



Anser Charter School

Responsive Return Plan
August, 2020

| | |
|---|-----------|
| Introduction | 3 |
| Guidance Documents | 4 |
| Guiding Philosophy | 4 |
| Definitions of Categories Used to Guide School Operations | 5 |
| Criteria for Change In Categories | 6 |
| Quick Guide to Anser Responsive Return Plan | 6 |
| Anser Learning During Covid-19 | 11 |
| Making a Family Commitment to Parallel Learning or In-Person Attendance | 11 |
| Parallel and Remote Online Home-Learning | 12 |
| What Will Parallel and Remote Learning Look Like? | 13 |
| Attendance, Grading & Assessment | 13 |
| What Will Learning at School Look Like? | 13 |
| Elementary Grades K-6 | 14 |
| Junior High Grades 7-8 | 14 |
| Special Education | 14 |
| Plan for Vulnerable Students | 14 |
| School Supplies | 15 |
| Volunteers During Covid-19 Pandemic | 15 |
| Changes to Some Anser Traditions for this Year | 16 |
| Technology and Online Learning Platforms | 17 |
| One-to-One Student Devices | 17 |
| Internet Access for Families | 18 |
| Social Distancing | 18 |
| Drop-off and Pick up | 18 |
| Morning Drop Off | 18 |
| Afternoon Pick Up | 19 |
| Bus Transportation | 19 |
| Food Service | 19 |
| Classroom Setup | 20 |
| Student Cohorts | 20 |
| Movement Through the Building | 20 |
| Virus Transmission Reduction | 21 |
| Daily Cleaning | 22 |
| Cleaning in the Event of a Confirmed Case of Covid-19 | 22 |
| Facility Changes and Upgrades | 22 |
| Caring for the Health of Our Students | 23 |

| | |
|--|-----------|
| Student/Family Self-Screening Procedures: | 23 |
| Students with Covid-19 Symptoms | 24 |
| Requirements and Documentation for Return to School | 24 |
| If a Student is Exposed, or Family is in Quarantine | 25 |
| Student/Family Responsibilities | 25 |
| Staff Responsibilities | 25 |
| Communication | 25 |
| How Confirmed Covid-19 within Anser Community will be Communicated | 25 |
| How Immediate Closure will be Communicated | 26 |
| How Plans to Reopen will be Communicated | 26 |
| How Revisions to Plans will be Communicated | 26 |
| How Families Can Communicate Suggestions, Questions or Concerns | 26 |
| In Gratitude | 27 |
| Guidance Documents for Anser’s Responsive Return Plan | 27 |
| Community Resources for Assistance | 29 |

Introduction

In response to the Covid-19 pandemic, the Anser Community Board and staff have developed Anser’s Responsive Return Plan DRAFT with the following components as the focus:

- Health & well-being for students, staff, and families
- Excellent & equitable learning experiences
- Safe operations & systems

This Responsive Return Plan DRAFT includes:

- Health and safety guidelines, which would include, but are not limited to, social distancing, virus transmission reduction, cleaning protocols, food service protocols, caring for students that become ill, plan for vulnerable staff and students, communication protocols.
- Phases when school would have on-campus learning or remote learning, which would include, but not be limited to, different learning scenarios, sample schedules, etc.
- Attendance, grading, Special Education, assessment, and one-to-one device expectations for parallel learning.
- Family expectations for Anser learning experiences at home or at school.
- Resources that guided this work.

It is important to note when finalized, this plan will be a living document. From this baseline,

Anser staff will be able to make quick adjustments based on the needs of our students, staff, and families in response to the current conditions of this global pandemic.

To quote from McKinsey's Path to the Next Normal "In a time of unprecedented change when conditions are ever-evolving and ambiguous, responsiveness doesn't just become more important; it becomes THE strategy for organizations to endure and thrive. Districts, schools, and education agencies will need to consider three concurrent streams of work as they plan for School Year 2020-2021:

- RETURNING: Determine multiple paths for a return in SY 2020-2021, with the expressed intent to address the needs of all students.
- REIMAGINING: Rethink the way learning and teaching are designed so that the entire district community can thrive.
- REVAMPING: Build agile and responsive practices to support all students and families in a time of crisis."

Returning, reimagining, and revamping are at the heart of the Anser staff's work to implement a more enhanced and robust online learning experience this fall. The essential learning that must happen in the midst of a pandemic, whether on campus or remotely, will be more rigorous, revamped, and reimagined through the lens of the EL Core Practices and Design Principles.

Guidance Documents

During the Covid-19 pandemic a great deal of information has been shared with the public. As a public school, Anser has an obligation to base its plans on the guidance developed by entities entrusted with the health and safety of school personnel and children. Anser's plan has been based upon recommendations from: The Centers for Disease Control and Prevention (CDC), Central District Health (CDH), the American Academy of Pediatrics (AAP) and the State Board of Education. Links to these documents and other resources are included at the end of the plan.

Guiding Philosophy

The Anser community has survived many storms together before. Although the current pandemic may be the most challenging one yet, we will weather it together. Anser leadership decisions are guided by three main beacons:

1. Protecting the health and wellbeing of Anser students, staff, families, and the larger community.
2. Providing excellent and equitable educational experiences that nurture students' intellects as well as their physical, social, and emotional well-being.
3. Creating safe operations and systems to support students, staff, and families

Many things will be different in the coming school year but we will hold true to our mission to:

“Educate the whole child in a collaborative learning community where individuals are inspired to be self-motivated and to feel a sense of connection and responsibility to the world.”

