

## **Huerfano School District RE 1 Return to In-Person Instruction Procedures & Plan for 2021-2022**

*Huerfano School District RE1 is committed to maximizing in-person learning in as safe and healthy way as possible. As we work to return to Traditional In-Person Instruction, we will be continuing to make adjustments as necessary. We are taking additional precautions, but nothing can completely prevent COVID-19, as with other risk factors for other illnesses or injuries (Flu, Strep, Injury, etc.). We ask for your cooperation through this transitional period and any changes and/or disruptions that might occur over time. **EVERYTHING is subject to change!***

*Our return to In-Person Instruction and as 'Normal' of a school experience as possible depends on EVERYONE doing their part to follow current guidelines and practices – Parents, Students, Staff, and Community – to the best of their abilities every day!*

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### **Public Health Info –**

Huerfano School District RE-1, in communication with Las Animas/Huerfano County Health Department, prepared the following Plan for Returning to In-Person Instruction for the 2021-22 school year. The contents were developed in an effort to provide explanations and guidance. As health orders change, the procedures may also change.

**Masks/Face coverings – Recommended for Staff / Students**, as per current Health Orders:

Mask wearing guidance – <https://covid19.colorado.gov/mask-guidance>

- o Masks are RECOMMENDED to be brought FROM HOME (district-provided masks and face shields will be available)
  - ☐ This ensures proper fit, material, etc.
  - ☐ Masks must meet the Huerfano School Dress Codes (No references to drugs, alcohol, gang affiliation, etc....) No Bandanas to be worn as face coverings!
- o All Masks should fit & be worn properly, washed often, replaced as needed, etc.
  - ☐ Reusable masks should be washed regularly
  - ☐ Disruptions caused by misuse will be dealt with by teachers &/or administration
- o **“Mask-Shaming” will not be tolerated!**
  - ☐ ***This applies to all individuals – staff, students, parents, etc. – and all possible ways – in person, social media, spreading rumors, etc***

**Social Distancing & Movement** – Room capacities, social distancing, student movement before/during/after school, etc. will follow current local health department guidelines.

- o Current guidelines allow for 25 students per classroom – 3 to 6 feet distancing
  - ☐ Large indoor spaces allow up to 50% capacity; Outdoor ‘gatherings’ allow up to 175
- o Classrooms & desks will be set up to maximize social distancing based upon available space
  - ☐ Spacing will not be the same in every situation
- o Student gathering areas before school, to & from recess, to lunch, etc. will be adjusted
  - ☐ Specific procedures will be available in the Building Procedures pages
  - ☐ Students will be informed at school of up to date procedures
- o Frequent Hand Washing will be expected!

Health Screenings – **WE NEED YOUR BEST EFFORTS & ATTENTION TO THIS PART!!!!**

- o **PARENTS/FAMILIES MUST PROVIDE PRIMARY SCREENING ON A DAILY BASIS**
  - ☐ **BEFORE** sending your student(s) to school, please ensure **ALL OF THE FOLLOWING**: NO FEVER (100+) WITHOUT MEDICATION for at least 24 hours
    - NO OTHER SYMPTOMS exist – Shortness of breath, persistent cough, loss of taste or smell, headache, sore throat, nausea or vomiting, diarrhea, etc. No recent, non-reported COVID-19 diagnosis
    - No recent contact with anyone diagnosed with COVID-19
    - No recent individual or family member travel to a “hot spot”
  - ☐ **Students who do not meet EVERY CRITERIA above, should not attend school**
    - Parents MUST contact the office and provide as much info as possible
  - ☐ Students who do meet every criterion above may attend school as usual
- o Staff will conduct SECONDARY SCREENING when students arrive at school
  - ☐ UPON ARRIVAL at school or on the bus, Staff will perform cursory examination

Students who appears to be ill, display illness symptoms, or is suspected of having a fever:

- o Student will be isolated & symptom checked by staff member(s)
  - Students will be asked to verify Primary Screening criteria
  - Students with fever or other symptoms will be sent home Parents will be contacted & Student will remain isolated until picked up/released
  - Students without fever or other illness/symptoms will remain at school
- ☐ ANY STAFF MEMBER may refer student(s) who appear ill for additional screening May also refuse admittance onto a bus or into a building!

