Our plan for keeping our students, staff and community safe during the COVID-19 pandemic

Publication Date: 9/25/2020
*Plan Subject to Change*
To Our D11 Community,

Since the onset of COVID-19, our world has been carefully navigating through the challenges of a global pandemic. In Colorado Springs School District 11, our top priority remains the health and safety of our students, families, teachers, staff, leaders, and community. We remained steadfast in our commitment to health and safety last spring, ending our year of instruction in a distance learning format with very little time to prepare. Our staff demonstrated swift, adaptive leadership to ensure we provided the highest quality education possible given the realities we all faced.

Over the summer, many of our staff have been working tirelessly every day. In an effort to develop the best possible plan for returning to school in-person in August, our staff consulted with various officials from El Paso County Public Health, Colorado Department of Public Health and Environment, the Colorado Department of Education, elected officials to include our Board of Education, the Governor, and community stakeholders (e.g., staff, parents and students). We closely monitor the infection rates of COVID-19, specifically as it pertains to El Paso County.

I, along with our Board of Education and many staff, continue to receive a lot of varied communication from multiple stakeholders, expressing concern of returning to in-person instruction, eagerness to return to schools, ideas and strategies to ensure safety, and an overwhelming amount of empathy and understanding for the challenges we are facing as a PK-12 community. Additionally, this proves to be challenging in a rapidly evolving public health crisis; what we know and do today could be drastically different tomorrow.

We will continue to work closely with all of our employee groups, students, parents, guardians, and community stakeholders to ensure we have plans in place that will welcome students and staff as safely as possible back into our schools. Additionally, we acknowledge that we must offer comprehensive online options for those who are not yet ready to return to physical instruction. Lastly, though our desire is to return in-person, we remain open to the possibility of needing to open our entire district virtually for a period to ensure the safest physical return to our schools.

Our District 11 vision states, “We are a dynamic, collaborative community of energized educators, engaged students and supportive partners with a passion for continuous learning.” We will not waiver from this and we will continue making the best decisions grounded in data while adhering to all applicable health guidelines.

Thank you for your continuous support and grace as we lead through these challenging times. Together, we will empower our students to profoundly impact our world!

Yours in partnership,

Dr. Michael J. Thomas
Executive Summary

D11 started the school year on Aug. 24 with a hybrid model, targeting students with the greatest academic need for levels of in-school support. The remainder of our students have been engaged in our remote learning platform, Inspire Online. We will continue this schedule September 21, when we will begin to bring students back for in-person learning on staggered schedules (see the Elementary, Middle, and High School sections on pages 12-16). Detailed schedules will be sent from your child(ren)’s school(s). Understandably, there may be times where cohorts, schools, or the District will need to move to remote learning. You will receive communication in these circumstances as soon as possible.

Social Emotional Well-Being

Colorado Springs School District 11 is committed to supporting students’ social emotional wellness and offering resources to ensure students transition back to school smoothly.

Plans have been established to provide Social and Emotional Learning (SEL) for all students in concert with modified in-person, hybrid, and remote learning models. Staff members will embed consistent, scheduled opportunities to check and connect with students in order to build community, teach SEL strategies, monitor wellness, and identify individualized needs. In addition, every school has multiple assigned mental health providers who have the expertise to support individual student needs.

Support may include social emotional learning, building relationships, and increased access to mental health/wellness services. Families and schools will work together to understand how students are feeling and assess their individual needs to provide essential services to students during these challenging times.
Thank You!

Thanks to the following teachers, staff, parent/guardians, students, and community members who helped shape our Return to Learn Plan Fall 2020:

Aaron Ford
Alexis Knox-Miller
Darin Smith
Jared Welch
Kevin Gardner
Sonia Urban
Scott Apodaca-Eacker
Russell Bone
Christy Feldman
Carmen Moyer
Daryl Trujillo
Sean Wybrant
Jennifer Schulte
Kathy Howell
Talonna Hybki
Melissa Smead
Michelle Blanchard
Anthony Karr
Richard Moothart
Carlos Perez
Toni Schone
Tobin LeFere
Gretchen Bitner
Christina Classen
Rhonda Conn Parent
Zachary Cooper
Stephanie Crow
Tina Graham
Christopher Gunn
Yael Horowitz
Sarah Jacobs
Elizabeth Kahn-Lanning
Erica Rewey
Bryan Kolasinski
Sarah Luce
Rachel Makin
Jennifer Martinez
Benjamin Moorse
Adrienne Propsom
Richard Quinn
Susan Rezzonico Forget
Molly Till
Tricia Torres
Brenda McKinney
Velvet Stepanek
Gina Turner
Brent Urban
Lori Waddle
Ann Yenne
Lori Hayes
Daryl Lambert
Karin Lindt
Michael O’Brien
Nick Soto
Kent Wehri
Jason Reynolds
Linda Donaldson
Walter Gray
Bobbi Lahey
Karol Gates
Tom Hunt
Robert Watson
Anastasia Lockwood
Patrick Baker
Karey Urbanski
D11 Cabinet Members
# Table of Contents

