



Dear Superior Schools Parents & Guardians,

We have spent the last three weeks in discussions and planning sessions with peers statewide as well as with staff here at home to create the plan we will be proposing to the Superior Board of Trustees in August. As you can imagine, planning school programming during a pandemic has been extremely challenging, especially when considering all the different variables continually at play. Regardless of the phase we are in via Governor Bullock's most recent executive order, our staff will be offering ongoing online remote learning via the Google Classroom portal. Pursuant to state and local guidance, we will also be holding face-to-face instruction here on campus as well from either 8:15 am to 2:30 pm or 8:15 am - 3:30 pm depending on how many students will be engaging in off-site learning. All staff are planning to return to their classrooms to teach and our course schedule will be amended in areas to comply with guidance provided by the Mineral County Health Department, the Montana School Boards Association, the Office of Public Instruction and the Department of Health and Human Services.

It is vitally important for those parents & guardians who **are not** sending their child(ren) to school to sign and return the attached **Family Onsite Instruction Opt-Out Form** indicating this preference so we can continue planning class size and sections for both on and off site instruction. This choice will be in force for the duration of the first quarter of school as students' unplanned return would undo all the class load balancing necessary to accomplish social distancing. It is also **crucial** that we get accurate and up-to-date contact information (email address, cell and home phone numbers) to ensure that we are communicating effectively with families. Staff will be reaching out via phone, email and postal mail with back to school information and forms in the next week. The **Family Onsite Instruction Opt-Out Form** is due back to your child's respective school by **NO LATER THAN August 7th** to give us time to build class schedules.

We eagerly look forward to getting back to the business of teaching Superior's children. We thank you for your continued support and cooperation as we continue to refine the ever-changing look of school during this crisis.

In Education,

A handwritten signature in blue ink that reads "Scott Kinney".

Scott Kinney
Superintendent
Superior Public Schools

Superior School District Guidelines for Reopening Schools

**Specific schedule details will be provided at the August 10th board meeting following the return of opt out letters*

Mineral County Health Department Directive	Safety and Health Measures	On-site and/or Remote Learning
Phase 0 Stay at Home	<ul style="list-style-type: none"> All schools closed to public access. Food services provided remotely for all students. 	<ul style="list-style-type: none"> All instruction and learning will be remote No student or staff school-related travel No extracurricular activities
Phase I Limited Student Access	<ul style="list-style-type: none"> Student groups kept together Food services provided remotely for all students Parental involvement in health screening required prior to school entry Health screening and hand sanitizing upon entry Handwashing and germ transmission prevention pro-actively taught and frequently encouraged Frequent sanitizing of physical space and equipment Face coverings required for students and staff when in the presence of others Public access to schools limited to essential school business (deliveries, contractors) All school facilities closed to public rental 	<ul style="list-style-type: none"> Primary delivery of instruction and learning will be remote Limited and targeted one-on-one and/or small group support for academic and/or social emotional support based on individual student needs. Select curricular areas (e.g., various vocational programs) that are dependent on student involvement will be on a case-by-case basis for onsite instruction and support. Accommodations will be extended to students and staff who are required to stay home due to COVID-19 related reasons No school activities or school-related travel
Phase II Groups Size not to Exceed 50 Static Grouping Not Required	<ul style="list-style-type: none"> Student groups allowed to mix, with gatherings not to exceed 50 students Food services provided on site for all students Transportation is provided Parental involvement in health screening required prior to school entry Health screening and hand sanitizing upon entry when feasible Handwashing and germ transmission prevention pro-actively taught and frequently encouraged Frequent sanitizing of physical space and equipment Face coverings may be required depending on local and state guidelines Public access to schools limited to school-related business (deliveries, contractors, guest speakers, trainers, curriculum-related activities) 	<ul style="list-style-type: none"> Primary delivery of instruction and learning will be on site with possible shortened school days For health related reasons, families may choose remote instruction and learning but must stay in the model for a minimum of one quarter Accommodations will be extended to students and staff who are required to stay home due to COVID-19 related reasons. School-related travel resumes in compliance with limitations on crowd/group size, Extra-curricular activities resume in compliance with district activities limitations on crowd/group size, activity type, and health protocols Daily schedules will depend on number of off-site learners and may be different for JH/HS and Elementary: <ul style="list-style-type: none"> Plan A: 8:30 am - 2:30 pm <ul style="list-style-type: none"> Number of off site learners will determine if we need to use this schedule Early out is for teachers to meet the needs of off-site learners Plan B: 8:30 am - 3:30 pm normal school hours.
Phase III No Limit on Group Size Static Grouping Not Required	<ul style="list-style-type: none"> Food services provided on site for all students Students rotate through schedules and routines as normal Parental involvement in health screening required prior to school entry Health screening and hand sanitizing upon entry when feasible Handwashing and germ transmission prevention pro-actively taught and frequently encouraged Frequent sanitizing of physical space and equipment Face coverings are at discretion of each individual Public access to schools available 	<ul style="list-style-type: none"> Primary delivery of instruction and learning will be on site Accommodations will be extended to students and staff who are required to stay home due to COVID-19 related reasons Extra-curricular activities resume per MSHA regulations Field trips allowed Student or staff school related travel allowed Mass gatherings allowed All school facilities will be open to public rental

Superior School District Safe Practices for Staff, Students, and Families

To reduce communicable disease risk, it is imperative that we follow safe infection control practices as identified by the CDC and Mineral County Health Department in order to help keep ourselves, our students, our families, and our communities healthy. We should assume that there is potential for community spread of COVID-19 in Mineral County and use every effort to reduce risk of contracting or spreading communicable illness of any kind.