Definitions of Categories Used to Guide School Operations

| Central District Health (CDH) Covid-19 Community Transmission Categories | <u>Category 1</u> None to Minimal Community Transmission | <u>Category 2</u> Minimal to Moderate Community Transmission | <u>Category 3</u> Substantial Transmission |
|---|--|--|--|
| CDH Definitions | Evidence of isolated cases or limited community transmission | Widespread or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases. | Large scale community transmission, healthcare staffing significantly impacted, multiple cases with communal settings like healthcare, schools, mass gatherings etc. |
| Anser Operations | <i>Anser’s Responsive Return Plan is based on Category 2 being the likely operating condition for much of the school year.</i> | | |

Re-Opening Plan Definitions and Scenarios

Parallel Learning An online option for learning from home, when school is also in session on campus.

Remote Learning All students are learning online.

Category 2A: Some students return to school with health and safety protocols in place. Some students engage in Parallel learning from home.

Category 2B: Parallel learning continues for most, smaller groups of students receive support for parallel learning on campus.

Category 3: Remote Learning All students are engaged in remote learning from home. Prioritized support provided as necessary.

Criteria for Change In Categories

The Anser Board of Directors has prioritized the health and safety of our students, staff and families to develop the following metrics for guiding school operations. Based on feedback from Anser parents and staff on the draft version of this document, Anser board and staff members worked together to develop criteria that are science based and allow for clear communication of decision making. These updated metrics align with Idaho Back to School Framework while also integrating additional widely recognized metrics public health experts around the world are using to determine safe school operations. By using clearly defined, publicly available data that staff and parents can monitor, our entire community can support safe operations within our Anser community. These categories may change quickly throughout the school year. Anser's plan to communicate about such changes is outlined later in this document. Please see the updated [Category Guidelines here](#).

Quick Guide to Anser Responsive Return Plan

This guide is designed to outline how Anser will revise practices to ensure:

- Health & well-being for students, staff, and families
- Excellent & equitable learning experiences

- Safe operations & systems

You can find more detailed information regarding Anser's plans following this guide.

| Central District Health (CDH) Covid-19 Community Transmission Categories | <u>Category 1</u> None to Minimal Community Transmission | <u>Category 2A+B</u> Minimal to Moderate Community Transmission | <u>Category 3</u> Substantial Transmission |
|---|---|--|--|
| CDC Definitions | Evidence of isolated cases or limited community transmission | Widespread or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases. | Large scale community transmission, healthcare staffing significantly impacted, multiple cases with communal settings like healthcare, schools, mass gatherings etc. |
| Anser Operations | <i>Anser's Responsive Return Plan is based on Category 2A being the likely operating condition for the school year.</i> | | |

Below is a Quick Guide to what School Operations would look like in Category 2 & 3. More detailed information follows the chart. Covid-19 is a novel virus, and as health professionals learn more, recommendations and practices may change.

| Centers for Disease Control (CDC) Covid-19 Community Transmission Categories | <u>Category 2</u> Minimal to Moderate Community Transmission | <u>Category 3</u> Substantial Transmission |
|---|--|--|
| Coordination with local health officials | Anser's Responsive Return Plan is reviewed by local health officials. Local and school conditions are monitored in conjunction with local health officials. | In conjunction with local health officials, consider extended school dismissal and all students moving to remote learning. |
| School Operations | Parallel Learning Option. Students attend school Monday-Friday. Remote online learning is available for students whose families request it. Factors within the school or local community may lead to possible alternate day A/B schedule for | Anser will move to remote learning for all students, in coordination with the local health authorities. |

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| | students. | |
| Personal Protective Equipment | <p>Staff and visitors are required to wear face masks.</p> <p>Students are required to wear face masks unless they have a health condition, documented by a letter from their physician, recommending the student be released from this requirement.</p> <p>Plexiglass barriers installed in appropriate locations (front office, lunch service area, etc)</p> <p>Hand sanitizer and hand washing stations available in each classroom and office.</p> | Staff who remain in the building will continue to utilize PPEs as in Category 2. |
| Health Screening | <p>All staff and visitors will be health- screened prior to entering the building.</p> <p>Visitors will be asked additional health screening questions.</p> <p>Attendance and levels of illness will be monitored for trends.</p> <p>Students or staff with diagnosed Covid-19 will meet criteria before returning to the building.</p> <p>Staff and students exhibiting symptoms will be assessed in an isolation room, separate from the front office.</p> | <p>Category 2 steps continue.</p> <p>During remote learning staff, will continue to self report any fever or Covid-19 symptoms.</p> <p>During remote learning staff on site will be limited.</p> |
| Hygiene | <p>Teachers at all grade levels will give lessons on hand washing, covering coughs and sneezes, proper mask use, social distancing.</p> <p>Staff and Students will use sanitation stations set up around the facility to increase options for handwashing.</p> <p>Numerous hand washing times will be built into student schedules.</p> | Staff who remain at school will continue to follow Category 2 hygiene protocols. |

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| <p>Sanitation</p> | <p>Scheduled cleaning of classrooms, cafeteria and other areas with EPA N list registered hospital disinfectant with lowest toxicity category.</p> <p>Between class session cleaning as necessary.</p> <p>Convert water fountains for use as bottle fillers only, students and staff bring personal water bottles.</p> <p>Extra scheduled cleaning of high touch surfaces.</p> | <p>The facility will receive deep cleaning in the event of any school closure.</p> |
| <p>Classrooms</p> | <p>Tables have been removed and replaced with individual desks that will be arranged for social distancing</p> <p>Students will be assigned a specific Chromebook or Ipad for use throughout the school year.</p> <p>Students will have individual school supplies, not shared classroom supplies.</p> <p>Lockers have been removed to allow distancing in moving through hallways.</p> <p>Jr High desks will be cleaned at the end of each period.</p> <p>All students' personal belongings will be taken home each Friday.</p> | <p>Same as Category 2, if school is still in session on campus.</p> |
| <p>Volunteers and Visitors</p> | <p>At this time, volunteers will not be allowed on campus. Visitors will be limited and all adults will be temperature checked and screened for symptoms before entering the building.</p> <p>Wherever possible, meetings will be held virtually.</p> | <p>Only staff who are required to be on campus during remote learning should be present at school.</p> <p>All meetings will be virtual.</p> |
| <p>Student movement through</p> | <p>Art and STEM teachers will provide instruction within the</p> | <p>Same as Category 2 if school is still in session on campus.</p> |