- Forward: Superintendent’s Message ................................................................. 2
- Executive Summary .......................................................................................... 3
- Social Emotional Well-Being ........................................................................... 3
- Thank You ......................................................................................................... 4
- Instructional Models ......................................................................................... 6
- Definitions ......................................................................................................... 7
  - In-Person Learning .......................................................................................... 7
  - Online Learning ............................................................................................. 7
  - Remote Learning ............................................................................................ 7
  - Hybrid Learning ............................................................................................. 7
- Health Protocols ................................................................................................. 8
  - Classroom and Educational Spaces ................................................................. 8
  - Family/Home Expectations ............................................................................ 8
  - Hallways ......................................................................................................... 9
  - Cafeterias ....................................................................................................... 9
  - School Bus Transportation ............................................................................ 9
  - Playground/Recess ......................................................................................... 10
  - Student Guidance ......................................................................................... 10
  - Staff Guidance ............................................................................................... 10
  - Cleaning and Safety Measures .................................................................... 11
- Instructional Plans .............................................................................................. 12
  - Elementary School ........................................................................................ 12
  - Middle School ............................................................................................... 13
  - High School .................................................................................................... 14-16
- Online Menu Opportunities ................................................................................ 16
- Sources ............................................................................................................. 17
The Colorado Department of Public Health and Environment (CDPHE), along with the Colorado Department of Education (CDE) have provided guidance to opening schools based on these three phases:

**Stay at Home**
- Widespread closures except for critical functions to reduce hospitalizations and deaths.
- Gatherings prohibited.
- All D11 students will attend school remotely (see Tier III below), no in-person learning will be conducted during a Stay at Home order.

**Safer at Home**
- Partial reopening, around 25%-50% with capacity caps, to give public health and healthcare systems ability to scale their testing, tracing, and treatment capabilities.
- Small gatherings are okay, but large gatherings are prohibited.
- Depending on local health data, students may or may not be learning in-person (this could be a mix of Tier I, II, and III).

**Protect our Neighbors**
- Expanded reopening, around 50% without caps, as local outbreaks are managed by strong local systems.
- Larger gatherings are okay, but mass gatherings are prohibited until there is a treatment or vaccine.
- Students will continue with in-person learning under this order unless they have opted into an online learning environment.

**Tier 1: 100% in person learning**
Open schools as traditionally as possible adhering to recommended health and safety guidelines. This traditional school environment includes socially distancing to the extent possible, masks worn by both students and staff wherever and whenever possible, and other health standards implemented in all buildings.

**Tier 2: Hybrid of in person/online learning**
Open schools following an alternating A/B schedule allowing students to attend class both physically and virtually on alternating days. This model will likely only be implemented at the secondary levels and will be individualized by the schools.

**Tier 3: 100% Remote learning**
A virtual and/or remote school experience, supported through the SeeSaw platform in elementary grades, and Schoology for higher elementary and secondary grades, and supplemented through other instruction methods when online is not a family option.
Definitions

In-Person Learning
• Students learn at school, in person.

Online Learning
• Families choose this fully online learning option regardless of whether in-person or remote learning occurs (this is the D11 Inspire Online program for K-12, Achieve Online School for grades 6-12, or the Digital High School for credit recovery).

Remote Learning
• Schools are closed, or students are absent due to illness or quarantine, so learning must take place at home.

