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## Return to School Plan 2020

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DRAFT Subject to Board Approval



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## Return to School Plan 2020

### 69 Background

70 Since March 13, 2020, and due to the international COVID-19 pandemic, Provo City School  
71 District has worked to align with and respond to the guidelines coming from local and state  
72 agencies, including the Governor’s Office, the State Health Department, the Utah School Board  
73 of Education, and the Utah County Health Department. The Federal Center for Disease Control  
74 (CDC) guidelines have also been considered by the above agencies and the local school district.

75

76 Over the past few months the state has issued categories of responsiveness familiar to all  
77 Utahns as Green, Yellow, Orange, and Red, each indicating the severity of overall health  
78 conditions and the needed precautions to ensure the safety of citizens (red being the most  
79 severe and green the least severe). We have moved between these categories based on  
80 reported and anticipated health conditions statewide and regionally. We expect that ongoing  
81 readiness will be required in Provo City School District as time passes and medical conditions  
82 shift throughout the community. Though some districts in the state are not using the color-  
83 coding system, we are staying with this model as Provo residents seem to have become  
84 reasonably familiar with it. Regardless of color-coding, Provo City School District’s intention as  
85 we return to school is to ensure the health and safety of those who enter our buildings.

86

87 Please note that as conditions change and/or as more information becomes available from the  
88 aforementioned agencies, we will update this document to make it work for all constituents of  
89 Provo City School District.

### 90 Foundational Understandings and Commitments

91 1. Parents need to be certain every day that their children are healthy enough to attend  
92 school. This is the first and most important action to ensure that our schools are healthy  
93 places for all.

94 2. We will continue to align with guidance received from state agencies. Where local  
95 leniency and interpretation is permitted, we will continue to work with the Utah County  
96 Health Department for their professional guidance on best health practices.

97 3. For practical purposes, this plan will combine the categories of Green-Yellow and  
98 Orange-Red. Green-Yellow will guide the bulk of this planning as we expect to have face-  
99 to-face instruction in school with some restrictions. Orange-Red is simple—some kind of  
100 specified closure will be required (to the extent we are directed) and online learning will

- 101 be the educational delivery model. Our plan allows for movement between these  
102 categories as well as the ability to manage spot closures (individual schools, classrooms,  
103 etc.) as the year progresses.
- 104 4. This Green-Yellow plan is rooted in the intention to keep all students full-time enrolled  
105 in school, recognizing the challenges for students and families when schools must  
106 delegate the learning setting to the home, as we learned from March to May of 2020.  
107 Such challenges include supervision/childcare issues for families with younger children,  
108 internet/bandwidth challenges in some home settings, etc.
  - 109 5. The educational delivery service for K-12 in Provo City School District will incorporate  
110 technology and online learning into all subjects. This will help us to be more flexible with  
111 any shifts between Green-Yellow and Orange-Red. We will continue to review and  
112 consider state school reopening guidelines from other states for ideas that align with  
113 current and future guidelines from our state leaders.

## 114 **Prior to the Start of School (June-July)**

### 115 **Teacher Professional Development**

116 We are preparing to support teachers in several ways for the upcoming school year. One major  
117 initiative is to help students learn better in an online environment should the pandemic force  
118 another closure. Another is helping teachers and students use technology effectively in regular  
119 face-to-face teaching situations. Our professional development plan includes several  
120 components to aid teachers: a focus on blended learning (using computers strategically in  
121 classes), training on using tools for digital instruction (such as Zoom and NearPod), and the use  
122 of Canvas. Canvas is an LMS (learning management system) that provides a digital platform for  
123 a class. It will provide parents, students, and teachers with a single entry into their classes. We  
124 anticipate this shift will make it easier for parents and students to communicate with teachers  
125 and schools and to track schedules and assignments. Teachers will start a paid training for  
126 Canvas in July so they can be prepared for the start of school. Ongoing training will be offered  
127 throughout the year to help teachers and students utilize the 1:1 model where each student  
128 has a Chromebook for use each day.

### 129 **Teacher Preparation for Digital Instruction**

130 The district intends to continue the practice of having six teacher preparation days (August 11,  
131 12, 13, 14, 17, and 18) prior to students starting school on August 19. By negotiated agreement,  
132 these days are organized as follows: 25% teacher-directed planning and preparation, 25%  
133 principal-directed planning and training, 50% district-directed planning and training.  
134 Additionally, because of the strong possibility of ongoing online teaching, teachers will be  
135 compensated for 12 hours of technology training in July-early August to learn about Canvas, a  
136 K-12 digital teaching and learning management system. For these hours, teachers will choose  
137 from a variety of online learning courses that meet their needs and levels. Over the course of  
138 the year, additional digital teaching training will be offered.

## 139 Training on Reopening Protocols

140 The school district will develop training on the school’s reopening protocols and action plans  
141 and will make these plans accessible to the school community in English and Spanish. At each  
142 school, the principal will serve as the point of contact for questions or specific concerns.

143

144 **Symptoms**—The following information on symptoms for COVID-19 will be provided to  
145 parents, students, and staff members:

146

147 In the past 48 hours, have you experienced:

- 148 ● Fever of 100.4 or greater without the use of fever reducer medication
- 149 ● Cough
- 150 ● Shortness of breath or difficulty breathing
- 151 ● Chills
- 152 ● Muscle aches
- 153 ● Sore throat
- 154 ● New loss of taste or smell
- 155 ● Contact with anyone positive for COVID-19 within the past 14 days

156

157 Parents and students can mitigate the risk of infecting other individuals by checking for  
158 these symptoms each day before coming to school. Along with students, all school  
159 employees will complete a symptom screening each day before coming to school.  
160 Individuals with any of these symptoms will be asked to remain home until symptom-  
161 free for at least 48 hours or clearance is given by the Health Department or a medical  
162 provider.

163

164 **High Risk**—The school district will develop a process for students, families and staff  
165 members to identify as higher risk for severe illness due to COVID-19 and will have a  
166 plan in place to address requests for alternative learning arrangements, remote learning  
167 or instruction, or work re-assignments. Human Resources will take reasonable steps to  
168 minimize and mitigate risk for employees who identify as high-risk as outlined in the  
169 Utah Leads Together Plan and by ADA.

170

171 School district staff members will systematically review all current plans (e.g., Individual  
172 Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating  
173 students with special healthcare needs and update their care plans as needed to  
174 decrease their risk for exposure to COVID-19.

175 **Cleaning and Hygiene**—Administrators and school employees will develop protocols  
176 for implementing an increased cleaning and hygiene regimen. Frequently touched  
177 surfaces and items will be cleaned and disinfected at least daily. The school faculty and  
178 staff will wear appropriate face coverings when physical distancing is not feasible. Hand  
179 sanitizer, disinfecting wipes, soap and water, or similar disinfectant will be made readily

180 available to staff/students/visitors in controlled environments to ensure safe and  
181 appropriate use.