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| <p>the building</p> | <p>Crew classroom, rather than students traveling to other classrooms, as much as possible.</p> <p>Passing periods in Jr High will be coordinated to support social distancing.</p> <p>Students will be placed in cohorts to reduce virus transmission, to the extent possible.</p> | |
| <p>Technology</p> | <p>Anser will deploy a 1:1 device program for students. Each student will have an assigned device. Students participating in online school will be deployed a school chromebook for use at home.</p> <p>Students who are absent for an extended period will have access to the device for use at home to access remote learning.</p> | <p>In the event of an extended dismissal, Anser will schedule device pick up for use in remote learning.</p> |
| <p>Recess</p> | <p>Recess schedule is updated to reduce overlap between Crews, including designated play zones and daily rotations. Additional outdoor spaces will be utilized, including a portion of the front parking lot.</p> | |
| <p>Drop off and Pick up</p> | <p>Drop off time is 8:00-8:15 to eat breakfast and 8:30-8:40 if not eating.</p> <p>The typical pick up procedure will be used, with cohorts spaced farther apart while awaiting pick up.</p> | |
| <p>After School Sports</p> | <p>Sports participation decisions will be made on a sport by sport basis, consistent with the surrounding district.</p> | <p>All sporting practices and events will be cancelled.</p> |
| <p>Anser Events I.e. New Parent Orientation, Back to School Night, Anser Auction</p> | <p>Events will be implemented consistent with social distancing and PPE practices as possible. Most events will likely occur virtually</p> | <p>All events will be canceled or moved online.</p> |

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| <p>Anser Practices I.e. Student-Led Conferences, Whole School Community, Exhibition Nights, Fieldwork, Adventure Trips, Skiing/Snowboarding at Bogus, CBC/Specials</p> | <p>Practices will be revised to support social distancing, moved online or cancelled as appropriate for the specific practice.</p> | <p>All events that fall outside of remote learning will be cancelled or moved online as possible.</p> |
| <p>Food Service</p> | <p>To promote social distancing, the lunch schedule will include some classes eating lunch in classrooms, no overlap of classes in the cafeteria, options for eating outside.</p> <p>To promote social distancing students will be seated and provided with a pre-portioned meal rather than standing in line for meals</p> | <p>In the event of extended dismissals Anser will continue to provide meal service.</p> |
| <p>School Supplies</p> | <p>In order to reduce virus transmission, we ask that each family provide their own set of school supplies for their individual student.</p> | |
| <p>Caring for Students and Staff with Symptoms</p> | <p>A Health Screener will assess and care for ill students until they can be picked up by their parents or guardians.</p> <p>The Health Screener will monitor absences and work with families to determine when it is safe for their child to return to school.</p> | <p>Please notify the school of a positive Covid-19 diagnosis of a student even if all instruction has been moved to remote learning.</p> |

Anser Learning During Covid-19

Making a Family Commitment to Parallel Online Learning or In-Person Attendance

The decision to have your child attend school remotely or in person is complicated, nuanced and influenced by different considerations for every family. Anser honors your right as a parent to determine which option will best fit your child during the pandemic. In order to prepare for the

year, provide adequate staffing and maintain consistency, parents will be asked to choose parallel online learning, or in person attendance during Back to School Registration. The choice parents make during registration will be for the entire year, HOWEVER, parents will have an option to change their selection at the end of each quarter. By limiting our transitions to these set times, Anser will have time to adequately hire and train additional staff if needed.

Some students may be attending school in person, then will miss school due to extended illness or quarantine. Anser staff will support the student and family in initiating parallel online learning during their absence.

We understand that the decisions you make as parents will be influenced by your own family's health, work, and learning factors, in addition to the community level of virus transmission. These conditions can all shift very quickly. If your family needs to make a change to your decision due to unforeseen circumstances, please communicate with your child's Crew Leader. Anser staff will work to meet your student's needs to the best of our ability.

Parallel and Remote Online Home-Learning

Online home-learning is a critical connection between students, parents and Crew Leaders to keep us all moving forward together toward important educational goals. Your student will have important work to be done in homework assignments, make-up work from absences, or when school in person is partially or fully restricted due to community health concerns. As has been the Anser philosophy and practice for many years, learning happens in many different places, in many different ways, with many different teachers. By expanding and deepening our online home-learning opportunities for students, we will provide educational continuity, support and inspiration for Anser students and families to keep learning together, guided by their Crew Leaders, in whatever circumstances we find ourselves.

In order to make home-learning the most beneficial, reasonable, and enjoyable experience possible for students and families, Anser will provide:

- All resources and supplies needed, including but not limited to, technology tools such as Chromebooks or ipads.
- Meaningful, developmentally appropriate learning activities that tie directly to important grade-level standards and [EL design principles](#).
- Clear directions for all activities, including examples and rubrics when possible.
- General time expectations for duration and completion of activities.
- Specific protocols to share helpful, timely feedback on student work.
- Opportunities for regular communication between students and crew leaders, as well as parents and crew leaders.

Anser Board members, crew leaders and administration fully understand that remote learning presents many challenges for families. Each Anser family faces their own unique situation.

Anser staff is here to help, if you let us know what is working and what is not working. Within our statutory requirements, we can be flexible and adapt options for families. However, a consistent level of participation will be mandatory if on-campus attendance is not possible. Communicate directly with your Crew Leader if you need support in customizing your child's online home-learning plan. Together we will provide a rich educational experience for all our students - wherever, whenever, however we can.

