff.</p> | <p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS or BHS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p> | <p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS or BHS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p> | <p>MMS or BHS or Both will be secured.</p> <p>MMS or BHS or Both access is prohibited for all user groups.</p> <p>Cleaning at BHS will be completed as directed by the Health Department prior to student return</p> <p>Administration will determine staffing assignments and/or procedure modifications required.</p> |
| <p>Hand Hygiene and Facemasks</p> | <p>Announcements will be made to support hand washing.</p> | <p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | <p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p> | |
| <p>Restroom Usage</p> | <p>Regular protocol</p> | <p>Use during events time will be discouraged due to the number of students & spectators.</p> | <p>Use during events time will be discouraged due to the number of students & spectators.</p> | |



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| Water Fountains | The bottle filling feature on the water fountains will be available Students, staff and spectators are encouraged to bring individual water bottles. | The bottle filling feature on the water fountains will be available Students, staff and spectators are encouraged to bring individual water bottles. | The bottle filling feature on the water fountains will be available Students, staff and spectators are encouraged to bring individual water bottles. | |
| Transportation | Refer to District Transportation Guidelines for additional specific information. | Trainers or coaches will take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus. Refer to District Transportation Guidelines for additional specific information. | Trainers or coaches will take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus. Refer to District Transportation Guidelines for additional specific information. | |
| Locker-rooms | | In effort to maintain physical distance, students may come ready for practice Students will be temperature checked in the gym before using the locker-room. They must use the facility and immediately leave. Staff will supervise | In effort to maintain physical distance, students may come ready for practice Students will be temperature checked in the gym before using the locker-room. They must use the facility and immediately leave. Staff will supervise | |