182 Additionally, the school district will develop principles and tactics for mitigating the risk  
183 of spread of COVID-19 across the school setting. Classrooms, hallways, entrances and  
184 exits, busses, restrooms, cafeterias, auditoriums, gymnasiums, and playgrounds are all  
185 being considered for heightened levels of safety and sanitation, physical distancing, and  
186 event management.

187 **In Case of Infection**—Schools will train students, parents and staff members on how  
188 to recognize, monitor and manage symptoms and incidents of COVID-19 infections. This  
189 training will include guidance for promoting the “if you feel sick, stay home” protocol.  
190 Individuals will not be allowed to physically return to schools or district facilities unless  
191 their symptoms are not due to communicable disease as confirmed by a medical  
192 provider.

193  
194 School supervisors and administrators will work closely with the local health department  
195 regarding procedures for tracing a positive COVID-19 case by an employee, student,  
196 visitor, or those who have come in contact with an individual and potentially exposed to  
197 the virus by an individual testing positive. When an individual with COVID-19 symptoms  
198 is identified in a school, the Health Office Staff will manage a process of sending the  
199 person home as soon as possible. Designated quarantine/isolation rooms at each school  
200 will be used to temporarily and privately house individuals until they are able to return  
201 home. The school district and health department will communicate health and safety  
202 issues transparently while working to protect the privacy of families and individuals.  
203

204 The school district will cooperate with the local health department in responding to  
205 confirmed cases, in coordinating contact tracing, and about decisions regarding  
206 temporary closure of classrooms or schools. The duration of any individual, class, or  
207 school dismissal will be based on factors such as medical advice from state and local  
208 health officials, community spread, and cleaning and sanitization procedures. In cases of  
209 dismissal, teachers and schools will implement a Continuity of Education Plan where  
210 online and remote learning will be provided.

## 211 PPE (Personal Protective Equipment) Procedures

212 The district will make every effort to keep PPE in stock. Due to large demands for existing  
213 supplies, it is possible PPE items may not be available.

214 Hand Sanitizer—The District Office will provide hand sanitizer for each classroom, main office  
215 area and other high use areas in our facilities. Hand sanitizer will be provided as needed from  
216 the district warehouse. Teachers and Staff will be responsible for monitoring use. Teachers  
217 will need to assist students with this process to help reduce waste as most gel bottles typically  
218 dispense much more than needed with each pump.

219 Washable Masks—One washable face mask will be provided to each employee and to each  
220 student of Provo City School District. Employees and students/families will be responsible to  
221 keep them laundered. Students will also be provided with one breakaway lanyard with a clip to  
222 secure the mask for safe keeping while not in use. If an employee or student loses their mask,  
223 they will either need to purchase one at the District Office (based on availability) or will need  
224 to replace it with another appropriate mask.

225 Disposable Masks—Provo City School District will stock disposable masks for adults and  
226 students. These masks will be used as a temporary replacement for employees and students if  
227 needed. Each location’s front office will have disposable masks available for patrons without a  
228 mask. For schools: masks can be ordered from the district warehouse in limited quantities.

229 Face Shields—Face shields will be provided for specified courses and according to specific  
230 need.

231 Disposable Gloves—Gloves for each school may be ordered from the District warehouse.  
232 Gloves will only be available in sizes medium and large and are normally vinyl. A limited supply  
233 of latex gloves may be available.

234  
235 Sanitizer Wipes—Wipes may be ordered from the District warehouse in limited quantities. Most  
236 surface cleaning should be done with cleaning spray and cloths. Sanitizer wipes should be used  
237 for quick wipe downs and miscellaneous needs when spray is not available. Custodial staff will  
238 remain responsible for daily classroom and office disinfecting.

### 239 Students with IEPs

240 District Special Education personnel are working closely with nurses, the local health  
241 department, and student services and are responding to the evolving situation to establish safe  
242 learning environments for students with disabilities who receive learning and access  
243 accommodations and specially designed instruction (SDI) and services. When the school  
244 dismissal order was removed this summer, the school district implemented prescribed  
245 standards of safety, health and sanitation in the Extended School Year program and required  
246 Special Education eligibility assessments. Our practices are being guided by continually refining  
247 the best scientific guidelines and practical experiences. We recognize the need to  
248 accommodate individual and family circumstances.

249  
250 Families and students who prefer to continue remote learning can be accommodated by the  
251 steps outlined below. The school should convene an IEP meeting to document a cogent plan  
252 that articulates 1) how a student with a disability will access FAPE (i.e., remotely, in person), 2)  
253 roles/ and responsibilities of educators and parents, and 3) healthcare needs that decrease risk  
254 for exposure to COVID-19.

- 255  
256 1. An Individual Education Plan (IEP) team should consider and access the options available  
257 to all students with appropriate accommodations and/or attention to Personal  
258 Protective Equipment (PPE).

- 259 2. An IEP team should systematically review individual healthcare plans, individualized  
260 education plans, transition plans, normative and formative assessment data,  
261 professional judgment of school personnel, parental input, strengths and weaknesses  
262 inherent to the delivery model, intensity of student needs, intensity of services, and  
263 duration of services.
- 264 3. An IEP team should consider the unique barriers associated with the student’s disability,  
265 the independent level of the student (i.e., following three and four step instructions,  
266 navigating the web, etc.), the core curriculum that will be accessed (General Education  
267 Curriculum or Essential Elements Curriculum), the degree of difficulty providing a  
268 particular service remotely (i.e., occupational therapy, physical therapy, etc.), and the  
269 need for assistive technology.

## 270 Technology Preparations

### 271 Grades K-6

272 We will have Chromebooks available and ready to go home with elementary students in grades  
273 K-6 in the event that we are asked to close schools and go strictly online. If you already have a  
274 good computer at home that can be used by your student during that time, we are asking that  
275 students use those devices. If you do not have a computer for student use during that time, we  
276 will provide one for you which will be assigned by your child’s teacher.

277

### 278 Grades 7-12

279 Chromebooks will be distributed to every 7-12 grade student as part of the school registration  
280 process. Each student will receive a Chromebook and will be expected to bring it to and from  
281 school every day. If school is held on site, students will be using these devices periodically  
282 throughout the day as part of their day-to-day learning. In the event that schools are required  
283 to go strictly online, the Chromebook students have been using will stay with them. We ask that  
284 parents encourage students to charge their Chromebooks every night.

285

286 Parents and students with specific questions or concerns can contact technology support at  
287 homesupport@provo.edu or by calling 801-373-2188.