What Will Parallel and Remote Learning Look Like?

To consider Parallel learning as the best fit for your student and family, you can view the sample Parallel Learning schedules linked below. These examples outline a typical week for students who opt to learn from home, while other students are attending school in person.

[K-6 Parallel Learning Schedule](#)

[JH Parallel Learning Schedule](#)

In the event of short term or long term closures, the following schedule will be used for all students.

[Remote Learning Schedules](#)

This document contrasts In Person and Parallel Learning in more detail.

[Parallel Learning vs In Person Learning](#)

These schedules are subject to change as conditions change.

Attendance, Grading & Assessment

If a student is participating in parallel or remote learning from home for more than a week, on-line participation will be mandatory unless their health does not allow for it. Attendance will not be taken by "hours on-line" but rather by evidence of engagement in Google Classroom and movement towards mastery of learning targets. Grades will continue to be standards-based. Students will demonstrate competence on the standards covered by learning activities, projects, and cumulative assessments. Opportunities for additional instruction, practice, revision and reassessment will be given until proficiency is reached or the school year ends.

What Will Learning at School Look Like?

The following are the scheduling strategies Anser will be implementing in Elementary in order to reduce the risk of Covid-19.

- Fieldwork, Adventure trips, CBC will be postponed until conditions allow a safe return to these practices. Some nature-based fieldwork within walking distance may still take place, not requiring parent drivers.

- Whole School Community will continue to be an integral part of our student's experience at Anser. Plans will be developed for crews to present remotely.

Elementary Grades K-6

- Students will spend most of their day with their homeroom crew.
- Specials - Art and STEM teachers will provide instruction within the crew classroom, rather than students traveling to other classrooms as much as possible. PE will be outside as much as possible.
- Recess - The recess schedule is being updated to reduce overlap between Crews. There may be an increase in the amount of recess.

Junior High Grades 7-8

- Anser's existing block schedule has been modified to reduce the number of other students each student is in contact with each day. You can see the schedule here: [JH In School Schedule](#)
- 8th Grade Graduation - As we get closer to May, plans for graduation will be communicated, based on current conditions.

As stated within the Guiding Principles, Anser intends to continue to offer a rich and varied EL Education experience during these challenging times. Some shifts to programs will be made to prioritize safety. Because Community Based Curriculum (CBC) cannot be safely implemented at this time, dedicated elementary Specials classes (Art, Stem, PE, Adventure and Second Step) will be offered instead.

Special Education

Anser's Exceptional Child Services is working in accordance with all Federal Special Education law, the local health departments' and the State Board of Education's guidance to ensure that special education services and supports continue during the Covid-19 outbreak. We are committed to meeting the academic, safety, and health needs of all students with disabilities and their families. More specifics about the many IEP services at school, parallel learning, and during potential periods of remote learning can be found on [this link](#).

Plan for Vulnerable Students

The [CDC provides a list](#) of underlying medical conditions that place people of all ages at increased risk including: asthma, type 1 diabetes, and being immunocompromised. At-risk students are encouraged to enroll in Anser's parallel learning program. However, we understand that will not be the best option for every vulnerable student. We encourage families with students who have one of the increased risk conditions listed by the CDC to share Anser's plans with their physician to determine the safest option for your student.

Anser students will be considered *at risk* as documented by their healthcare provider. Students who qualify for special accommodations documented in an IEP or 504 plan may also qualify for extra support programs as needed. If you need additional information to be able to best make decisions regarding your vulnerable student, please contact your Crew Leader for guidance.

School Supplies

The CDC recommends that students use their own personal school supplies this year. Students will have a place to store their supplies in the classroom. Follow [this link](#) to the recommended school supplies for K-5th and 6th-8th. Please let us know if this creates hardship for your family. You can reach out to Siler McCraw at smccraw@ansercharterschool.org for more information.

Volunteers During Covid-19 Pandemic

We are deeply saddened that in order to protect our staff and families, parent volunteers will not be allowed in classrooms as long as there is community spread of Covid-19 in Ada County (Category 2-3). This was a very difficult decision to make, but we must follow the recommendations of our guiding entities Centers for Disease Control and Central District Health. This plan of action is our best option to help us all stay healthy and keep the school open, with the fewest exposures possible. Please remember that your student's classroom will have an on-line component this year, whether your child is learning on campus or at home, so families will be able to keep track of their activities and get to know Crew Leaders, other students, and their families through that avenue as well.

We know this decision will impact families and classrooms differently and we want to re-emphasize that this is a temporary health and safety measure. WE LOVE OUR PARENT VOLUNTEERS and we do not want to lose you! We have been brainstorming some ways you can still contribute and connect to your child's crew and our Anser learning community.

- Building a virtual library of families (including grandparents, Anser alumni, etc.) reading favorite picture books which will be used in classrooms and accessible to the entire Anser community.
- Another virtual library will hold parent/guardian created field trips of their workplaces and hobbies which will be accessible to crew leaders to use for expeditions.
- Parents/guardians can help with breakout rooms to lead literacy and math games, or activities with small groups.
- Volunteers will also be asked to make audio recordings of challenging expedition texts to support in making them more accessible to all students.
- Join Family Council to help plan the virtual gatherings and school-wide service projects. Such activities can bring us together on-line to celebrate and give back to the larger community.
- What is your idea? What are your virtual parent/guardian volunteering ideas? (The volunteer opportunities being virtual, not you, the families!)

Crew leaders will be sharing more options in the fall and we are excited to hear your ideas as well. Thank you for your understanding and patience regarding this difficult decision. As conditions shift, the ability to welcome our volunteers into the building will be evaluated. We cannot tell you how much we look forward to welcoming everybody back to school, healthy and happy, with hugs and high fives!