## Potential Learning /Academic Categories

### Option A -

Traditional In-Person Instruction – **PREFERRED & PLANNED FORMAT FOR 2021-2022 school year**

- Student attends classes as scheduled on a daily basis
- Extra-Curricular participation as appropriate
- Health, Hygiene, Social Distancing, etc.
  - ☐ Frequent Hand Washing, cough etiquette, cleanliness, etc., will be ENCOURAGED/EXPECTED
  - ☐ Social Distancing & Student Movement will follow current LAHHD guidelines.
  - ☐ Other protocols will follow current health department guidelines.

### Option B-

**ONLINE ONLY OPTION (During in person, hybrid, or block schedule)**

**Students can choose online option for the school year. Once a student requests an online option they cannot switch to in-person, hybrid, or block schedule until the quarter ends, so the numbers can be evaluated.**

- **PARENT/GUARDIAN REQUEST** must communicate with the classroom teacher(s) and principal their request for Online Learning option by August 1, 2021 or one week prior to a new grading period/quarter.
- Student would not attend on campus in-person learning.

**TEACHER(S)** would provide Instruction, Grading, etc.

**STUDENT would be REQUIRED to:**

- VIRTUALLY ATTEND EACH CLASS/PERIOD DURING ITS SCHEDULED TIME
  - Specifics arranged by teacher(s) - Google Meets, Zoom, etc. will be utilized
- COMPLETE ALL WORK & MEET ALL DUE DATES as assigned by teacher(s)
  - Grades would be determined in the same manner as Traditional Instruction COMMUNICATE via email with teacher(s) - email, Schoology, etc.
- REQUESTING FAMILIES WILL BE EXPECTED TO PROVIDE:
  - Reliable INTERNET CONNECTION
    - Speeds need to be able to handle live video streaming
- SUPERVISION of the student – Attendance, performance, appearance, behavior, etc.
  - Class periods at designated times per daily school schedule or make sure to access live video at a later time.
  - Student login, Launch Videos, Access Schoology Classroom, Complete Work, etc.
- CONFIDENTIALITY regarding anything pertaining to other children, etc.
  - Video that allows student to be part of class will also show others in class
    - Anything about other students may not be disclosed, discussed, or shared!
    - Includes gossip, social media, telling friends, etc.

Any questions or concerns would need to follow the chain of command, beginning with the individual teacher

TECH SUPPORT: District Tech Support would be available in a limited fashion

- Any tech report must be reported to our IT department at:  
[mlujan@huerfano.k12.co.us](mailto:mlujan@huerfano.k12.co.us)  
[techs@huerfano.k12.co.us](mailto:techs@huerfano.k12.co.us)
- Extra-Curricular participation/attendance could be restricted/prohibited
- All details will be worked out between requesting parent/guardian, building principal, and relevant teacher(s)

FOOD SERVICE: Meals will be available if pre-ordered each week through the Food Service Department.

- If pre-ordered, a to-go meal including breakfast and lunch will be available Monday through Thursday for pick-up between the hours of 10:00 am to 10:30 am or 1:00pm and 1:45 pm.
- The daily menu can be found at [http://huerfano.k12.co.us/?page\\_id=468](http://huerfano.k12.co.us/?page_id=468)
- Menu is subject to change at any time do to product availability.
- Please follow the same drive through process as the sack lunch pick up procedures for August through September 3<sup>rd</sup>.
- Please contact Tara Burke at [tburke@huerfano.k12.co.us](mailto:tburke@huerfano.k12.co.us) or 719-738-1520 to sign your student up for meal pick ups

Case by case – each individual’s plan will be unique to that individual

### OPTION C

**Hybrid Learning** – *Only in the event of Health Department orders restricting Traditional In-Person Instruction.*

#### **John Mall High School and Peakview Middle School**

**Block Schedule** – Combination of In-Person and At-Home ‘attendance’ that would ONLY occur IF State/Health Department places restrictions on capacity, social distancing, etc.

Students would be separated into Groups (information would be shared at that time)

#### **Peakview Elementary School Hybrid Plan**

**Hybrid:** Combination of In-Person and At-Home ‘attendance’ that would ONLY occur IF State/Health Department places restrictions on capacity, social distancing, etc.