## 288 Online Registration for Returning Students

289 Provo City School District utilizes an online system to update all of your families’ information.  
290 This system will allow you to confirm and update your demographic data for all of your  
291 students. It is critical that the District have your families’ most current email address, phone  
292 numbers, home address and two emergency contacts.

293

294 School closures with relation to COVID-19 have brought to our attention a strong need to have  
295 reliable contact information. We need all families to create a **Parent Portal Account** or to  
296 update the information in the Parent Portal Account. This helps us plan for online learning,  
297 technical support, medical consents, School Fee Waivers, free & reduced meal applications and  
298 many other important items.



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The Parent Portal website is: <https://grades.provo.edu/public/>.

All returning students can access and/or update demographic data starting August 3rd. A returning student is one that was enrolled on May 22, 2020, in a Provo City School District school. If the student was absent prior to this date, they are still considered enrolled. If a student was withdrawn prior to July 15, they will need to register as a new student. Please contact either Student Services at 801-374-4838 for assistance in both English and Spanish or your school’s main office.

Students enrolling in secondary schools may have the option of enrolling full time in their home school, full time in eSchool, or part time in both depending on the personal needs of the student and family.

### Registration for Kindergarten and New Students

Beginning August 3rd, registration will be a 2-step process, completely done online. If you do not have access to the Internet at home, you may register anywhere you can find access. You may also call the school’s registrar and make arrangements to use a device at the school or contact Student Services for assistance.

**Step 1**—Submit basic information through the Pre-Registration Form found at <https://forms.provo.edu/preregister.html>. The school’s registrar will create a Powerschool Parent Account and send you an email with further instructions. This may take 5-6 days if done prior to the start of school since not all employees are at the school every day during the summer months. Once the school year starts this process will take 2-3 days.

**Step 2**—Login to Powerschool using the information sent to you in the email from the registrar. Fill out the second portion of the registration; this should take you approximately 20-30 min. If you need assistance, please contact your school or visit the Student Services office.

Be prepared to provide the following documents:

- Child’s birth certificate.
- Child’s immunization records, including dates of all shots, or exception certificates. Children may register but cannot attend school until immunizations are up to date and a copy of the record has been turned into the school. Please see the information about immunization for more details.
- Proof of address (example: utility bill or rental agreement).
- Parent’s Photo ID (only one is required).
- For high school students, enrollment can be expedited if an official transcript or a withdrawal form from the previous school is provided.
- TB testing (if applicable)\*\*

339 \*\*Utah County requires proof of tuberculosis testing for ALL foreign-born students (except  
340 those born in Canada) entering schools for the first time and for students who have lived in a  
341 foreign country (except Canada) for six months or more within the past five years.

342

343 The required documents can be submitted through one of the following options:

- 344 1. Document upload—Upload your documents through the online registration system. If a  
345 scanner is not available, you may take a clear photo of the documents and upload the  
346 photos.
- 347 2. PCSD Drop Box—Drop documents into the secure mailbox located in the northwest  
348 entrance of the district office to the right of the double doors. Provo City School District  
349 is located at 280 W 940 N, Provo. The documents will be scanned by Student Services  
350 and sent to the schools. Please seal documents in an envelope and write the name of  
351 the school on the outside of the envelop.
- 352 3. Registered Mail—Mail the documents directly to the school.
- 353 4. Fax—Speak with your school’s registrar to make arrangements to fax your documents.
- 354 5. School Visit—Prior to the start of school, call the school to make an appointment for a  
355 staff member to receive the paperwork. Once school starts, visit the school during  
356 normal business hours.

357 Please do not send any documentation through your regular email. For registration to be  
358 complete, both the online information and the above-named items must be received by the  
359 school.

360

## 361 **Beginning August 19, 2020—The School Year (Green-Yellow)**

362

### General Guidelines

#### 363 In the Classroom

364 We are committed to making sure that all students have a safe place to engage in learning.  
365 Schools will work to maximize space between seating and desks (acknowledging that a 6-foot  
366 distance between desks is not feasible for most Utah classrooms). Where separating desks may  
367 not be possible, we will work to provide dividers and/or other ways to separate students. Below  
368 are a few ideas that could be used by teachers and schools:

- 369 • Students will have their own tools to work with (a pencil, scissors, etc.). No communal  
370 pencil or crayon supplies will be provided.
- 371 • Students may wear face coverings when engaged in contact lasting longer than 15  
372 minutes and within 6 feet.
- 373 • Students will have assigned seats to minimize movement.
- 374 • Dividers and/or spacing of desks (if desks are single units) should be distanced as far as  
375 possible and should face one direction.

## 376 Three options for Education Delivery

377 As of this date (July 14, 2020) we are planning on three ways to deliver education to our  
378 students. We have two of those models planned and developed: 1) a full return to school model,  
379 and 2) an online-only model. The majority of this plan addresses protocols for the full return to  
380 school model, under the new health and safety requirements. Parents may make arrangements  
381 for the online-only model by contacting <https://provo.edu/eschool>.

382  
383 Those who choose our online-only model will need to stay with that option for the first half of the  
384 year.

385  
386 A “hybrid” model is the third model we are planning. It is still in development, because many  
387 very different connotations exist around hybrid learning. Our model will be formally announced  
388 by August 1.

## 389 Masks

390 On July 9, 2020, Utah Governor Gary Herbert issued a mandate regarding the wearing of masks  
391 in schools that stated "...[it is] mandatory that all students, faculty, staff, and visitors wear  
392 masks in school buildings and on school buses.”

393  
394 Provo City School District will comply with this directive from the governor.

395  
396 If there is a COVID case in a child’s school/class/program, the school will notify the parents of  
397 the classroom, grade level, and/or school, as may be appropriate. The school will not divulge  
398 names or titles of individuals.

399  
400 The district will have a supply of disposable and reusable paper/cloth face masks for students  
401 and adults in the district. Ultimately, students and adults should wear the washable masks  
402 provided or wear their own masks and they should keep their masks clean.

403  
404 There are specific cases where exceptions will be granted regarding masks.

- 405 ● People with respiratory or cardiac conditions that make wearing masks dangerous or  
406 risky will be provided an exception. We may require a doctor’s note to verify. An option  
407 for them would be a face shield.
- 408 ● For the deaf and hard of hearing, if wearing a mask or covering will inhibit their ability to  
409 communicate, a mask will not be necessary.
- 410 ● According to the CDC, Children under two years of age should not wear a mask.

## 411 Hand Sanitizer

412 Hand sanitizer stations will be placed throughout the district in classrooms, offices, lunchrooms,  
413 and on buses. Students and employees should wash their hands as often as possible with soap  
414 and warm water. Hand sanitizer and/or regular washing of hands is recommended several  
415 times per day.