Changes to Some Anser Traditions for this Year

Anser provides many opportunities for families and students to engage with each other and to build a strong community. Our focus on building that community will have to shift until conditions are safe to re-establish these traditions. Our Back to School Picnic, Harvest Party, Exhibition Nights and Auction will all be offered in a different format this year. More information is forthcoming, as the season approaches.

Student Led conferences may occur virtually or in person by appointment, to accommodate social distancing protocols. Health screening and face masks are expected for students, staff, and families when meeting in person.

Book Fair may be held with a limited number of people in the area at one time, with masks required. An online Book Fair will also be available as a resource for families to shop online instead, while still benefiting Anser's libraries.

The Anser Spring Auction may be held online only, as group gatherings are discouraged or prohibited in the [CDC's guidelines](#). Community Experiences will also be cancelled, unless appropriate social distancing can be assured for all participants.

Exhibition Nights where students share their learning with an authentic audience will be reconfigured to align with whichever CDH Category the school is operating within.

Rather than just canceling all of these events, we will work together to provide safe alternative experiences and use these opportunities to build upon our culture of community and service to others. Based on Anser's long history of community involvement, this decision has been a very difficult one. However, when we prioritize student, staff and family well-being and safety, it is clearly the right call to make, based on the [CDC's guidelines of considerations for gatherings and events](#).

The Anser community can play a part in stopping the spread of this virus by reducing our contacts and maintaining social distancing, and we are committed to doing so. When we can all get back together again, it's going to be a big CELEBRATION!

Technology and Online Learning Platforms

Throughout the 2020-2021 school year, Anser teachers will be using Google Classroom, Google Meet, and Infinite Campus to facilitate learning either in the classroom or from a distance. Grade level teams will communicate with families if they will be using any additional platforms or websites to support distance learning e.g. Seesaw, Khan Academy.

All students will have a school Google account and an Infinite Campus account. In order to login to an Anser Google account, all students will have a Google email address and password. Your child's email address will be the first letter of their first name, followed by their last name, and the year they will graduate 8th grade. e.g. jdoe24@ansercharterschool.org . All students will also have a username and password for Infinite Campus. Your child's Crew Leader will share all login information when school begins.

Follow [this link](#) for quick explanations of each platform as well as directions for signing into each of the platforms. If you have any questions or need support troubleshooting any of these platforms, please email your child's Crew Leader.

In order to provide a rich online learning experience for your child, Anser teachers may offer live streaming of their lessons using a variety of platforms.

One-to-One Student Devices

Anser has made significant technology investments to offer a one-to-one device for each student to use both at school and/or at home. A device will be assigned to each student for use wherever the student is learning, to access learning platforms and to complete their assignments.

- For students that will be participating in parallel learning, a device (Chromebook or ipad) and charger will be distributed this fall during device orientations.
- For students attending school in person, the devices will be stored in each classroom. In the event that a student needs to shift to remote learning due to illness, quarantine etc, their designated device can be taken home.

Parents & students must sign and return the Anser One-to-One Device Acceptable Use Agreement and Student Technology Pledge documents before the device can be issued for home use. An opportunity to sign this use policy will be provided during online registration.

Internet Access for Families

Anser's online learning programs will require students to have access to the internet at home in order to connect with teachers and participate in classes and work. The following companies offer internet services for home use.

- Spectrum Internet is offering 60 days of free internet to homes with K-12 or college students. To enroll, call 1-844-488-8395.
- Cox Internet is providing one-month free internet (and 9.95/month after that) for families with K-12 kids who qualify for the National School Lunch Program, SNAP or TANF benefits.

If you need assistance accessing internet service, and the two options above will not work for your family, some limited scholarship funds are available to support families. Contact Siler McCraw at smcraw@ansercharterschool.org for more information. Please be sure to explore your options and communicate with the school for assistance at least three weeks before school starts if you need assistance accessing internet service.

Social Distancing

Physical distancing strategies in the classrooms, cafeteria, and hallway will be taught, practiced, reinforced and built into daily routines.

Drop-off and Pick up

Morning Drop Off

Masks are expected to be worn once arriving on campus. Please use the playground area for drop off, not the front entrance, unless your student is tardy and the gate is closed.

At 8:00 am staff will be on the playground to supervise students. To the extent that it is possible staff will encourage social distancing and create processes to reduce overlap of student cohorts. Students will remain on the playground until school begins. Breakfast service will begin at 8:15 am and students will be admitted to the cafeteria in stages to support social distancing. Families are encouraged to say goodbye to children at the gate or from their car in the drop off lane.

At 8:40 a.m. students line up on the playground blacktop with their Crew Leader and enter the building. K and 1st grade line up in front of their portables.

Afternoon Pick Up

All students will wait after school in their crew's designated area on the blacktop near the pickup line fence. Crew waiting areas will be spread out to a minimum of 6' between groups (twice the distance as before).

Bus Transportation

The Covid Response Team and the Anser Board are unable to develop guidelines for transportation at this time that ensures the safety of all students while also guaranteeing funding for the program. The Covid Response Team will continue to explore this option as pandemic conditions and regulations evolve. At this time, Anser will be delaying the transportation program until conditions are equitable and the bus ridership can be implemented in a way that is both safe during the pandemic and fiscally responsible. Additional communication will be sent to families regarding this delay.

Food Service

Anser will be adding breakfast service to our food service program this year. Breakfast will be served beginning at 8:15 am. Meals will be packaged for easy service and students will be seated in a manner to promote social distancing within the cafeteria.

Lunch service will be extended to avoid overlap of different grade levels. Anser will utilize the cafeteria, classrooms and the playground (weather permitting) to provide for additional space for students to social distance while eating. Rather than standing in line, lunches will be delivered to students at their seat to reduce time in line and promote social distancing.

