

Overview and Purpose of this Document

Background

Under Emergency Directive 022, all charter schools must develop re-opening plans for the 2020-21 school year that contemplate instruction offered through:

1. In-person instruction following social distancing protocols;
2. Distance education under an approved Path Forward Program of Distance Education; or
3. A combination of distance education and in-person instruction.

Re-opening plans must be based on *Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings* and include a Path Forward Program of Distance Education¹ in accordance with the minimum requirements set forth by the Nevada Department of Education (NDE).

With an understanding that developing a re-opening plan is complex and time intensive, **the State Public Charter School Authority (SPCSA) has developed an *optional* re-opening plan template which covers the topics outlined in NDE's minimum requirements and the Path Forward Framework.** This document should be seen as a resource for schools and not a mandate. Whether schools decide to use this template or develop their own, the topics and guiding questions can serve as a tool for ensuring a comprehensive plan.

Forms

- Certification for Path Forward Program of Distance Education: <https://www.dropbox.com/s/fztw6wiwm06en2w/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20FPDE.docx?dl=0>
- Request for Calendar Adjustment: <https://www.dropbox.com/s/0ez1fhjckqn6ln/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20Calendar%20Adjustment.docx?dl=0>
- Request for Additional Professional Development Days: <https://www.dropbox.com/s/j85x58e5t8s9jez/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20Professional%20Development.docx?dl=0>

Resources and References

School Re-Opening

- Declaration of Emergency Directive 022: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/2020-06-09.Declaration-of-Emergency-Directive-022.pdf>
- Guidance for Path Forward Programs of Distance Education: [http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News_Media/Guidance_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05\(1\).pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News_Media/Guidance_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05(1).pdf)
- Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings: https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Nevada_Path_Forward_6.9.20_FRAMEWORK.pdf
- Nevada Summer Learning and Activity Guidance: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Summer-Learning-and-Activity-Guidance-6.9.20.pdf>
- Nevada Interscholastic Activities Association Re-Opening Guidance: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/NIAA-Reopening-Guidance-6.9.20.pdf>

¹Schools that had previously (prior to March of 2020) been approved by the Nevada Department of Education and the State Public Charter School Authority to serve 100% of students through a full-time program of distance education are not required to develop a Path Forward Programs of Distance Education, but must still develop a re-opening plan that contemplates the applicable topics within Nevada's Path Forward Framework.

Face Coverings

- Declaration of Emergency Directive 024: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Directive-024-Face-Coverings.pdf>
- Guidance on Face Coverings: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/6.22-Guidance-on-Improvised-Facial-Coverings-JH-V1.pdf>

Optional Re-Opening Plan Template

School Name: Nevada State High School

COMMUNICATION

COMMUNICATION

- *How will you communicate important information to families about the re-opening process?*
- *How will you communicate with students, families, staff and other stakeholders about the actions your school will be taking to keep people safe and healthy?*
- *How will you communicate with students, families, staff and other stakeholders about the actions individuals should take to protect themselves and others?*
- *What is your plan to ensure that Parents receive general updates regarding the district/school's implementation of distance education at least weekly? If English Learners comprise at least 10 percent of the student population, the school will be required to make these weekly updates available in any language that is the native language of at least 50 percent of English Learners enrolled in the charter school.*

- Communication to families includes, but is not limited to: MOODLE announcements, REMIND text messages, help tickets, social media postings, emails, virtual meetings, and phone calls.
- Communication with families, staff, and other stakeholders about the actions taken to keep people safe and healthy includes, but is not limited to: MOODLE announcements, REMIND text messages, help tickets, social media postings, emails, virtual meetings, and phone calls.
- Communication with families, staff, and other stakeholders about the actions individuals should take to protect themselves and others includes, but is not limited to: MOODLE announcements, REMIND text messages, help tickets, social media postings, emails, virtual meetings, and phone calls, and posted signs at each campus.
- Communication to parents regarding general updates to the district/school's implementation of distance education at least weekly includes, but is not limited to: MOODLE announcements, REMIND text messages, help tickets, social media postings, emails, virtual meetings, and phone calls.