## 416 Social Distancing

417 To the extent possible, social distancing should be practiced. To assist with this  
418 recommendation, teachers are encouraged to make seating assignments that may vary from  
419 their preferred or previous classroom layout. On some occasions, social distancing may be less  
420 possible, such as in line-ups or when riding district transportation. We will expect all students  
421 and adults to cooperate with social distancing at every opportunity. Teachers and other school  
422 officials may make seating assignments in cafeterias and in other settings to provide for some  
423 degree of reasonable social distancing.

## 424 Attendance Incentives and Penalties

425 In the past, incentives may have been provided for attendance at school. Unfortunately, such  
426 incentives may encourage students and staff to come to school while experiencing illness.  
427 ***Given the contagiousness of COVID-19 and other cold or flu illnesses, students and staff are***  
428 ***expected not to come to school if they are experiencing symptoms of these illnesses.*** For this  
429 reason, all rewards and incentives for attending school regardless of one's health are to be  
430 discontinued.

## 431 School Activities and Limitations

432 The safety and cleanliness of school buildings is of equal importance to the teaching and  
433 learning that takes place within. For school custodians to maintain an increased level of  
434 cleaning, limits will be imposed on activities and the hours and types of use of each school  
435 building. Principals have been directed to advise all student groups (including athletic teams) of  
436 restrictions. As noted at the beginning of this document, safety for all people within our  
437 buildings is a top priority. Therefore, custodians must have time each day to fully clean and  
438 sanitize spaces. Custodians do not work throughout the night, so we will have to close all  
439 facilities to school activities (meetings, rehearsals, practices, etc.), send everyone out the door,  
440 and allow a thorough cleaning so that the school is ready for the next day.

441  
442 Building principals and district administrators will collaboratively set firm, non-negotiable  
443 opening and closing times for all buildings so our custodians have time to thoroughly clean each  
444 building each day. When the building is closed, staff, students and patrons will not be permitted  
445 to enter so that cleanliness can be assured when classes resume each day.

## 446 School Fees

447 Schools will continue to assess Board-approved required fees for classes and extracurricular  
448 activities. Winter and spring extracurricular activity fees will be collected at the beginning of the  
449 season. Approved fees and spending plans may be viewed at [www.provo.edu/school-fees](http://www.provo.edu/school-fees).  
450 Optional fees will be charged as activities are approved.

451 District administration will continue to monitor recommendations from the county and state  
452 health departments before approving field trips, travel or other extra-curricular activities. Fees  
453 for approved travel will be assessed as the activity is approved by the Board and in accordance

454 with District and State safety measures. See the TRAVEL section for specific guidelines on  
455 allowed travel.

456 Refunds for activities that are canceled will be processed as necessary. Refunds may be  
457 prorated based on expenditures that were completed.

## 458 Fee Waivers

459 To limit unnecessary face-to-face contact, parents may apply for fee waivers for their students  
460 electronically. The application (found at [www.provo.edu/school-fees](http://www.provo.edu/school-fees)), as well as required  
461 income documentation, can be scanned in and sent to the school's fee waiver administrator at  
462 the email listed below. Waivers can be applied for after August 1, 2020.

463 feewaiversths@provo.edu – Timpview High School

464 feewaiversphs@provo.edu – Provo High School

465 feewaiversdms@provo.edu – Dixon Middle School

466 feewaiverscms@provo.edu – Centennial Middle School

467 feewaiversihs@provo.edu – Independence High School

468

469 While electronic submission has inherent risk, the district has put security measures in place to  
470 protect data (two-factor authentication and automatic permanent deletion of records). Parents  
471 can still apply for fee waivers in person. Application and documentation will need to be  
472 provided to the appropriate school's fee waiver administrator.

473 Fee waiver applications are due October 15, 2020.

## 474 Cash Receipting

475 Schools will encourage use of online payments for all fees. When payments are made in person,  
476 credit cards are recommended to avoid cash handling. Employees will require patrons to insert  
477 credit cards directly into the credit card machine to minimize contact. Keypads on credit card  
478 machines should be wiped down regularly. When credit cards are unavailable, cash can be  
479 accepted. Employees will wear gloves to handle cash and use vinyl bank bags for transfer to the  
480 bank or district office. Bank bags should be wiped down regularly.

481 Locations without the ability to accept credit cards will contact the Business Office to set up  
482 payments on My School Fees to allow for online payments with credit cards. The District Office  
483 can take credit card payments for locations without card options.

484 Schools may request to purchase credit card terminals.

## 485 Cash/Deposit Handling

486 Employees must wear gloves when handling and counting cash, including coins and checks.  
487 Employees should place cash and checks in vinyl bank bags when storing and/or dropping off to  
488 the bank or to the district office cashier.

489 **Building Rentals**

490 The civic center use of a school building is not required when such use would interfere with the  
491 school’s “purpose or function” (U.C.A. 53-7-209(3)). While cleaning needs are heightened,  
492 allowing use would interfere with the school’s function by not permitting sufficient time or  
493 requiring extraordinary resources. Additionally, the added expense and time to clean after  
494 rentals is prohibitive. State statute does not mandate use of the school as a civic center under  
495 these circumstances. As such **no public rentals will be allowed** until a vaccine is available.  
496

497 Rentals of interior spaces of PCSD buildings during a green/yellow COVID status may be allowed  
498 for use by programs that have a *direct school-related purpose, or where an intergovernmental*  
499 *agreement exists*. These will be approved on a case by case basis, and only during prescribed  
500 hours. It shall be the school administrator’s decision, with approval from Facilities for cleaning  
501 needs, when a rental is reasonable and can be allowed. Cleaning costs shall be charged at \$1.50  
502 per square foot to all other rentals. Intergovernmental agreements shall include cleaning terms  
503 to be performed by the other entity and in accordance with District cleaning guidelines.  
504 Administrators shall reserve the right to reject a rental request if it places undue burden on the  
505 school or staff. All regular rental fees, agreements, insurance and indemnities shall be  
506 obtained, in addition to any additional cleaning fees, BEFORE the rental occurs. Cleaning fees  
507 shall be remitted to the facilities department by each school on a monthly basis.  
508

509 Rentals of exterior fields/grounds during designated hours may also be scheduled on a case by  
510 case basis for use by programs that have a *direct school related purpose or where an*  
511 *intergovernmental agreement exists*. Intergovernmental agreements shall include cleaning  
512 terms to be performed by the other entity and in accordance with District cleaning guidelines.  
513 Additional cleaning costs due to COVID guidelines will be assessed to all other rentals and  
514 cleaning costs shall be charged at \$1.50 per square foot if areas such as bleachers, outdoor  
515 restrooms, concession areas, etc., are used. It shall be the school administrator’s decision, with  
516 approval from Facilities for cleaning needs, when a rental is reasonable and can be allowed.  
517 Other guidelines for rentals of exterior fields and grounds shall follow the guidelines listed  
518 above for rentals of interior spaces.  
519

520 Under state law, the district is not responsible for any transmission of communicable disease,  
521 and the renter accepts responsibility when indemnifications and insurance are provided.

