

# Washington Schools 2020 Reopening Plan Template

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Each school district, charter school, and state-tribal education compact school (“local education agency” or “LEA”) must adopt a reopening plan for the 2020–21 school year through local board resolution. The Office of Superintendent of Public Instruction (OSPI) developed this Washington School 2020 Reopening Plan Template in consultation with the State Board of Education (SBE).

[LEAs must use the 2020 Reopening Plan Template and file their plan with OSPI and the SBE within two weeks of the LEA’s fall starting date by completing the online survey.](#)

The LEA’s reopening plan must be approved by its governing body and posted on the LEA’s publicly available website prior to the opening of school. There are three major sections of the template with attestations or descriptions required for the components of each major section. Please fill out the template completely.

Each LEA should continue to monitor its reopening plan throughout the year and update as needed. We strongly urge you to continue your work engaging your parents, families, students, employees, and community partners while developing your reopening plan.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

## 2020 SCHOOL REOPENING PLAN:

### Index School District

Planned school reopening date: September 9<sup>th</sup>, 2020

Planned last day of the 2020–21 school year date: June 17<sup>th</sup>, 2021

## Part I - MANDATORY Health Requirements

The local educational agency (LEA) must use the [Department of Health \(DOH\) and Labor and Industries \(L&I\) guidance](#) to create reopening plans aligned to health and safety requirements. All LEAs should maintain consistent communication with their local health authorities as reopening plans evolve.

Please attest (and describe where appropriate) to the health mandates below.

- 1) Our district has identified our primary local health officer(s).  
Yes  X
  - a. Please list the name(s) of your primary local health officer(s):  
**Dr. Chris Spitters- Snohomish County Health Department Director**  
**Brad Jernberg- Index School District Superintendent/Principal**
- 2) Our district has identified a primary district-level point of contact for our reopening effort.  
 Yes  X
  - a. Please list the name and contact information for your primary district-level point of contact: **Brad Jernberg- Superintendent/Principal**
  - b. **District Nurse- Lynne Kelly**
- 3) We have reviewed the U.S. Centers for Disease Control and Prevention (CDC) definition of high-risk employees and we have clearly communicated with staff their opportunity to identify themselves as high-risk.  
 Yes  X
  - a. We are engaging self-identified high-risk employees to address accommodations consistent with L&I requirements and the Governor's proclamation about high-risk employees.  
 Yes  X
- 4) We have reviewed our drop-off and pick-up plans to provide proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to enter our buildings.  
 Yes  X
- 5) We have a daily health screening plan in place for students and staff.  
 Yes  X
  - a. Please identify which health screening protocol best fits your school district planning.

Our plan will rely primarily on a screening process conducted at school or on buses. **XX**

Our plan is to rely on attestations, but to screen staff who do not provide an attestation that a screen was done at home before school and students who do not provide an attestation that a screening was conducted by a parent, guardian, or caregiver before school. **XX**

6) We have altered our indoor classroom and common spaces and reconfigured our processes to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes **X**

a. We are using additional common spaces to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes **X**

No

b. We are using additional community-based spaces outside of our school facilities to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes

No **X**

c. We understand that this is a planning framework and there will be limited times when students and/or staff may need to be within six feet for short periods of time.

Yes **X**

d. We understand there are limited exceptions to the six-foot rule, but we will accommodate students with disabilities or others who meet the exceptions in order to deliver equitable services, which may include providing additional personal protective equipment (PPE) to staff and/or the student.  Yes **X**

7) We have altered physical spaces, reconfigured schedules, and adopted necessary plans to provide meals to students that ensures six feet of physical distance between all persons as a planning framework.  Yes **X**

8) We have established clear expectations and procedures to ensure frequent hand washing in all of our facilities for students and staff.  Yes **X**

9) We have established clear expectations with students, staff, and families that all persons in our facilities will be wearing face coverings consistent with DOH and L&I requirements, including any of the narrow exceptions identified by DOH and L&I in guidance.  Yes **X**

- a. We have an adequate supply of face coverings on our premises to accommodate students who arrive at school without a face covering.  
 Yes **X**  
 No
- b. We will provide adequate face coverings and other PPE requirements to protect all staff in each building and/or worksite consistent with the law and L&I guidance.  
 Yes **X**

10. We have developed busing plans to maximize physical distancing on our buses as much as possible on a given bus route.  
 Yes **X**
- a. We recognize that busing is an exception to the six-foot rule, as long as we exercise proper cleaning, maximum ventilation when reasonable, face coverings on students and adults, and proper PPE for our drivers.  Yes **X**