RE-OPENING SCHOOL BUILDINGS

RE-OPENING APPROACH

- *How will your school building(s) re-open (see options in section 6 of Directive 022 and within the Path Forward Framework)?*
- *Will the school request a calendar adjustment as part of your re-opening approach?*
- *How will you approach re-opening for students whose families are not comfortable with them returning to school or who are identified as "vulnerable populations"?*
- *Under a hybrid learning model how would the school determine which students receive in-person instruction at which times?*
- *What circumstances/scenarios will warrant a change in the approach?*
- *If a change in approach is warranted, how will that transition be made?*

Plan A: Online Instruction

- NSHS courses are to be delivered online through MOODLE and virtual class sessions via Zoom.
- The school will not request a calendar adjustment.
- With instruction taking place online, vulnerable populations are not required to come to the school.
- Change in the approach may take place if guidelines are updated for students to return to in person instruction.
- If students are able to return to in person classes, students will follow their class schedule and attend courses in person at the time scheduled.

Backup Option B:

- The online model will stay in place and individual, support meetings will be utilized to check on student progress and to provide services for special education, ELL, and 504 students.

Backup Option C:

PHYSICAL HEALTH SCREENING

- *How will you screen staff and students?*

- When arriving on campus, staff and students will be directed to follow instructions related to personal preventative measures, including wearing a face covering and using hand sanitizer.
- Staff will observe students to ensure social distancing is followed throughout the building.
- If staff or students have any signs of illness, they will be instructed to separate themselves from others and return home.

PHYSICAL HYGINE

- *How will you address and reinforce hand hygiene and respiratory etiquette?*
- *How will face coverings be used? Please refer to Emergency Directive 024 and the associated guidance which outline the requirements for face coverings.*

- NSHS will have face masks and gloves available, as well as hand sanitizer, and disinfectant cleaning wipes or solutions for disinfecting high touch areas. Visitors will be reminded to wear masks and wash hands/use hand sanitizer.
- NSHS will follow the directive of requiring face coverings that cover a person’s nose and mouth for staff and visitors, with the exceptions being children 9 years or younger, individuals experiencing homelessness, and individuals who cannot wear a mask due to a medical condition or disability.

SOCIAL DISTANCING

- *How will you maintain social distancing in line with the Path Forward Framework, Governor’s Emergency Directives, and Nevada Department of Education guidance?*
- *How will you transition as necessary when the prevailing guidance shifts in response to public health conditions?*

- NSHS will utilize an online appointment scheduling system to schedule on campus appointments, limiting the number of people on site in accordance with social distancing guidelines. Sites will post the requirement of social distance guidelines reminding visitors to keep the distance of 6 feet for lines in the front office area and classrooms.
- As guidelines change, NSHS will update processes to reflect updates.

HUMAN RESOURCES

STAFF RETURN TO WORK

- *How will staff return to work?*
- *How will you address circumstances where staff are not comfortable returning to work or are identified as “vulnerable populations”?*
- *How will your staffing approach ensure strong implementation of your overall re-opening approach?*
- *How will you prepare for the possibility of increased staff absences due to illness and ensure that staff who are sick are able to stay home?*

- Staff will return to work with options of staggered schedules or limits to people on campus to maintain social distancing.
- Staff currently have the option of working remotely if uncomfortable returning to work or are identified as being vulnerable.

GOVERNING BODY AND SCHOOL LEADERSHIP ROLE

- *How will you share consistent and up-to-date information with your governing body and school leadership?*
- *How and to what extent will the governing body and school leadership weigh in on key decisions?*
- All updates are shared with the governing body and school leadership by email notification and virtual meetings.
- All staff and governing body members have the ability to give input and make recommendations.

LOGISTICS

FACILITIES MANAGEMENT

- *What adjustments will be made to the facility or use of the facility to support your re-opening plan and to minimize the risk of spreading COVID-19?*
- *How and how frequently will you clean and sanitize various parts of the facility to minimize the risk of spreading COVID-19?*

- Social distancing guidelines will be put into place at all sites, staff will use proper protective equipment (face coverings required for staff and visitors). Sites will limit the number of people at each site, following these guidelines.
- Staff will regularly clean touch points (knobs, handles, etc.) throughout the day, and the campuses will be cleaned thoroughly twice per week.