522 **Cleaning and Custodial Services**

523 The Custodial Services Department mission is to maintain healthy, safe, clean, and comfortable  
524 school environments that will enhance our educators’ ability to teach and our students’ ability  
525 to learn at the highest levels possible. Never has this statement meant more than during this  
526 challenging year combatting COVID-19.  
527

528 The Custodial Services department has received specialized training concerning COVID-19 and  
529 has been working diligently to ensure that our students, teachers, and patrons are returning to

530 healthy, safe, and comfortable buildings this fall. Some of the actions we have taken as a  
531 Custodial Services Department to ensure that we achieve this expectation include:

- 532 ● Participation in educational and informational training to stay up-to-date and informed  
533 with the latest knowledge on the evolving COVID-19 situation.
- 534 ● Purchasing additional tools and chemicals to ensure that our custodial teams have  
535 scientifically validated equipment and chemicals and are utilizing industry-leading  
536 methods to best clean and disinfect our schools.
- 537 ● Increasing our focus on disinfecting high touch surfaces—or *fomites*—which are areas of  
538 possible cross-contamination. Provo City School District custodial teams target these  
539 areas using a hospital-grade, EPA-registered disinfectant that has been verified by the  
540 CDC to be effective against Sars-CoV-2, the virus that causes COVID-19.
- 541 ● Utilizing District Maintenance Staff to assist with disinfection needs at highly impacted  
542 schools. The need is most significant at our secondary schools where students would  
543 likely be moving from classroom to classroom throughout the instructional day.
- 544 ● Utilizing instructional aides and other support staff to assist with disinfection needs  
545 in individual classrooms throughout the instructional day.
- 546 ● Training Health Clerks at our schools to disinfect “sick beds” and other affected  
547 surfaces in the Nurse’s Station after each student is seen.
- 548 ● Increasing the quantity and availability of disinfectant spray bottles at each school  
549 location. Disinfectant bottles are currently available for all faculty/staff to use in each  
550 of our schools. Purchasing more bottles and disinfectant will help meet the needs of  
551 the increased usage at each location.
- 552 ● Hiring additional Custodial Services employees for each school to meet the increased  
553 disinfection needs. This could be a combination of hourly and seasonal workers.
- 554 ● Hiring “after-hours” Custodial Services employees to disinfect large areas used for  
555 evening events. These areas would include auditoriums, gyms, media centers,  
556 stadiums, etc.
- 557 ● Providing an approved, properly documented, and standardized hand sanitizer for  
558 every classroom, office, and reception area throughout our District. Standardizing the  
559 product to one approved hand sanitizer will simplify safety regulations of Hazard  
560 Communication and Safety Data Sheet (SDS) compliance.
- 561 ● Working with the Communications Department to produce a brief informational video  
562 demonstrating our disinfection processes in Custodial Services. This informational  
563 video will be posted on the District website and social media platforms to provide  
564 parents with an understanding of the additional steps we are taking this year to ensure  
565 the health and safety of all our students, teachers, and patrons.

## 566 Student Transportation

567 Students

- 568 ● While on the school bus, face coverings are strongly recommended and should be worn  
569 properly. A full, or even half-full, bus will not allow for social distancing. When possible,  
570 students should maintain social distancing on the bus.

- 571 ● Everyone should maintain 6-foot distancing at bus stops and while loading and  
572 unloading.
- 573 ● Students are encouraged to use the provided hand sanitizer upon entering the bus.
- 574 ● During morning pick up, students should load the back of the bus first to help minimize  
575 possible transmission.
- 576 ● Students must sit in their assigned seat. (Assignments will be established during the first  
577 2 weeks of school for contact tracing.)
- 578 ● Should COVID cause a driver shortage, routes may need to be changed or cancelled.  
579 Parents will be notified as soon as possible via ParentLink and should check the district  
580 website daily for any updates to routes.
- 581

582 Staff

- 583 ● Self-monitor for symptoms including fever of 100.4 degrees Fahrenheit or above, cough,  
584 trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains.
- 585 ● Wash hands often with soap and water for at least 20 seconds & avoid touching eyes,  
586 nose and mouth with unwashed hands. If soap and water are not available, use an  
587 alcohol-based hand sanitizer.
- 588 ● Cover your cough or sneeze with a tissue or use the inner portion of your arm. Throw  
589 used tissue in the trash.
- 590 ● Drivers and attendants will wear face coverings while transporting students. Disposable  
591 gloves will be available for use as well.
- 592 ● During the first 2 weeks, drivers will assign seats to all students riding the bus. These  
593 seat assignments should be used by students all year.
- 594 ● All adults should wear masks when 6-foot physical distancing is not possible and gloves  
595 any time physical contact between individuals or distribution of materials is necessary.
- 596

597 Transportation Building

- 598 ● When in the building, maintain distance and wear face coverings when distancing is not  
599 an option.
- 600 ● Prepare for absenteeism. Not only sick employees will stay home; others may need to  
601 care for the sick family members. Employees should notify supervisors regarding  
602 absences.
- 603 ● Disinfect high touch areas daily in conjunction with the use of an electrostatic  
604 disinfectant sprayer.
- 605

606 School Bus

- 607 ● Driver and or attendant shall wipe down high touch areas (handrails, steering wheel,  
608 dash area, windowsills, seat backs) upon returning to the compound after each  
609 route/trip (AM, Mid, PM). If time allows, they should also disinfect when on a layover  
610 between schools.
- 611 ● If a bus was used to transport students, it will be disinfected with an electrostatic  
612 sprayer once daily.
- 613 ● Hand sanitizers will be installed and available for use at the entrance of each bus.



- 614 ● While weather permits, buses should have windows open for improved air circulation

615  
616 **Infected Staff/Students**

- 617 ● Staff or students that are known to be contagious will not be permitted on buses or in
- 618 district buildings.
- 619 ● Employees should follow HR guidance regarding reporting.

620 **Student and Staff Travel**

621 All out-of-district student travel is discouraged until further notice. Board-approved out-of-state  
622 travel approvals are delayed until at least the November 2020 board meeting. In-state travel  
623 requests are, by board policy, approved by the superintendent. Overnight stays are  
624 discouraged.

625 All staff travel is being scrutinized due to funding priorities. All staff travel out-of-state is  
626 discontinued until further notice. In-state, non-overnight travel, if essential, may be approved.