- ☐ Students would be separated into Groups (information would be shared at that time)  
 Households, grade levels, transportation, availability of technology, etc. would be factored into groupings
- ☐ Groups would be scheduled into a rotation of At-Home & In-Person
- ☐ Teachers would provide instruction to both groups during regularly scheduled class times
- ☐ Students would be expected to attend every class/period every day during scheduled times Applies to In-Person and At-Home/Remote
- ☐ Students would be responsible for ALL ASSIGNED WORK, ALL DUE DATES, ETC.

- ▣ Additional details would be released as the situation warranted  
Transportation, Food Service, Extra-Curricular Activities, etc.

### **Alternating weeks of In-person Instruction (A/B)**

Teachers would prefer the continuity of education vs alternate days

- Group A attends in-person on week 1, 3, 5...
- Group B attends online on week 1, 3, 5.....
- Group A attends online classes on week 2, 4, 6...
- Group B attends in-person on week 2, 4, 6
- Issues created by any alternating schedule (alternate weeks and alternate days)
  1. Transportation-many kids not picked up
  2. Breakfast/Lunch > most difficult to schedule

**OR**

### **Alternating Days of In-person Instruction (A/B)**

- 1/2 the students report on "A" days(Mon/Tues)
- 1/2 the students report on "B" days (Wed/Thurs.)
- Same issues w transportation (only 10-12 passengers)  
Some routes would be left out-kids wouldn't attend
- Breakfast and lunch provided at end of the day for next day meals (Easier method than alternating weeks)

Fully Remote – no students in district buildings, everyone At-Home

This would ONLY occur IF State/Health Department orders disallow any In-Person instruction

Teachers would provide instruction

Will include online platforms (Seesaw, Schoology, Google Meet, Online video system, etc.), school email, shared video (Google Meets, Zoom, etc.), and/or written work

Students would be expected to remotely attend each class/period daily during scheduled times

Students would be responsible for ALL ASSIGNED WORK, ALL DUE DATES, ETC.

Additional details would be released as the situation warranted

Transportation, Food Service, Extra-Curricular Activities, etc.

### **Attendance Categories – during Traditional In-Person Instruction**

**Present** - Physically attending school and class on campus

- o EXTRA CURRICULAR participation permitted as appropriate
- o Student will be considered PRESENT for attendance

purposes: Absent from School, Engaging in School Work

- o PARENT/GUARDIAN must CALL THE OFFICE by 8:30am
  - ▣ Report Student will not be physically present at school will be working/attending remotely

- o STUDENT must do all of the following:
  - ☐ EMAIL their Principal/Teacher/Secretary by 8:30am
  - ☐ ATTEND class during the appropriate time of day/class period
    - Individual Teacher(s) will coordinate procedures with students
      - o Seesaw, Schoology, Zoom, Google Hangout, Google Meet, etc. or other as per teacher
  - ☐ COMPLETE & SUBMIT ANY & ALL ASSIGNMENTS ON TIME
    - Student is responsible for work arrangements with teacher

**Absent** - If all criteria is met, student will be considered PRESENT for attendance purposes: **Absent from School, NOT Engaging in School Work**

- o PARENT/GUARDIAN must CALL THE OFFICE by 8:30am
  - ☐ Report Student will be absent and will NOT be working remotely
- o STUDENT should check Seesaw, Schoology, Email, etc. for Makeup Work
  - ☐ ALL MAKEUP WORK WILL BE POSTED IN THE CLASS ONLINE PLATFORM
  - ☐ Students will be expected to communicate with teacher(s)

**Student will be considered UNEXCUSED ABSENT for attendance purposes: Absent from School, NOT Engaging in School Work, NO PARENT CONTACT**

- o Student will be considered UNEXCUSED/TRUANT
  - ☐ Will be handled as per Attendance Policy
- o Student may NOT participate in any EXTRA CURRICULAR activities

## Transportation

Schedules, Routes, and Procedures subject to revisions to follow current health department guidelines

Appropriate sanitation, occupancy, and social distancing will follow current CDE, and health department guidelines

Seating will be assigned and follow other current regulations, which could include:

- o Alternating empty/occupied seats; Students living in the same household will share seats

## Food Service

As close to 'normal' menu & procedures as possible based on current LAHCDHD guidelines

Appropriate sanitation, social distancing, and other procedures will follow current LAHHD guidelines

- o Seating arrangements will be designated: All student tables will face one direction. No students will sit facing one another.
- o Changes in foot-traffic patterns for one-way entrance and exits
- o Self-Serve Options will be reduced/eliminated; All food offerings and silverware will be served by Staff