Hybrid Learning
• Students will engage part of the time online, and part of the time in person. Please see the high school example on pages 14, 15 and 16.
Classroom and Educational Spaces

- Students will be responsible for cleaning (soap and water) their own space. No chemical cleaners will be used by students.
- Classrooms will have adequate supplies to support healthy hygiene behaviors, including soap, paper towels, hand sanitizer, etc.
- Signs will be posted on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- D11 facilities will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and other methods that do not pose additional safety or health risks.
- Everyone is asked to implement physical distancing at all times and to the greatest degree, wherever and whenever possible.
- The use of additional barriers (e.g., plastic sneeze guards, face shields) will be installed for employees working directly with younger children or where spacing and masking may be more difficult for either staff members or students.
- Frequently touched surfaces will be cleaned, sanitized, and disinfected multiple times per day (e.g., playground equipment, door handles, sink handles, drinking fountains, refillable water stations).
- When shared objects are required, they will be cleaned between use.
- Education tools will be disinfected and sanitized regularly (e.g. books, whiteboards, computers).
- Adequate supplies will be ensured to minimize sharing of high-touch materials.
- Each child’s belongings will be kept separated in individually labeled storage containers, cubbies, or taken home each day and cleaned.
- Students and staff will avoid the use of items not easily cleaned, sanitized, or disinfected (e.g., upholstered furniture or soft or plush toys).
- Locker use will be limited.
- Classrooms should be cleared of non-essential furniture and items to maximize space for student seating arrangements.
- Students are encouraged to bring water bottles from home, for easy refill. The direct use of public water fountains is discouraged, even though they are open.

Family/Home Expectations

- Parents will use the Home Health Screening guidance before sending their children to school.
Hallways

- Hallways will be divided to accommodate flow of traffic on each side of the hallway.
- Everyone is required to wear facial coverings in the hallways.

Cafeterias

- Breakfast and lunch options will be provided. Students could possibly eat in the classroom, outdoors, or socially distanced in the cafeteria.
- Students will generally attend lunch in grade-level cohorts.
- While students will be allowed to bring their lunch, students and parents will be discouraged from bringing outside food into the schools. This includes food for parties and social events.
- Food will be available in the cafeterias and will include a limited menu in order to allow students to quickly get through the cafeteria, while maintaining social distancing.
- Cafeteria tables will be cleaned and sanitized between lunch periods.
- Lunch tables will be placed to encourage social distancing.
- The gym or other spaces as an extension of the cafeteria may be needed to maintain cohort distancing while minimizing the intermingling of cohorts.
- Principals should create a staggered schedule for receiving lunch and returning to class.
- Students will wash their hands before eating.
- Students will wash their hands upon arriving back to class after lunch/recess.

School Bus Transportation

- All bus riders will wear a face masks at all times. Drivers and bus assistants will use face masks and shields when assisting riders (e.g. buckling seat belts).
- Windows will be open two to three inches at all times.
- Students will be assigned seats. Siblings will be asked to share seats. Single riders will be seated individually. Classroom cohorts will be allowed to sit together.
- In the morning, buses will be loaded from the back to the front to prevent students from passing other students via the aisle. Afternoon bus loading will be first on, last off to enable safe and efficient unloading at bus stops.
- Hand sanitizer will be secured in the driver pouch on the school bus for staff use only. CDE prohibits transportation staff from providing hand sanitizer to students due to health concerns.
- Drivers will spray stabilized aqueous ozone (a mild water-based cleaner) after every run.
Health Protocols (continued)

Playground/Recess

- Recess will take place outside as weather permits. Playground equipment may be used by small cohorts of students as long as they wash their hands upon returning into the school. Recess may also be used as a mask break as long as students are socially distanced.

Students

- Students will be required to wear masks whenever and wherever possible. All facial coverings must be appropriate for the school environment with no graphics or verbiage violating standard dress code policy.
  - All students will need to supply their own masks and if students forget or lose their mask, they will be provided with a disposable mask.
- Students will be responsible for cleaning their own spaces with provided soap and water.
- Students will be encouraged to not share materials (i.e. crayons, scissors, etc.). If materials are shared, they will be cleaned between use.
- Students will avoid immediate contact such as shaking or holding hands and hugging.
- Students will be given scheduled mask and hand hygiene breaks.
- Students will implement physical distancing at all times and to the greatest degree, wherever and whenever possible.
- Students belongings need to be separated in individually labeled storage containers, cubbies, or taken home each day and cleaned.