Classroom Setup

All classroom seating will be at individual desks, facing the same direction, spread out as far as square-footage allows. Elementary students will have their own spots that they maintain throughout the day. Students will bring their own supplies to their new spaces, and not share classroom supplies. From pencils to Chromebooks, students will have their own to use. Any shared items, such as classroom library books, will be set aside for a waiting period and/or disinfected between uses. When students do need to change seats, desk tops and chairs will be thoroughly cleaned.

Some careful small group and partner work will be permitted, as all students are expected to wear face masks.. According to the [American Academy of Pediatrics](#), the risk of transmission between students is outweighed by the benefits of social interaction.

Recess periods will also be extended, where risk of transmission among students is much lower. Outdoor play time is vital for students' physical, emotional and social well-being.

Student Cohorts

Students will remain grouped with their crew cohort as much as possible. For example, grades K-6 will remain with the homeroom crew most of the day. Grades 7-8 will have their homeroom crew and a cohort based on math class. Specialist teachers such as art and STEM will travel to classrooms to provide instruction. This will reduce student flow through the building and minimize sharing work spaces.

Movement Through the Building

Students will be encouraged to practice social distancing, and to use greetings such as a wave or elbow bump instead of hugs, high fives, etc. Movement through hallways will be planned to reduce crowding and maintain as much one-way flow as possible.

In Jr High's block schedule, class changes will have a staggered release and allow students an outside break between classes to support distancing in the hallway. This will also give staff an opportunity to sanitize desks and high touch surfaces between class periods.

All lockers and cubbies have been removed from hallways to open up the space and reduce student congregation. Water fountains will be converted to water bottle filling stations and no-touch technology will be installed on as many doors as possible. First aid supplies will be located in each classroom, reducing student trips to the front office.

Virus Transmission Reduction

Students, staff and visitors will be required to wear masks while on campus. The CDC encourages schools to "teach and reinforce the use of face coverings" because Covid 19 is transmitted primarily through droplets from the nose and mouth. The American Academy of Pediatrics also supports the use of face masks by school-age children. Wearing a face covering may be a bit awkward and uncomfortable but it [protects people around you if you are a Covid 19 carrier who is not showing any symptoms](#). We will wear face masks at school to take care of our Anser community, students, staff and family members alike. Written requests from a parent/guardian, including a note from a physician exempting the student from wearing a mask, will be considered. Cloth or disposable masks will be provided to those who need them.

All staff will be self-screened before they arrive at school. We ask that students be temperature and symptom checked at home, with the knowledge that fever is not a common symptom of Covid 19 in children. Children are more likely to present with gastrointestinal distress. Students must be kept home when showing any [symptoms of Covid 19](#). Anyone who develops symptoms

while at school, will be isolated and sent home. Anser staff will follow guidance provided by Central District Health and will work with families to determine when it is safe for the student to return to school.

Adult visitors will need to call the front office before entering the building, and will also be temperature checked upon arrival. At this time, volunteering in the classrooms will not be allowed this to prevent any additional possible exposures. Most reasons to visit the school office, such as funding lunch accounts, etc. can be handled over the phone.

Thorough [hand washing and hand sanitizing protocols](#) will be taught, practiced, reinforced and built into classroom daily routines. [Proper etiquette for sneezing and coughing](#) will also be taught and practiced.

High touch surfaces such as (but not limited to) handrails and faucets will be sanitized on a regular schedule. Surfaces will be wiped down with a cleaning solution to remove any substances and then sprayed with an EPA -approved disinfectant to air dry. Our sanitation practices will follow the [CDC's guidelines for cleaning and disinfecting community facilities](#). All difficult-to-clean furniture and objects such as couches and pillows have been removed from classrooms.

[Physical distancing strategies](#) in the classrooms, cafeteria, and hallway will be taught, practiced, reinforced and built into daily routines.

Students with lunches from home will eat in their classrooms. Students eating school lunch will be on staggered schedules, with distanced seating spread out in the cafeteria/gym and outdoors when possible.

Water fountains will be converted to water bottle filling stations and no-touch technology will be installed on as many doors as possible.

Daily Cleaning

Anser is committed to diligently following the [CDC guidelines for cleaning and disinfecting community facilities](#). Each member of our staff Crew will have a role to play in keeping our facility clean and safe. Anser's low toxicity, EPA approved cleaning and disinfecting products will be used to sanitize desks, high touch surfaces, bathrooms, the cafeteria, etc. at least daily, and more often depending on the type of surface. Special attention will be paid to high touch surfaces such as hand railings, door knobs and bathrooms.

All staff will be trained on the proper application of cleaning products to ensure their efficacy and safe application. Teaching and administrative staff will assist with sanitizing each desk at the end of every school day. Anser has invested in additional cleaning equipment that will allow

custodial staff to quickly sanitize large areas such as playground equipment, the gym etc. with low toxicity, hospital grade EPA approved sanitizers.

Cleaning in the Event of a Confirmed Case of Covid-19

In the event that a staff member or student with confirmed Covid-19 has been in the facility, Anser will work with Central District Health to implement the approved cleaning protocols in addition to regular daily cleaning. This may necessitate a short term closure of the school if the protocols cannot be completed before the next school day.

Facility Changes and Upgrades

In order to reduce the likelihood of transmission of the virus, a variety of changes have been made in the facility. All student tables have been replaced with desks. All lockers have been removed to reduce student congregation and to increase space for passing in hallways. Physical barriers will be installed in areas where needed including at the front office.

Two additional water bottle fillers will be installed and all water fountains will be converted to working only as bottle fillers. Students will be encouraged to bring their own water bottles to school and take them home for regular cleaning.