## COVID-19 Cases / School Closure / Transition to Remote Learning

Known Case – Student or staff (reported by staff, parent, or Las Animas/Huerfano Health Departments)

- o Building Closure & Transition to Remote Learning processes is possible
  - ▢ District will coordinate with Las Animas/Huerfano Health Department to determine processes based on current guidelines
    - o Could include Closure of Buildings, Additional Cleaning, etc.
- o Specific Guidance will provided by local Health Department as the need arises on a case by case basis Suspected Case – Student or staff (at school, due to symptoms and/or questioning)
  - o The individual will be isolated until arrangements to go home can be made
    - ▢ Student – Parent/Guardian will be notified
    - ▢ Symptom data gathered and shared with parent/family
  - o If documentation indicates a Known Case, protocols above will be followed
  - o If documentation does not indicate COVID-19, student may return as their currently health allows In the event of exposure in Household or Hot-Spot
  - o Individual(s) may be isolated from school until diagnosis/exposure is confirmed

### ***Any documented cases COULD require the dismissal of students and staff***

- o The district will coordinate with LAHCDHD to determine exact timelines and protocols on a case by case basis
  - ▢ All Protocols and requirements – Closures, Cleaning, Return, etc. – would be coordinated with
- o Any Attendance changes or transitions to Remote Learning will be communicated as appropriate

## Communications

The district will continue to utilize its normal methods of communication, including, but not limited to:

- o Remind – including Text, Voice, Email, and App
- o Facebook – JMHS page

### District Robocalls – Text, Voice, Email

- District , JHMS, and Peakview webpages
- Schoology announcements
- Seesaw announcements

### **IT IS VITAL THAT ALL HOUSEHOLD CONTACT INFORMATION IS UP TO DATE!**

- To Update Address, Phone Numbers, Email Address, etc.

### **Extra-Curricular Activities**

#### **Athletics – HS & JH**

- CHSAA sanctioned athletics (HS & JH) will align with current Local and CHSAA regulations
  - ▢ Student participation will align with current Local and CHSAA regulations
  - ▢ Spectators Attendance will align with current local and CHSAA regulations

#### **Activities – HS, JH & Elementary**

- Activities such as Tutoring, FBLA, 21<sup>st</sup> Century Programs etc. will align with in-person instruction
- Music, Choir, STUCO etc. will align with current Local and CHSAA regulations **Back to School Night, Concerts, Class Parties, etc.**

#### **– Restricted/Postponed/TBA**

- Activities in Classrooms, etc. will NOT be permitted initially
  - ▢ Back to School Night, Classroom Parties, etc.
- Activities in HS Gym or JH Gym may be permitted depending upon current LAHHD guidelines
  - ▢ Band Concerts, etc.
- Please watch the Activity Calendars on the website for approved activities

<http://huerfano.k12.co.us/>

**Guests/Visitors Restricted Access (Classroom, Lockers, Lunch, etc.)** – we are hopeful this will be temporary!

Students & Staff ONLY allowed in the classrooms, hallways, cafeteria, etc.

ALL Parents, Guests, Visitors, etc. will be allowed in the Main Office ONLY.

Birthday Parties – ‘Goodies’ may be dropped off at the office but no outside attendance at this point.

Classroom Parties (Halloween, etc) – We are ‘hopeful’ at this point, status to be determined

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## Peakview School Specific Procedures

*Specific to Grades K through 8.*

### Before Coming to School or Getting on the Bus

PARENTS/GUARDIANS – Complete the Morning Health Screening as per the District Plan (separate document) o

***Students who do not meet EVERY CRITERIA above, should not attend school***

Contact the office by 8:30am if your student will not be in attendance as per the District Plan (separate document)

### Beginning of Day/Before School

Arrival at School – Please do not send students before 7:40am

- o Bus Arrival – north side of Peakview
  - ☐ Health Scan into the building through the East Doors
  - ☐ Report directly to homeroom classroom assignment
  - ☐ Breakfast will be served in the classrooms
- o Drop-Off/Walk – west side of Peakview
  - ☐ Health Scan into the building through the west doors
  - ☐ Report directly to homeroom classroom assignment
- o Lines in cafeteria may utilize JH Gym, additional hallway space, seating will be marked to ensure distancing
- o When finished, students will report to assigned homeroom classroom