NUTRITION SERVICES/BREAKFAST & LUNCH

- *How will the school adjust meal-time procedures to minimize the risk of spreading COVID-19?*
- *If the school provides meals, what precautions will be taken during meal preparation and service to minimize the risk of spreading COVID-19?*
- *How will the school ensure that students have access to nutrition services to which they are entitled?*

- Nevada State High School does not serve meals.
- NSHS students as dual credit students have access to the college resources including food bank.

TRANSPORTATION/ARRIVAL & DISMISSAL

- *How will the school adjust arrival and dismissal to minimize the risk of spreading COVID-19?*
- *If the school provides transportation, what changes will be made to ensure social distancing, proper cleaning and sanitation, and overall mitigation of the risk of spreading COVID-19?*

- NSHS students come in for a limited time on a staggered schedule as part of the regular curriculum. 30 minutes of passing is in the schedule for these sessions.
- NSHS does not provide transportation.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

- *How will the school adjust athletics and/or extra-curricular activities to minimize the risk of spreading COVID-19?*
- *If the school offers NIAA sports, describe your plan for athletics, which should comply with NIAA guidance.*

- Extra-curricular activities will take place virtually, with the possibility of students coming to campus on a limited basis, ensuring social distancing protocols are followed.
- NSHS does not offer NIAA sports.

INFORMATION TECHNOLOGY

- *What technology resources are necessary to implement your re-opening plan?*
- *How will you ensure that the school has all necessary technology resources to support your re-opening plan?*
- *What actions will you take to expand access to technology and internet connectivity for students, families and educators?*

- Technology resources are currently in place: access to on site computer labs, access to laptop check out, REMIND text message application is in use, as well as MOODLE online classroom, social media applications, email system, and Zoom meetings.
- Information regarding low-cost Internet services provided to families through emails and MOODLE information post. Students and staff can access on-site technology or checkout laptops.

WELLNESS AND RECOVERY

SOCIAL-EMOTIONAL LEARNING – TIER 1

- *How will the school provide tier 1 (universal) social emotional supports to students?*
- Monitoring student progress (attendance, grades, access to resources, etc.), referral process for staff to report any students who are in need of additional mental health, behavior or academic supports, encourage students to reach out to counselors through online means, by phone, or in person following social distancing protocols.

TRAUMA-INFORMED PRACTICES – TIERS 1-3

- *How will the school monitor students, staff and families who may be struggling and evaluate their social emotional needs?*
- *What tier 1 (universal) trauma-informed practices will be in place?*
- *What tier 2 and tier 3 additional supports will be available to support students, families and staff that may be in need of more intensive support?*

- Monitoring student progress (attendance, grades, access to resources, etc.), referral process for staff to report any students who are in need of additional mental health, behavior or academic supports, encourage students to reach out to counselors through online means or by phone.
- Monitoring student progress (attendance, grades, access to resources, etc.), referral process for staff to report any students who are in need of additional mental health, behavior or academic supports, encourage students to reach out to counselors through online means, by phone, or in person following social distancing protocols.
- Staff will be provided social emotional supports through the school’s counselors. Staff check in with their departments and supervisors at least weekly through group and individual meetings. Staff or supervisors will report (either through self-reporting or by staff referral) any need for mental health or behavioral supports. The school counselors will be available through online means, or in person following social distancing protocols. School counselors will provide additional resources to outside agencies if needed.

ACADEMICS – Path Forward Plan of Distance Education

(required for all schools not already approved by the Nevada Department of Education to provide full-time distance education to 100% of students)

INSTRUCTIONAL APPROACH

- *How will instruction be provided to students (describe synchronous and asynchronous approaches, as applicable)?*
- *What accommodations will be provided to students without access to technology, which may include distance education through paper correspondence?*
- *How will the school ensure that students who are quarantined on the advice of local public health officials have access to distance education?*
- *How will the school ensure that a teacher attempts to contact each student via electronic means or by telephone at least once per day?*
- *How will teachers be accessible to students through the internet or by phone during the school’s regular instructional hours?*
- *What adjustments will be made to specific courses to minimize the risk of spreading COVID-19, such as band, physical education, chorus, or certain CTE courses?*