Staff

- Staff will be required to wear masks whenever and wherever possible. Staff are encouraged to teach and reinforce hand hygiene, mask wearing, and covering coughs and sneezes among children and staff.
  - All staff will be provided one cloth mask and one facial shield.
- Staff is encouraged to teach and reinforce appropriate use of cloth face coverings among staff and students (when age and developmentally appropriate) when in the vicinity of others, particularly in indoor settings.
- Staff will avoid immediate contact such as shaking or holding hands and hugging.
- Staff will take scheduled mask and hand hygiene breaks.
- Staff will implement physical distancing at all times and to the greatest degree, wherever and whenever possible.
- Staff will encourage both students and adults to stay home if they or a family member is experiencing symptoms.
- Schools will limit assemblies, gatherings, events, and activities to those events that can maintain adequate social distancing, support proper hand hygiene, and adhere to local and state health mandates
- Schools will consider keeping classes/cohorts together, as often as possible, to include the same group of students each day.
- For additional staff questions including questions regarding leave time, sick leave pay, and more, please contact D11 Human Resources.
- Virtual Field Trips are highly encouraged.
We are working to increase the ventilation level in our schools by 150%. This work includes evaluating and repairing every Heating, Ventilation and Air Conditioning (HVAC) system within the District. We are reprogramming our building automation systems to allow extended system operation before and after the school day to ensure that “fresh” air is in the buildings at the start of the school day.

Moveable plexiglass shields will be in place in various locations in all schools based on need and appropriate requirement.

Custodial staff will continue to use a variety of techniques and supplies to ensure that our schools are as clean and sanitized as possible. Most of this work will take place after students are dismissed for the day. Please see the District 11 Cleaning Procedures mentioned above after they are posted for specific procedures.

Building managers and other school staff, to include teachers, will clean heavily trafficked areas. Chemical disinfectants will not be used when students are present.

Cleaning and Safety Measures
Elementary School

We anticipate bringing elementary students, K-5, to return to school face-to-face, five days per week, starting on September 21, 2020. The safety protocols listed previously in this plan will remain in place. To better adhere to best practices for student spacing, we will minimize movement throughout the school. Students will be placed and kept in group cohorts and will spend most of their day within their cohort. We anticipate students having access to specials such as arts and music; however, those classes might not look exactly like they have in the past. Here are the dates elementary students may return to in-person learning:

- 9/21/20: Kindergartners return to in-person learning and continue to attend the rest of the week.
- 9/22/20: First graders return to in-person learning and continue to attend the rest of the week.
- 9/23/20: Second graders return to in-person learning and continue to attend the rest of the week.
- 9/24/20: Third graders return to in-person learning and continue to attend the rest of the week.

Normal school day start and finish times will be implemented, with normal transportation and meal schedules.

Specific school schedules will be released by your student’s school prior to the start of in-person learning.
Middle School

We anticipate bringing middle school students, grades 6-8, to return to school face-to-face, on a hybrid schedule with one day being an asynchronous remote learning day, starting September 22. Here are the dates middle school students may return to in-person learning:

- 9/21/20 (Monday): asynchronous learning for all students;
- 9/22/20 and 9/23/20: 6th grade only on hybrid schedule, 7th and 8th grades remotely learning;
- 9/24/20 and 9/25/20: 6th, 7th, and 8th on hybrid learning schedules, specifics will be communicated by each school.

Mondays will be used for asynchronous learning for all students; Staff will have PLC time. Tuesdays-Fridays will be a hybrid learning schedule, with approximately half of the students in attendance each day, and the other half remote. Schools will communicate their specific schedules with families. Normal school day start and finish times will be implemented, with normal transportation and meal schedules.

Specific school schedules will be released by your student’s school prior to the start of in-person learning.
High School

We anticipate bringing high school students, grades 9-12, to return to school face-to-face, on a hybrid schedule with one day being an asynchronous remote learning day, starting October 5. Here are the dates high school students may return to in-person learning:

- 10/5/2020 (Monday): asynchronous learning for all students;
- High schools will utilize a staggered start during the week of October 5. This will ensure COVID safety practices are in place for transitioning of students into the schedule. This will vary from school to school.

The Roy J. Wasson Academic Campus schools will start in-person learning the week of September 28.

Mondays will be used for asynchronous learning for all students; Staff will have PLC time. Tuesdays-Fridays will be a hybrid learning schedule, with approximately half of the students in attendance each day, and the other half remote. Schools will communicate their specific schedules with families. Normal school day start and finish times will be implemented, with normal transportation and meal schedules.