627 **School Lunch and Breakfast**

628 **Elementary**

629 While meal service options shall be consistent across all elementary schools, each school is  
630 unique and will need to plan accordingly with regards to logistics. For the fall school opening,  
631 the Child Nutrition department will operate meal service as follows:

- 632
- 633 ● Students will pick up a grab-n-go lunch from the cafeteria.
- 634 ● Eat in classrooms—Lunch will be eaten in the classroom. Trash bins will be strategically
- 635 placed throughout the hallways for trash collection. All liquids will be disposed of in
- 636 classroom sinks before being thrown away. Staff will run water in sinks at the end of
- 637 lunch for approximately 3 minutes to clear pipes of odors.
- 638 ● Eat outside —while weather permits, Administrators may choose to allow students to
- 639 eat lunch outside, following proper social distancing guidelines. Efforts to space
- 640 students out will be made. Trash bins and milk buckets will be available for refuse.

641

642 **Secondary**

643 While meal service options shall be consistent across all secondary schools, each school is  
644 unique and will need to plan accordingly with regards to logistics. For the fall school opening,  
645 the Child Nutrition department will operate meal service as follows:

- 646
- 647 ● Students will pick up a grab-n-go lunch from the cafeteria during one of 3 lunch periods,
- 648 students should be sent in smaller groups and social distancing should be practiced.
- 649 ● Lunch will be eaten in the classroom or outside if weather permits. Trash bins will be
- 650 strategically placed throughout the hallways for trash collection. All liquids will be
- 651 disposed of in classroom sinks or milk buckets before being thrown away. Staff will run
- 652 water in sinks at the end of lunch for approximately 3 minutes to clear pipes of odors.

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Online Instruction

- Students enrolled at a Provo SD school and utilizing On-line instruction may eat school lunch. Student parent/guardian may pick up a grab-n-go lunch from their school’s cafeteria to take home.

Please note: free and reduced meal eligibility has returned to application status for the fall return - with the exception of Independence High School under Community Eligibility status. Thus, free and reduced applications need to be filed with the District Child Nutrition. See *Free and Reduced Lunch Applications* section.

Free and Reduced Lunch Applications

Online applications—Families can apply for school meal benefits online. The process is quick, easy and FREE. Child Nutrition Services can review your application much faster than the traditional paper method. Online lunch applications will be accepted for the new school year starting July 27th at [www.schoolunchapp.com](http://www.schoolunchapp.com). Links will also be available on district and school websites and as part of the online student registration procedure.

Paper applications—Paper applications will be available after July 1st. To obtain a paper application before back-to-school events, please email [grantb@provo.edu](mailto:grantb@provo.edu). Paper applications can be submitted any time during the school year when there is a change in family size and/or income. Only one application per family is required.

School Lunch Payments

Online school lunch payments—Online payment is the preferred method of payment for school lunch as it reduces exposure for parents and district employees. Parents can download the MySchoolBucks app for convenient access to their student’s meal balances and purchases and can make payments anytime. The app may be used on a computer or mobile phone.

In person payments—Credit card payments are the preferred method for in person payment in order to reduce exposure. Cash/check payments can be made with your school lunch clerk or in the front office with your school secretary. Employees handling cash will wear gloves and should place cash in vinyl bank bags for transfer to the front desk/district office.

687

## Specific Guidelines

### 688 Elementary School Weekly Schedule

689 Provo City School District is part of a bigger organizational family. As part of this structure we  
690 are expecting to have students in our buildings Monday through Friday while under the  
691 conditions of green-yellow phases. We will follow the Utah State Office of Education guidelines  
692 and Health Department recommendations to ensure the safety of students and staff within our  
693 buildings.

### 694 Elementary School Recess

695 Giving students opportunities to be active is part of the educational process. It is  
696 expected that every school will develop a schedule to reasonably minimize student  
697 congestion on the playground and fields during recess. Students will be encouraged to  
698 follow health guidelines of minimizing touch and increasing hand washing. Staff will  
699 ensure recess equipment is cleaned after each use. Playground equipment is going to be  
700 off-limits until the school develops and can ensure the playground equipment can be  
701 properly cleaned and sanitized after each use throughout the day.

### 702 Middle/High School Weekly Schedule

703 Middle and high schools will open the school year on their traditional weekly schedules.  
704 Students at Centennial Middle School will be enrolled in ten total classes with five classes  
705 meeting each day on an alternating daily schedule. Students at Dixon Middle School will be  
706 enrolled in seven courses that will meet daily. Students at Independence, Provo, and Timpview  
707 High Schools will continue with their traditional weekly schedules. Large gatherings within the  
708 school, such as assemblies, dances, etc., are suspended until further notice.

709  
710 If schools are dismissed due to COVID-19, all students will continue their courses online. Core  
711 courses, including English language arts, mathematics, science, and social studies will be  
712 prioritized along with any other courses needed for graduation. Students may reduce class  
713 schedules to essential courses without penalty if prolonged online learning occurs.

### 714 Graduation and Credit Recovery from 2019-2020

715 Twelfth grade students who were unable to complete graduation requirements during the  
716 2019-2020 school year may continue working through the summer and early fall to finish  
717 coursework. Each high school will provide paper packets or online courses for credit recovery,  
718 and school counselors are monitoring student progress closely. Students that complete any  
719 remaining graduation requirements by September 30th will be eligible to participate in the  
720 district's Fall Graduation ceremony tentatively scheduled for October 7th. Parents or students  
721 that have any questions concerning progress towards graduation or graduation requirements  
722 should contact their school's counseling center or administration.

723 **Athletics and Athletic Events**

724 It is expected that all UHSAA-sponsored athletics and activities will be held in the 2020-2021  
725 school year under the direction of the Activities Association and our local health department.  
726 Students may be required to complete symptom checks and other health protocols prior to  
727 participation. We will abide by UHSAA color-coded guidelines recently released. Spectators will  
728 be asked to follow locally developed health guidelines, including social distancing, wearing face  
729 masks, and washing hands. Any student, staff, or spectator who is experiencing symptoms of  
730 illness should not attend any athletic or activity event. All out of state travel will be suspended  
731 until further notice.

732 **Performing Arts Classes (Band, Orchestra, Choir, Drama, Dance)**

733 Performing arts are an important part of schooling and will continue during the pandemic, both  
734 in buildings and online during potential closures. To promote safety, steps will be taken to  
735 minimize risk in buildings, including the following:

- 736 ● Promoting at-home practice
- 737 ● Allowing for appropriate spacing in class and during performances
- 738 ● Ensuring that students face the same direction when singing/playing to keep the flow of  
739 air away from faces
- 740 ● Disinfecting music equipment between uses and/or issuing equipment for use by a  
741 single individual
- 742 ● Possible use of school auditoriums as rehearsal spaces

743  
744 Performances will be held only when State guidelines can be followed (including the number of  
745 attendees), social distancing can be enforced, the area can be disinfected before and  
746 afterwards, and administrator approval is obtained.