Anser's HVAC system has been inspected to ensure that air circulation is optimal to support staff and student health and safety. Particular attention has been paid to rooms that do not have windows to ensure that plentiful fresh air is introduced into the classroom. Upgrades have been completed to ensure adequate fresh and clean air can be circulated in each classroom as needed.

Caring for the Health of Our Students

Student/Family Self-Screening Procedures:

All students/families, shall ask themselves the following questions daily before allowing their student to attend school:

- Since your last day of school have you had any of these symptoms that are not attributable to another condition?
 - Fever or Chills
 - Students who have symptoms of acute respiratory illness should notify the school and stay home until they are free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). A fever is considered having a temperature of 100.4° F or greater using an oral thermometer.
 - Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Congestion or Runny Nose
- Nausea, Vomiting or Diarrhea
- Muscle or Body Aches
- Headache
- Sore throat
- New loss of taste or smell
- Are you ill, or caring for someone who is ill?
 - Students who are well but who have a sick family member at home with Covid-19 should stay home.
 - In the two weeks before you felt sick, did you:
 - Have contact with someone diagnosed with Covid-19?
 - Live in or visit a place where Covid-19 is spreading?
- If the answer is YES to any of these questions:
 - Do not attend school.
 - Contact your school to notify them of your student's need to be absent.
 - Contact your healthcare provider.
 - If you are able to manage your student's symptoms at home, your student may return to school when the following are true:
 - Your medical provider has lab documented diagnosis of a different illness than COVID-19 and cleared your student to return, **or**
 - Your student has two negative test results for COVID-19 with 24 hours separating the two tests and no symptoms, **or**
 - At least 10 days from the first clinical diagnosis symptom **and** at least 24 hours fever free without fever-reducing medication **and** when symptoms are improving.

Anser staff will assist families in understanding and implementing these procedures. The school will maintain the necessary documentation related to student absence to ensure students are not returning to school before the above criteria have been met.

Covid-19 testing has been difficult to access. In the event that testing cannot be completed Anser will work with the CDH to determine when a student is safe to return to school. Anser has on campus testing when supply is available.

Students with Covid-19 Symptoms

Students who have ANY of the following symptoms must notify the school and stay home until they are free of fever and any other symptoms for at least 24 hours, *without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)*:

- Fever (100.4° F or greater using an oral thermometer).
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Congestion or Runny Nose
- Nausea, Vomiting or Diarrhea
- Muscle or Body Aches
- Headache
- Sore throat
- New loss of taste or smell

Students who develop symptoms at school will be immediately referred to health-screening staff and moved to the designated isolation area. Parents or guardians will be notified and the child will be picked up immediately.

Requirements and Documentation for Return to School

Student may return to school when the following are true:

- Your medical provider (provide documentation) has determined a different illness than COVID-19 and cleared your student to return, **or**
- Your student has two negative test results for COVID-19 (provide documentation) with 24 hours separating the two tests and no symptoms, **or**
- At least 10 days from the first clinical diagnosis symptom **and** at least 24 hours fever free without fever-reducing medication **and** when symptoms are improving.

Anser staff will assist families in understanding and implementing these procedures. The school will maintain the necessary documentation related to student absence to ensure students are not returning to school before the above criteria have been met. Access to Covid-19 testing has been difficult to access. In the event that testing cannot be completed Anser will work with the CDH to determine when a student is safe to return to school. Anser has on campus testing when supply is available.

If a Student is Exposed, or Family is in Quarantine

Student/Family Responsibilities

- If a household member has tested positive, all members of the family need to quarantine for at least 14 days:
 - Do not attend school.
 - Notify the school of the positive test and your student's need to be absent.
 - Anser will provide the materials and instruction for your student to attend online while they are in quarantine.
 - If during that period a student subsequently tests positive for COVID-19 or became ill but has not been tested but were directed to stay home from school may return to school under the following conditions (per CDC guidance):
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed since symptoms first appeared.

Staff Responsibilities

- Notify the Education Director and Organization Director if you know of a student who has tested positive for COVID-19. A director will contact Central District Health and assist Central District Health with Contact Tracing and investigation to determine if the student contracted COVID-19 at school as needed.
- Director will initiate communication to staff, students, and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
- Directors will coordinate with local public health and following guidance for developing a course of action
- If it is determined there will be school dismissals, school facilities will be disinfected according to CDC and local public health officials guidance during the dismissal

Communication

How Confirmed Covid-19 within Anser Community will be Communicated

Following a confirmed case of Covid-19 among student or staff, Anser directors will initiate communication to staff, students, and families of the possible exposure while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA). Communication will come through the channels of email, Infinite Campus Messenger, and the weekly Flight Plan newsletter. The latest information will also be posted to the Anser website under <https://www.ansercharterschool.org/closure/>.

Families are encouraged to review and update their email and contact information [here](#) to ensure they receive the information in a timely manner. New families will receive login information at Back to School Orientation. For login assistance, email info@ansercharterschool.org

How Immediate Closure will be Communicated

Announcements of immediate closure that will take effect the next school day will come through the channels of email, Infinite Campus Messenger, Anser website, social media, external signage, and automated phone/text message. Families may update preferences of voice/text contact via Infinite Campus [here](#).

How Plans to Reopen will be Communicated

Announcements of reopening plans come through the channels of email, Infinite Campus Messenger, Anser website, social media, external signage, and the weekly Flight Plan newsletter.

How Revisions to Plans will be Communicated

Revisions to Covid-19 response plans will be communicated via email, Infinite Campus Messenger, Anser website, and the weekly Flight Plan newsletter. The latest information can always be found on the Anser website under <https://www.ansercharterschool.org/closure/>.

How Families Can Communicate Suggestions, Questions or Concerns

In these unprecedented times, the Anser Community Board and staff recognizes each family has unique needs and concerns. Many plans made during this season may help some families while others are disappointed. Believing everyone is doing their best for students, staff, and families that make up the Anser community, we do welcome your feedback through suggestions, questions, and concerns. Email info@ansercharterschool.org and your message will be routed to the Covid Response Team.