- Synchronous instruction will take place, following the NSHS course schedule: Study Skills - twice per week/2 hour sessions, Transitions+ - once per week/2-hour session, Transitions – one day per month for 8 hours, Introduction to College – 5 days per week/6 hours per day. Instruction will take place virtually via Zoom.
- Students without access to technology may checkout a school laptop for the semester. Students may use site computers to access their courses, by scheduling time to come to the campus, ensuring students follow social distancing guidelines and government limitations.
- Quarantined students will attend courses virtually, and can access course materials and updated announcements via MOODLE.
- Teaching staff will document student contacts made by phone, REMIND text, Zoom virtual meeting, help ticket system, or email by saving communication history and documenting attempts made on Student Situation Reports completed by students and staff.
- All site staff are available to students by direct phone call, REMIND text message, help ticket system, email, and Zoom virtual meetings
- All NSHS courses are taught virtually or through local colleges, students may be on site for individual or small group on a limited based on the government allowable numbers with social distancing and school closures.

MEETING STUDENT NEEDS

- *How will the school adapt to provide appropriate education for English Learners, students with IEPs and students with 504 plans?*
- *How will the school evaluate the efficacy of its implementation of distance learning in the spring of 2020 and determine the academic needs of students due to the disruption in in-person instruction?*
- *How will the school meet students’ academic needs based on this determination?*
- *How will the school continue to evaluate the efficacy of their plan to meet students’ needs and adjust, as needed?*

- English learners and students with 504 plans will meet with teaching staff individually, either virtually, by phone or on campus with social distancing guidelines. Students with IEPs will meet with a special education teacher, either virtually, by phone, or on campus, with social distancing protocols in place.
- Data reviewed included, but was not limited to: attendance, NSHS grades, college course grades, teacher observations during Zoom classes, student situation reports, parent feedback, student feedback, and staff feedback. This data was compared to historical data to determine any changes in student achievement. There

were minimal disruptions do to the quick transition from in person to online instruction as NSHS provided several opportunities for students to receive support and assistance.

- NSHS will continue to review all above listed student data, which is fed into student scorecards. NSHS uses scorecard data to track student progress. Teaching staff will continue to complete two-way communications with all students at least weekly, and students will submit student situation reports to provide feedback and request assistance.
- NSHS will continue to evaluate all student data regularly by reviewing student scorecard data, reviewing student situation reports, and will provide student interventions or adjust lessons as needed.

ATTENDANCE AND ENGAGEMENT

- *How will the school track student attendance in Infinite Campus?*
- *How will the school engage parents and families to communicate and reinforce the importance of attendance?*
- Teaching staff will take attendance at the beginning of each class by confirming students are in attendance in the virtual classroom setting and logging attendance in Infinite Campus by documenting students who are absent for tardy to the virtual class session. Attendance will also be taken through documented 2-way communication between and NSHS licensed teacher and student, and through work submitted into the schools learning management system.
- Attendance policies are documented in the NSHS Student/Parent Handbook, posted on MOODLE. Parents and students are contacted by phone, email, REMIND text, and U.S. Mail regarding student absences. Parents receive daily contact for their student's absences.

PROFESSIONAL LEARNING

- *What professional learning will be provided to educators and staff regarding high-quality distance education and health and safety requirements related to preventing the spread of COVID-19?*
- *Will the school request additional professional development days and if so, how will these professional development days be used?*
- Professional development takes place weekly throughout the summer and once a month during the year with a focus on curriculum implementation through high-quality distance education strategies, as well as updates and review of updated guidelines related to preventing the spread of COVID-19.
- Nevada State High School will not be requesting additional professional development days.

SUPPORTING PARENTS/FAMILIES

- *What resources will be provided to parents/families so that they can support students?*
- Links to community resources are posted via MOODLE announcements.
- Virtual or on site (following social distancing protocol) math tutoring sessions are posted via MOODLE
- Counselor schedule for virtual, in person with social distancing protocol in place, or phone meetings (following social distancing protocol) is posted via MOODLE.
- Academic assistance is provided to students, either virtually, or on site (following social distancing protocol).