- 747 ● Performances may be reduced for a portion or all of the 2020-2021 school year.
- 748 ● Performances may be accomplished through broadcasting.

749 **Guidelines for Staff Regarding Health Issues**

750 Prior to coming to work, employees will be asked to self-evaluate for signs/symptoms of COVID-  
751 19. If an employee is not feeling well, they should contact their supervisor and stay home. As  
752 part of the self-evaluation, employees will be asked to take their own temperatures and report  
753 to their supervisor that they will not be attending work if they have a 100.4 temperature or  
754 above.

755  
756 Symptoms to Watch For

- Fever or chills
- Cough
- Shortness of breath/difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If symptoms are present, employees are not to enter the building and must contact the location/school for further direction.

Upon arrival, employees will check in at a central location to indicate if they have experienced any symptoms related to COVID-19. A daily signature log of time entering and exiting the building will be required. Hand sanitizer will be provided at the central check-in locations. Employees will be paid according to their time of check-in. A designated person or persons will see that proper sanitation happens at the check-in station.

Cloth face masks will be provided for all employees. For their own safety and for the safety of others, we highly recommend all employees wear a mask if social distancing (6 feet apart for longer than 15 minutes) is not possible. Exceptions must be cleared through Human Resources. It will be the employees' responsibility to clean and inspect their personal face mask. Frequent hand washing (20 seconds), sanitizing workstations and high touch points, and social distancing are also encouraged and recommended.

Should an employee be exposed or test positive for COVID-19, they will be asked to contact their supervisor, who will then contact Student Services, Custodial, and Human Resources for direction. Student Services will contact the Utah County Health Department, the Custodial team will conduct sanitation protocols, and Human Resources will provide a survey for Emergency Paid Sick Leave (80 hours for full-time employees, 14 days of average hours for hourly employees). A self-certification of return to work authorization will also be sent.

If an employee plans to travel outside of the state during the school year, they must contact their administrator and Human Resources to plan for a safe and healthy return to school.

## School Visitors and Volunteers

If visitors are conducting a simple task, such as checking a student out, they will not be required to complete a symptom checklist. If visitors are conducting business that will take longer than 15 minutes, they will be asked to sign in/out and complete a checklist. A trained individual will take temperatures, if necessary. Medical documentation will not be retained. If a patron indicates "yes" on any of the questions on the checklist, a private conversation will be held to determine the next step. Face masks are recommended and will be available for visitors.

## Grading and Assessment

**Elementary Grading**—Teachers will continue to provide feedback using the standards-based grading system already in place. These reports indicate students' progress on individual skills in reading-language arts, math, and keyboarding. In the event that we move to an Orange-Red phase, teachers will assess and provide feedback on the same essential learning standards.

**Secondary Grading**—Teachers will continue to use the traditional grading scale of A through F. Teachers, however, may need to adjust their grading requirements if they include daily participation or attendance points. Including this criterion into the calculation of a grade creates an incentive for a student to attend school even when the student may be sick. According to Board policy, attendance and participation should not be included in grading. Teachers will also need to provide students with the ability to complete any makeup work for an excused absence without penalty. Students must be reassured that when they are sick their grades will not be jeopardized. On rare occasions, parent, student, counselor, and an administrator may determine that a pass/fail option is appropriate.

## Driver Education

### For Behind the Wheel, Simulators, and Classroom Meetings

- All staff will use the COVID 19 Daily Self Checklist
- All students will use the COVID 19 Screening Checklist daily
- All students and staff must wear face coverings
- Hands should be washed or sanitized before and after each session

### Areas to be cleaned

- In-car—steering wheel, gear selector, mirrors, window levers, signal indicator, wiper control, door handles
- In the classroom—doorknobs, desktops, chairs, keyboards, monitors

### Size restrictions

- About 15 students will be allowed in the classroom so social distancing can be maintained
- A maximum of 5 students and 1 instructor will be allowed in the simulator class
- A maximum of 3 students and 1 instructor will be allowed per car

### Additional Guidelines

- Students must have a valid permit with them each day that they drive
- Students should be called to drive according to birth dates; exceptions may be considered
- No food or drinks allowed in the cars
- All Driver Education policies will be enforced for each school
- Avoid handling and sharing paperwork as much as possible

### Behind-the-Wheel Sessions

1. Students will be selected by age, immediate need (leaving for school, church mission or moving), and when they started the program.
2. Students will remain in their parent's car until the assigned session begins.
3. Each student and instructor will wear a mask or approved covering during the session.

4. Students will meet the instructor on the sidewalk outside of the vehicle 5 minutes before the timed session (THS-west of the compound, PHS-south of the compound).
5. Students will stay 6 feet away from each other on the marked areas of the sidewalk until the teacher has completed the checklist and deemed the students healthy to be in the car.
6. The instructor will fill out and sign the COVID 19 checklist for each student before starting each session. Students will have to be checked each day they are scheduled to drive.
7. The instructor will sanitize all areas of the vehicle after each driver
  - a. Steering wheel
  - b. Side-rest left of the driver
  - c. Dashboard
  - d. Mirror
  - e. Middle console
  - f. Seatbelt
  - g. Back seat areas
8. The students in the back seat will not be allowed to bring anything with them. Phones will be put in the trunk of the vehicle.
9. When finished with each session, the students will be dropped off in a separate space different from the pickup area. This area will also be marked for staying 6 feet away if parents are not there to pick students up.
10. Vehicles will be wiped down with disinfectant before the next session begins.

#### Simulator Sessions and Face-to-Face Classroom Sessions

1. Selection of students will be determined by age, need, order of entering the previous class
2. Each student will enter the building in the designated area and be directed straight to the room.
3. Students will wait outside of the classroom in a marked area six feet away from each other and may only enter once the checklist is filled out by the instructor.
  - a. THS students will be just outside the classroom in the lower industrial hall
  - b. PHS students will wait outside the library classroom in designated areas
4. The instructor will fill out the COVID 19 checklist before the student can enter the classroom and this will be kept on file.
5. Students will be separated by 6 feet from each computer station or in the classroom and will sit in the same station/seat each session.
6. Each computer station and area of the classroom will be disinfected before the next session begins.
7. Students will leave the school in the same direction they entered.
8. Students will have a designated area to be picked up with areas showing where they can stand to be at least six feet away.
9. Before each session, the instructor will check his/her temperature to determine if it is below 100.4 degrees. Classes will not be held if the instructor's temperature is above 100.4 degrees.