Specific school schedules will be released by your student’s school prior to the start of in-person learning.

This will help create a safer environment by reducing student interactions, while maintaining a comprehensive and diverse course offering. Students will be divided into two groups: Group A and Group B. All school days, except Mondays, will be formal instruction days. On Mondays, half the day will consist of staff professional development, and half will be used for teachers to check in with students and offer additional support. During this time, teachers will contact students individually, provide virtual accessibility, and host small group meetings with students, among other things. These activities will be designed to meet the individual needs of our students in order to increase overall student achievement.

Under this model, each day will be a different set of four 90-minute periods. For example, day one consists of periods 1-4, and day two consists of periods 5-8. Teachers will be assigned a new 8th period block of students. This block of time will be flexible and can be used in the following ways: social emotional learning, ICAP, internships, study hall, advisory and intervention, or study skills. All students who remain on campus will be enrolled in an 8th Period Block.

School schedules may vary slightly from this example as needed for operational purposes.
High School (continued)

The following high school schedule example is a hybrid alternating block schedule and may vary slightly from school to school.

Regular Schedule Hybrid Model for Tuesday and Wednesday  
(Student Group A is at school while Student Group B is at home)
*Lunch is tied to your 3rd and 7th period teacher*

Group A In-Person, Group B Remote

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40 a.m.</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:45 - 9:20</td>
<td>Tuesday - 1st period / Wednesday 5th period</td>
</tr>
<tr>
<td>9:25 - 11:05</td>
<td>Tuesday - 2nd period / Wednesday 6th period</td>
</tr>
<tr>
<td>11:10 - 12:40</td>
<td>Tuesday - 3rd period / Wednesday 7th period</td>
</tr>
<tr>
<td>11:05 - 11:40</td>
<td>First Lunch</td>
</tr>
<tr>
<td>11:45 - 1:20</td>
<td>Tuesday - 3rd period / Wednesday 7th period</td>
</tr>
<tr>
<td>12:45 - 1:20</td>
<td>Second Lunch</td>
</tr>
<tr>
<td>1:25 - 2:55</td>
<td>Tuesday - 4th period / Wednesday 8th period</td>
</tr>
</tbody>
</table>

Regular Schedule Hybrid Model for Thursday and Friday  
(Student Group B at school while Student Group A is at home)
*Lunch is tied to your 3rd and 7th period teacher*

Group B In-Person, Group A Remote

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40 a.m.</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:45 - 9:20</td>
<td>Thursday - 1st period / Friday 5th period</td>
</tr>
<tr>
<td>9:25 - 11:05</td>
<td>Thursday - 2nd period / Friday 6th period</td>
</tr>
<tr>
<td>11:10 - 12:40</td>
<td>Thursday - 3rd period / Friday 7th period</td>
</tr>
<tr>
<td>11:05 - 11:40</td>
<td>First Lunch</td>
</tr>
<tr>
<td>11:45 - 1:20</td>
<td>Thursday - 3rd period / Friday 7th period</td>
</tr>
<tr>
<td>12:45 - 1:20</td>
<td>Second Lunch</td>
</tr>
<tr>
<td>1:25 - 2:55</td>
<td>Thursday - 4th period / Friday 8th period</td>
</tr>
</tbody>
</table>
Online Menu of Opportunities

Families choosing to keep their children in a remote learning environment will have the ability to do so. Schools will make contact with families to determine if their child will return in-person or if they will remain online. Currently, the online program will still be identified as Inspire Online and families will still be asked to make a quarter-long commitment to the online program.

In addition, District 11 offers the Achieve Online School (grades 6-12) for families who are interested in a fully 100% online school which also includes a hybrid option for students (if they choose) to come into the building and meet with their teachers. Digital High School is a program for students to accelerate credit for graduation. Digital High School is recommended for students ages 17 and older. Both Achieve Online and Digital are located at the Roy J. Wasson Academic Campus. To enroll in the Achieve Online or Digital, please call (719) 328-2000.

At the comprehensive high schools, Gradpoint is a self-paced online learning platform available to students. Please contact your student’s school for more information.

Please work with your school for extenuating circumstances.
Sources

U.S. Department of Education

CDC (Centers for Disease Control and Prevention)

El Paso County Public Health

Colorado Department of Education

Colorado Public Health and Environment

Metro Denver Partnership for Health School Guidance June 2020