How Can Anser Families Support the School

Enrollment and Attendance drive 80% of the school's funding. Anser families who support their student in completing parallel lessons, or having regular attendance in person are supporting the school. There are additional ways families can support during times of remote and parallel learning.

- Order lunch and breakfast! Even during closure the school will provide meals and all families who order meals, whether paid or free are supporting the lunch program.
- Consider joining the Family Council! We need parent support and input now more than ever! If you are interested or want to learn more, please email Tamara Reames at treames@ansercharterschool.org
- Add to our library of videos! Families can record themselves reading books, taking virtual field trips, giving lessons on a hobby or more! These videos will be available to our students and will help us all stay connected when we have to be a part.
- Reach out to new families! What a time to join a new school. We hope our returning families will reach out to our new families to make sure they are welcomed.
- Support the Fall Fund Drive! Anser has already incurred over \$200,000 in Covid related expenses. Your support of the Fall Fund Drive will help stabilize our annual budget.

- Our Crew is strong, and we can accomplish so much when we work together. Support your teachers and Anser staff with understanding and some grace for mistakes as we work through this tremendous shift for our whole society. We can't do it without you!

How is the Anser Board Supporting Staff

The Anser Board has continued to honor the shared leadership model upon which Anser is built. They have supported staff in developing operational plans that support the needs of staff as they also balance the needs of families. The Anser Board has grounded operational plans in science in order to support the optimal safe working environment for our staff. Major investments in creating the safest work environment possible include: upgrades to the HVAC system; PPE for staff and students; new furniture and equipment to support social distancing; developing plans to reduce the number of students on campus at any one time; creating a health screener position; purchasing software, supplies and equipment based on teacher planning for parallel learning; purchasing additional cleaning and sanitizing equipment and investing in teacher professional development for online instruction. Anser continues to provide short term disability insurance, life insurance, health insurance, and an Employee Assistance Program. The Anser Board has reviewed the Staff Pandemic Plan and assured that all forms of family and medical leave, disability accommodation, and health screening provide support for all staff to complete their job duties in a safe, collaborative environment.

In Gratitude

The Covid Response Team extends our gratitude to our fellow Anser staff, Anser Board members and Anser families. Our entire crew has been front and center as these plans have been developed. The health and safety of our crew members while providing an excellent and equitable education is the priority during these challenging times has been our focus.

“We are crew, not passengers, strengthened by acts of consequential service to others.” At no other time have these words been more important to us. The incredible school community we have all created together is Anser’s greatest strength. Our commitment to each other will be what helps us through.

The Covid Response Team,
Michelle Dunstan, Education Director
Heather Dennis, Organization Director
Tamara Reames, Community Engagement Coordinator
Jess McGinnis, 1st Grade Crew Leader
Abby Wirsching, Jr High Crew Leader
Richard Incorvia, STEM CBC/Electives Crew Leader
Amanda Brooks, Exceptional Child Services Crew Leader

Guidance Documents for Anser's Responsive Return Plan

[Central District Health Organization](#)
[Guidance for Schools](#)
[Guidance for Social Gatherings and Events](#)
[Caring for Someone at Home](#)



[Centers for Disease Control and Prevention](#)
[Helping Children Cope](#)
[Caring for Children](#)
[Keeping Children Healthy During Covid 19](#)
[Support for Teens and Young Adults At Home](#)
[K-12 Schools and Child Care Programs](#)



[Idaho State Board of Education](#)
[School Operations Guidance](#)



[American Academy of Pediatrics](#)
[Planning Considerations: Guidance for School Re-entry](#)
[When to Keep Your Child Home](#)



[Idaho- Back to School Framework- 2020](#)
[Idaho State Department of Education](#)
[Child Nutrition Programs](#)
[Educational Resources for Students and Parents](#)



Community Resources for Assistance

[Idaho Department of Health and Welfare](#)

[Child Care Assistance](#)

[Food/ Cash Assistance](#)

[Women's and Children's Alliance](#)

[Idaho Food Bank](#)

[Covid-19 Feeding Site Locator](#)

[United Way of Treasure Valley](#)

[Treasure Valley Community Resources](#)



| Resources Organized by Category | Resource Link |
|---|---|
| School Guidance | Idaho Back To School Framework AAP- Planning Considerations: Guidance for School Re-entry Central District Health School Guidance Centers for Disease Control Guidance for schools |
| Educational Resources for Parents and Students | Idaho State Department of Education Educational Resources for Students and Parents Women's and Children's Alliance |
| Food/M meal Support | Idaho Food Bank Child Nutrition Programs Covid-19 Feeding Site Locator |
| Preventing Transmission of Covid-19 | Social Distancing CDC- Social Distancing CDHD- Guidance for Social Gatherings and Events |

| | |
|--------------------------|---|
| | <p>Face Masks CDC- About Cloth Face Coverings</p> <p>Preventative Measures CDC-Handwashing CDC-Coughing and Sneezing</p> <p>At Home Care CDHD-Caring for Someone at Home CDC- Keeping Children Healthy During Covid-19 CDC-At Home AAP-When to Keep Your Child Home</p> |
| Mental Health | <p>CDC-Helping Children Cope CDC- Support for Teens and Young Adults Caring for Your Mental Health During Lockdown</p> |
| Special Education | <p>U.S Dept. Of Education- Special Education Services During Covid-19 Idaho Dept. Of Education- Special Education Services During Covid-19 Social Story- King Covid and the Kid Who Cared Social and Emotional Learning Worksheets and Lessons Idaho SESTA Behavior Resources Challenging Behavior Parent Guide Challenging Behavior Parent Guide (Spanish)</p> |