11. We have developed a cleaning regimen in our facilities and buses consistent with DOH guidance and the Infection Control Handbook 2010.  Yes **X**

12. We have clearly established procedures, in coordination with our local health authority, to report any suspected or known cases of COVID-19.  
 Yes **X**
- a. We understand that contact tracing and any other procedures to identify additional COVID-19 cases are to be conducted and led by the local health authority, the Washington State Department of Health, or a designee at the direction of the public health authority.  
 Yes **X**

## Part II – Statutory Education Requirements

- 13) We have established a school calendar to accommodate 180 instructional days and the required instructional hours assuming all of the guided learning planned by and under the direction of the certificated teacher counts (in-person face-to-face, distance learning on screen with a teacher, independent learning assigned and evaluated by a teacher, and any other directed learning) subject to the State Board of Education requirements outlined in [WAC 180-16-200](#).  
 Yes **X**  
 No

- a. We have created a flexible calendar with additional days that may be needed to address short-term school closure in the event that our facilities are not accessible as directed by a public health authority or the Governor, and for which we were not able to make an immediate transition to Continuous Learning 2.0.

Yes **X**

No

- b. Please upload a copy of your school calendar.

August							February 18										
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S				
						1			1	2	3	4	5	6			
2	3	4	5	6	7	8	7	8	9	10	11	12	13				
9	10	11	12	13	14	15	14	15	16	17	18	19	20				
16	17	18	19	20	21	22	21	22	23	24	25	26	27				
23	24	25	26	27	28	29	28										
30	31																
September							March										
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S				
		1	2	3	4	5			1	2	3	4	5	6			
6	7	8	9	10	11	12	7	8	9	10	11	12	13				
13	14	15	16	17	18	19	14	15	16	17	18	19	20				
20	21	22	23	24	25	26	21	22	23	24	25	26	27				
27	28	29	30				28	29	30	31							
October							April										
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S				
					1	2	3						1	2	3		
4	5	6	7	8	9	10	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	11	12	13	14	15	16	17				
18	19	20	21	22	23	24	18	19	20	21	22	23	24				
25	26	27	28	29	30	31	25	26	27	28	29	30					
November							May										
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S				
						1	2	3							1		
4	5	6	7	8	9	10	2	3	4	5	6	7	8				
11	12	13	14	15	16	17	9	10	11	12	13	14	15				
18	19	20	21	22	23	24	16	17	18	19	20	21	22				
25	26	27	28	29	30	31	23	24	25	26	27	28	29				
29	30						30	31									
December							June										
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S				
						1	2	3							1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	11	12	13	14	15	16	17				
18	19	20	21	22	23	24	18	19	20	21	22	23	24				
25	26	27	28	29	30	31	25	26	27	28	29	30	31				
27	28	29	30	31			27	28	29	30							
January							July										
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S				
						1	2							1	2	3	
3	4	5	6	7	8	9	4	5	6	7	8	9	10				
10	11	12	13	14	15	16	11	12	13	14	15	16	17				
17	18	19	20	21	22	23	18	19	20	21	22	23	24				
24	25	26	27	28	29	30	25	26	27	28	29	30	31				
31																	

Index School District  
2020-2021

Breakfast served at 7:45 a.m.  
School starts at 8:00 a.m.  
School ends at 2:30 - except Wednesdays  
Students should not arrive prior to 7:45 a.m.

**Teacher In-Service Sept 1 & 2**  
**Teacher in Service June 18**

**First day of school - September 9th**

**Holidays/Breaks/Observed**  
Labor Day September 7th  
Veterans Day November 11th  
Thanksgiving November 26th & 27th  
Winter Break December 21st - January 1st  
Martin Luther King Jr. Day January 18th  
Mid Winter Break February 12th - 15th  
Spring Break April 5th - 9th  
Memorial Day May 31st

**Early Release Dates 11:30**  
November 25th  
December 2nd, 3rd, 4th, & 18th  
February 11th  
March 17th, 18th, & 19th  
April 2nd  
June 17th

Open House 9/24

**Conference Dates 11:30 Release**  
Dec 2nd-4th & March 17th - 19th

**Awards & Field Day**  
June 16th

Winter & Spring Concerts December 10 & June 10

**Last Day of School Early Release 11:30**  
17-Jun

**Potential make up days for emergency closure**  
**18, 21, & 22**

All Wednesday are early release at 1:30 unless otherwise posted on the calendar.