Waiting Areas – students will be expected to socially distance markers while at waiting areas

Inclement Weather – building access will be allowed at sites to be determined & communicated at that time

### During the Day

Traditional In-Person Instruction

- o Social Distancing – classrooms will seek to maximize spacing as available per current LAHCDHD guidelines.
- o Hallway Travel – Students will be expected to use the RIGHT-HAND SIDE of hallway when in non-one way hall
- o Frequent Hand Washing will be encouraged/expected with multiple opportunities to wash
- o Hand Sanitizer will be available in all classrooms and all common areas
- o Every student should have their own Water Bottle – these may be brought from home
  - ☐ Bottle Fill stations will be available; Water Fountains will NOT be available
- o EVERY student will have School Email account, access to learning platform (Schoology & Seesaw) – Kindergarten thru 8<sup>th</sup> grades
  - ☐ ALL MAKEUP WORK will be provided via online learning platform

### Lunch Procedures

Travel to cafeteria as grade levels with distancing, one way hallways, and right side of non-one way hallways

Lines in cafeteria may utilize JH Gym, additional hallway space, etc.

Cafeteria Seating will be marked to ensure distancing

- o Cohorts will not contact during lunch with heavy staggered lunch schedule.

### **Recess Procedures**

Dismiss to Recess / Return from Recess will utilize classroom exterior doors as much as possible

During Recess

- o Distancing will be encouraged
- o Shared equipment will be available & will be disinfected/cleaned after recess

Students should leave personal items at home (balls, toys, etc.)

- o Any items from home must be turned in to the office before school starts.

### **End of Day/After School**

Bus (normal protocol) at the North side of Peakview

Pick-Up/Walk Exit Points – Families are asked to park in designated spots & not along curbs, etc.

- o Families will be given a designated number. Which will be displayed in the vehicle. Staff member will radio each number as they arrive. Students of the family will leave classrooms into one-way hallways, exit building out of west doors and walk to vehicle.

## **Huerfano RE-1 Junior/Senior High School Specific Procedures**

### ***Specific to Junior High (grades 7-8) & High School (grades 9-12)***

### **Before Coming to School or Getting on the Bus**

Complete the Morning Health Screening as per the District Plan (above)

- o ***Students who do not meet EVERY CRITERIA above, should not attend school***

Contact the office by 8:30am if your student will not be in attendance as per the District Plan (separate document)

### **Beginning of Day**

Please do not send/drop off students before 7:40am (normal procedures)

- o Student Parking Lot ; Student Drop Off South  
Breakfast – in the Cafeteria beginning at 7:40am

Before 1<sup>st</sup> Period - Students will be expected to distance while in their designated area(s)

Social Distancing – classrooms will seek to maximize spacing as available per current LAHC HD guidelines.

Hallway Travel – Students will be expected to use the RIGHT-HAND SIDE of hallway

Frequent Hand Washing will be encouraged/expected; Hand Sanitizer will be available in all classrooms

Water Bottles should be brought from home (a limited number of district-provided bottles will be available) o Bottle Fill stations will be available; Water Fountains will NOT be available

### **Lunch Procedures**

Lines in cafeteria, may utilize JH Gym, additional hallway space, etc. Cafeteria Seating will be marked to ensure distancing. Other seating options may be available – Additional Tables, Outdoors, etc. o Additional specifics will be determined as needed.

**End of Day**

Normal Protocols in place

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**ADDITIONAL QUESTIONS?**

*Please submit general questions at – Michael Moore 719-738-1520*

*Please submit student-specific questions to [mmoore@huerfano.k12.co.us](mailto:mmoore@huerfano.k12.co.us)*

*Please submit school specific questions to:*

1. *Peakview School: Principal Meghan Archuleta 719-738-2190*  
[marchuleta@huerfano.k12.co.us](mailto:marchuleta@huerfano.k12.co.us)
  2. *John Mall HS: Principal Heidi Dasko 719-738-1610*  
[hdasko@huerfano.k12.co.us](mailto:hdasko@huerfano.k12.co.us)
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*Huerfano School District's Return to School plans will be updated as State and/or Local Health guidelines are modified. The plan was constructed using information and guidance from all of the following:*

*Colorado Department of Education, Center for Disease Controls, Colorado Public Health Dept., The American Association of Pediatrics, Children's Hospital Colorado, & Las Animas & Huerfano County Health Dept.*