BEFORE arriving on an Superior campus school site (including riding a bus to campus): Parents, students, and staff should ask themselves the following questions about anyone who will be arriving on campus:

- Is my temperature 100.0 ° F or higher?**
- Has my temperature been 100.0 ° F or higher in the past 72 hours (3 days)?**
- Do I have any symptoms of illness?**
 - These may be, but are not limited to: coughing, headache, sneezing, sore throat, runny nose, nausea, vomiting, diarrhea, dizziness, shortness of breath, chest or nasal congestion, earache, swollen glands.
- Have I had close contact or is anyone in my immediate household able to answer YES to the questions above?**
- Have I or a close contact been asked in the last 14 days to remain in quarantine for COVID-19 testing, diagnosis, or treatment?**
- Have I or immediate family members traveled to a high risk area in the last 14 days**

If you answer **YES to any of the above, please stay home** and seek healthcare provider guidance if symptoms worsen or you need treatment.

WHEN arriving onsite at Superior campus school site: Students and staff may be subject to the following procedures (as feasible)

STAFF PROCEDURES

1. **ASK THE QUESTIONS** above to all students/parents entering the building. These can be asked in advance (e.g. the morning of or the day before). Encourage only students/parents to enter the building (e.g. avoid bringing siblings, etc.). Log/document student check-ins (names/time entering building).
2. **TEMPERATURE CHECKS** - The building administrator may designate a point person to check students' temperatures before/as they enter the building. Each person's temperature must be below 100 ° F.
3. **MASKS** (face coverings) - Buildings will follow the guidelines passed down from the Governor's office and the Mineral County Health Department. Both students and staff may wear face coverings if they choose. These may include homemade or purchased masks. Masks will be provided by request.
4. **REMAND STUDENTS OF PHYSICAL/SOCIAL DISTANCING** - Maintain six feet of distance when at all possible. Consider using tape to visually represent six foot boundaries.
5. **HAVE STUDENTS WASH HANDS/SANITIZE AND REMIND OF THEM OF EXPECTATIONS**
 - **Hand Hygiene** - Wash hands with soap and water, or use hand sanitizer between tasks.
 - **Touching** - Avoid touching your eyes, nose, or mouth. (If you must touch your face, clean your hands before and after.)
 - **Gloves** - Remember that gloves are effective for one time use in order to avoid contact with potentially contaminated surfaces. It is better to wash and clean your hands before and after touching potentially contaminated surfaces than to wear gloves for an extended length of time. Clean hands before and after gloving.
 - **Cover your mouth/nose** - Use a tissue, the inside of your collar, or your elbow, and then trash the tissue, and wash your hands.
 - **Disinfect** - Always disinfect any area of use after its use.

Additional cleaning efforts are being taken By SSD#3 to ensure proper sanitizing measures are in place.

Centers for Disease Control and Prevention (CDC) Guidelines

It is important to note, the [CDC Considerations for Schools](#) (Appendix D) are recommendations, not requirements.

CDC's Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in the [CDC's guidance document](#). Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Additional Resource and Guidance Documents

Governor's Plan for Reopening Safe and Healthy Schools for Montana

<https://drive.google.com/file/d/1Diulk4xOE4q209Mh5Vxfi1nao1LE3Y3T/view>

Montana Office of Public Instruction Reopening Montana Schools Guidance

<http://opi.mt.gov/Portals/182/COVID-19/Reopening%20MT%20Schools%20Guidance-Final.pdf?ver=2020-07-02-114033-897>

American Academy of Pediatrics

[COVID-19 Planning Considerations: Return to In-person Education in Schools](#)

Children's Hospital Colorado Risk-Based Approach to Reopening Schools Amid COVID-19

<https://www.childrenscolorado.org/49eee6/globalassets/community/reopening-schools-during-covid19.pdf>

School Counselors Association and National Association of School Psychologists

[School Reentry Considerations Supporting Student Social and Emotional Learning and Mental and Behavioral Health Amidst COVID-19](#)

National Federation of State High School Associations (NFHS) and Sports Medicine Advisory Committee (SMAC), May 2020

[Guidance for Opening up High School Athletics and Activities](#)

**Superior School District #3
COVID-19 Emergency Measures**

Family Onsite Instruction Opt-Out Form

A family who does not want their student to receive instruction and educational services onsite at the school may request to have instruction completed offsite and/or online by completing this form.

Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

I, _____, Parent or Guardian of, _____ a student enrolled at Superior School District #3, requests my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

I understand my student is expected to complete all assigned work and return it to the teacher in order to receive credit toward a grade to be considered for promotion or credit and in accordance with Policy 1902, if applicable. I further understand that failure to complete work assigned may result in a determination that my student will be retained or otherwise not earn credit.

Parent Name Print

Date

Parent Signature

Current Phone Number

Current Mailing Address

Current Physical Address

Legal Reference: Section 20-1-101, MCA – Definitions
Section 20-1-301, MCA – School Fiscal Year
Section 20-9-311, MCA – Calculation of Average Number Belonging
Section 20-7-118, MCA - Off-site Provision of Educational Services
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
ARM 10.55.906(4) – High School Credit