End of Trimester Dates  
Dec. 4, March 17, & June 17

Progress Grading Dates  
Oct.29, Feb 1, & May 5

**Adopted June 18, 2020**

14) In order to accommodate the instructional hours requirements, please describe your typical weekly schedule for students and professional collaboration. Include any reasonable options to maximize cohorts of students to reduce the risk of possible virus transmissions.

- i. For elementary, please describe: **We have been working remotely. Students get on our Google Classroom at 8:00 AM each morning school is over at 2:30 PM. We use both synchronous and asynchronous time with our students. Teachers have conference times during each day. On Wednesdays our teachers have professional development from 1:30-3:00 PM (our students are done with school at 1:30pm on this day). When we return to “in-person” learning, we will resume our normal schedule like last year prior to COVID-19.**
- ii. For middle school, please describe: **We have been working remotely. Students get on our Google Classroom at 8:00 AM each morning school is over at 2:30 PM. We use both synchronous and asynchronous time with our students. Teachers have conference times during each day. On Wednesdays our teachers have professional development from 1:30-3:00 PM (our students are done with school at 1:30pm on this day). When we return to “in-person” learning, we will resume our normal schedule like last year prior to COVID-19.**
- iii.
- iv. For high school, please describe: **No High School in our district.**

15) We have a plan to take daily attendance for all students, regardless of our teaching modality, as well as a tiered approach to supporting students not participating and aligned to the OSPI attendance rules.

Yes  X

- a. We have a clear plan for ongoing communication with students and families, and we have provided a means by which all students will be required to check in daily even on days when the student is not physically present at school.  Yes  X

16) We have identified learning standards across grade levels and/or content areas to ensure instructional time and professional learning are effectively tied to our reopening plan.

Yes  X

No

17) We have determined our 2020–21 grading policies.

Yes  X

No

- a. If yes: We have reviewed our grading practices, learned from decision-making this spring, and established the following grading system:
  - For elementary, please describe: **Students are graded 1,2,3, or 4**
  - For middle school, please describe: Students are graded 1,2,3 or 4

• Part III – Additional Expectations

18) Our district has a specific plan to support students who received “incompletes” in the spring of 2020.

- Yes **X**  
 No

a. If yes: Please briefly describe that plan: If an incomplete was given, students will have time to complete the missing work or assessments and receive a passing grade.

19) Our district developed summer learning and services opportunities for students who needed additional support to be ready for success this fall.

- Yes  
 No **X**

- a. If yes: What percentage of your students did you provide services to?  
b. If yes: Please briefly describe the learning and service opportunities you provided, including any programs or targeted supports:  
c. If yes: Please briefly describe your process for prioritizing your students furthest from educational justice:

20) We have a plan to perform a universal screening of each student when they return to school to better understand their strengths, learning needs, and social-emotional needs.

- Yes **X**  
 No

a. If no: Please briefly describe the efforts you are engaging in with respect to screening students when they return to school in the fall: \_\_\_\_\_

21) Our district has developed a family and community engagement process that includes strategies to reach non-English speaking families to inform our reopening plan.

- Yes **X**

a. Please briefly describe your engagement strategy and the organizations or individuals who took part in your planning effort: We only have 17 families in our district. We call all families monthly, we bring packets weekly with notices, we also call daily regarding attendance. At this point we do not have non-English speaking families.

22) Our district has invested in additional accessible technology, hardware, or connectivity for students and educators as we have prepared for fall reopening.

- Yes **X**  
 No



a. Please identify the percentage of students that you believe have adequate technology and connectivity to learn remotely during the 2020–21 school year.

- 0 – 30%
- 31 – 40%
- 41 – 50%
- 51 – 60%
- 61 – 70%
- 71 – 80%
- 81 – 90%
- 91 – 100% **XX**

b. Please briefly describe your strategy to accommodate students during the 2020–21 school year who do not have adequate technology or connectivity to effectively learn remotely:  
We applied for additional hot spots and requested additional chrome books so that all our students have adequate technology and connectivity.

23) Our district has provided professional learning for our educators to prepare them for effective instruction during the 2020–21 school year.

- Yes **X**
- No

- a. If yes: Please briefly describe the professional learning provided or facilitated by the district: We paid for staff to become more knowledgeable on the Google platform and on Canvas (we ended up choosing not to use canvas)
- b. If no: Please briefly describe the professional learning the district will provide or facilitate prepare staff for effective instruction during the 2020–21 school year.

24) Our district has selected a primary learning management system for consistent use with students across the district during the 2020–21 school year.

Yes **X**

No

a. If yes: Please select or write-in the primary learning management system the district is using with students:

Google Classroom **XX**

Microsoft Teams

Schoology

Canvas

Seesaw

Moodle

Other (write-in):