## Students with Disabilities

The intention of this section is to offer guidance for schools and parents as they work together to provide students with disabilities equitable learning opportunities during and after the COVID-19 pandemic.

### Ensuring Student and Educator Safety

Our biggest priority is student and staff safety. The provision of a free appropriate public education (FAPE) for students with an IEP at a school building and/or remotely will be informed by recommendations from the State/Local Health Department and the Utah State Board of Education (USBE). These recommendations enable adaptability and innovation in the provision of special education services, including situations that require close proximity. Special educators and instructional aides will use Personal Protective Equipment (i.e., face shields, masks, gloves) and apply environment hygiene/safety protocols to serve students with an IEP.

### In-Person Services with Flexibility

To the maximum extent appropriate, students with disabilities should access the General Education Curriculum (the same curriculum for non-disabled peers). Students with disabilities will access the same instructional opportunities available to all students this coming Fall 2020.

- In-School Instruction—Students with IEPs (preschool thru post high) access their general education, specially designed instruction (SDI) and related services at a school building. The SDI will align to the General Education Curriculum for students with mild/moderate disabilities or the Essential Elements Curriculum for students with significant cognitive abilities that participate in alternate state assessments (i.e., Dynamic Learning Maps, Utah Alternative Assessment).
- Online Instruction—Students with an IEP (K-12) access their general education and specially designed instruction aligned to the General Education Curriculum and related services online. The Essential Elements Curriculum is not available through eSchool.

### Special Education Testing and Eligibility Meetings

Schools will conduct appropriate comprehensive evaluations in-person (child fine) for students who are suspected of having a disability during the coming school year. In the event of a school closure, the school will work with parents to document an extension to the 45 school days timeline to complete evaluations. Certain assessments (i.e., cognitive, achievement, etc.) are normed for an in-person environment only. Initial eligibility meetings, data reviews and re-evaluation eligibility meetings may be held in-person or virtually.

### IEP Meetings

IEP meetings may be held in-person or virtually. All IEP timelines must be met. Upon reopening, it may be necessary to convene IEP team meetings to collaborate with parents and discuss student individual needs, progress, and/or loss of skills.



### Response Services Due to COVID-19

The overarching purpose of response services is to ensure a successful restart for students despite the challenges of school closures. IEP teams may determine the extent of response services (if any) with the following in mind: 1) review present levels of performance (pre-COVID and post-COVID) thru formative assessments, 2) examine student progress on IEP goals during distance services, 3) seek input from IEP team members, and 4) review, revise, add, and/or increase special education and related services and supports (accommodations/ modifications) to ensure that each student has meaningful benefit. As a result, changes in services and supports may require an amendment to the IEP with parental involvement.

### Accommodating Families Who Prefer to Continue Remote Learning

Families and students who prefer to continue remote/online learning can be accommodated by the steps outlined below. The “Special Education Reopening eHandbook” can guide IEP teams in accommodating families. The school should convene an IEP meeting to document a cogent plan that articulates 1) how a student with a disability will access FAPE (i.e., remotely, in person), 2) roles and responsibilities of educators and parents, and 3) healthcare needs that decrease risk for exposure to COVID-19.

1. An Individual Education Plan (IEP) team should consider and access the options available to all students with appropriate accommodations and/or attention to Personal Protective Equipment (PPE).
2. An IEP team should systematically review individual healthcare plans, individualized education plans, transition plans, normative and formative assessment data, professional judgment of school personnel, parental input, strengths and weaknesses inherent to the delivery model, intensity of student needs, the intensity of services, and duration of services.
3. An IEP team should consider the unique barriers associated with the student’s disability, the independent level of the student (i.e., following three and four step instructions, navigating the web, etc.), the core curriculum that will be accessed (General Education Curriculum or Essential Elements Curriculum), the degree of difficulty providing a particular service remotely (i.e., occupational therapy, physical therapy, etc.), and the need for assistive technology.

### Kindergarten and Pre-school Testing

The Kindergarten Entrance and Exit Profile test (KEEP) and the Pre-school Entrance and Exit Profile test (PEEP) are USBE required assessments and are used by the schools to place students in classes. Part of each test requires students to handle manipulative materials. In order to safeguard the health of students and teachers, these materials will need to be sanitized in between each assessment. This will require additional minutes between assessments resulting in additional days of testing. The current window for these tests is Aug 3 – Sept 9. In the past, we have not utilized the full window. This year, we may need to use some of the days before the first day of school in order to complete the testing.

## ORANGE-RED CONDITIONS

Under Orange-Red conditions, schools will be closed for a duration determined by local officials.

Circumstances with closures are likely to be different from those experienced March-May 2020. Depending on the number and types of locations impacted, it is possible that a single classroom and/or an individual school may need to be closed in contrast to entire districts and counties. In all cases, the local Health Department will be consulted, but local Health Departments are no longer designated to *direct* districts, but rather to *advise* districts.

Moving to an Orange-Red condition means that more stringent and limiting restrictions will be in force, including restricted access to the facility, extended cleaning efforts, and a host of other interventions to ensure a safe environment for all. Buildings will likely be closed or at least open only for staff to retrieve materials on a scheduled basis.

The District will err on the side of caution before permitting a return to Green-Yellow status.

DRAFT Subject to Board Approval



## School Reopening Plan - August 2020

### Executive Summary

#### Purpose

The purpose of this document is to communicate to our Provo City School District students, parents, and employees our plan for safely reopening schools in August 2020.

#### Plan Summary

- Provo City School District will resume daily face-to-face instruction and eSchool options for students in August.
- Parents have the critical role of assuring that their students are healthy enough to attend school.
- The District has the critical role of assuring that students and employees will be able to learn and work in a safe and clean environment.
- The District will supply each student and employee with one washable face mask that may be worn when engaged in contact lasting longer than 15 minutes and within six feet. Masks are required for all individuals in school, at school events, and on buses.
- Flexibility will be provided for students whose learning needs are best met online. School administrators will work with teachers and students to provide online options.
- Teachers are being prepared to implement blended learning, digital instruction and the use of Canvas.
- All students, parents, and employees will be trained on reopening protocols including symptom identification, cleaning and hygiene, and personal protective equipment procedures.
- Chromebooks will be available for daily student use in grades K-6 and will be given to each secondary student during registration to use throughout the year.
- The District is moving as many procedural items as possible to an online platform including school registration, school fees, fee waiver applications and free-and-reduced lunch applications in order to limit the amount of face-to-face contact.
- School activities may be limited in order to allow custodians time to maintain an increased level of cleaning.
- Normal bus routes will run, and face coverings are strongly recommended as social distancing may not be possible. Students will be assigned seats to help with contact tracing.
- School lunch and breakfast will be provided for students attending school.