



## Melba Back to School Framework

The Melba School District (MSD) Back to School Framework is a living document which will be updated to meet the current community needs and in accordance with new guidelines. The most recent version of this framework will be posted on the front page of the MSD website ([www.msdl36.org](http://www.msdl36.org)) listing the version number and date of update. Guidelines from the Center for Disease Control and Prevention (CDC), the Governor's office, Southwest District Health (SWDH), the State Board of Education (SBOE), the State Department of Education (SDE), the Idaho High School Activities Association (IHSAA), and other state and local officials will be monitored. The MSD Board of Trustees will have the final say in the category under which the district will operate.

It is our goal to provide the highest quality education to our community in the safest manner possible. While COVID-19 has provided many challenges, we believe it is in the best interest of our students, staff, and community to reopen our schools this fall for face-to-face instruction with our students. The MSD Back to School Framework will consist of three categories to match those recommended by the Idaho Back to School Framework 2020 issued by the State of Idaho.

- **Green: Normal Operations** - MSD will open all schools with all students attending full time. Schools will implement the updated procedures established under the guidelines of SWDH, the SDE, and the SBOE.
- **Yellow: Hybrid Schedule** - MSD will keep buildings open but with alternating schedules for students. Students will attend some face to face in building time and will spend some time learning online at home. Groups of students will be determined based on home address in order to keep families attending on the same schedule.
- **Red: Stay at Home** – In extreme condition, when required to comply with local or state stay-at-home order, MSD will close schools and provide online learning opportunities for use at home.

The MSD Back to School Framework was built upon the recommendations and suggestions of health officials in order to minimize the risks and spread of COVID-19. To accomplish the goal of reopening our schools it is essential that all stakeholders do their part. Everyone will need to monitor their health and stay at home if they are feeling sick, showing symptoms of COVID -19, or have knowledge of exposure to someone who has tested positive for COVID-19.

In addition to this framework, Melba Elementary School and Melba Junior/Senior High School will provide parents with a plan that outlines more specific procedures for their school and students. The school-based plans may also be found on the front page of the MSD website. ([www.msdl36.org](http://www.msdl36.org))

## Green – Normal Operations

Schools are open with all students attending full time for face-to-face instruction. Schools will incorporate protocols to minimize the risk and spread of COVID-19.

### Priorities:

- Consistent communication between the schools and parents. Communication will be sent to the parent email on record at each school, posted on the MSD website ([www.msdl36.org](http://www.msdl36.org)), shared with district social media links, and sent home with students when possible. MSD will also send out text messages when appropriate.
- Staff and students who are ill or showing symptoms remain at home.

### District/School Practices:

- Physical distancing where possible and reasonable.
- Facial coverings will be recommended but not required for staff and students.
- Face shields will be required for speech/language intervention when staff and students must work in close contact. These will be provided by MSD.
- Buildings will be routinely cleaned and disinfected. There will be a focus on high traffic areas.
- Handwashing will be utilized throughout the day.
- Hand sanitizer will be available throughout all buildings.
- Sneeze guards will be utilized in office spaces where necessary.
- Some school and district-wide events may be changed or cancelled.
- Access to campus may be limited and new protocols for volunteers implemented.
- Water fountain spigots have been covered, but bottle fillers will be available.

### Transportation

- Facial coverings will be recommended but not required for bus drivers and riders.
- School buses will be thoroughly cleaned daily.
- Families will be asked to sit together on bus routes both to and from school.
- Buses will load from the back to the front, with assigned seating.
- If MSD is unable to provide drivers for all bus routes, students may be picked up at bus stops located near their home.

### Classroom Practices

- Teachers will provide instruction/reminders on appropriate hygiene.
  - Correct handwashing, covering coughs and sneezes, not touching face
- Teachers will maintain an up to date seating chart.
- Students will use their own materials and supplies, items such as pens, pencils, markers, will not be shared between students.
- Desks arranged to allow for cohort groups and physical distancing where possible.

## Common spaces

- Traffic patterns will be established to limit exposure where possible.
- Lunch times and/or routines will be adjusted to minimize exposure where reasonable.
- Elementary students will be provided recess with 2 or 3 grade levels at a time. Physical distancing will be encouraged.

## Extracurricular Activities

1. Health and Safety Measures for Conditioning, Practice and Contests:
  - All coaches and athletes should be screened for symptoms of COVID-19 prior to a practice, workout or contest. Screening includes a temperature check and checklist of symptoms and will be completed by the coaches of the respective sport (see district plan for specific details regarding screening questions and protocol for “yes” answers).
  - There will be no shared towels or water bottles. Athletes will bring their own water bottles to practice.
  - Equipment will be sanitized after use prior to the next practice or contest.
  - Limited number of athletes will be allowed in the training room at one time.
2. Protocol for hosting events (spectator and team attendance):
  - Allow for groups larger than 50 where physical distancing is possible and reasonable (football field and gymnasium).
  - Locker rooms cleaned and sanitized prior to arrival and after departure.
  - Facial coverings recommended but not required for fans.
  - Hand sanitizer will be available throughout the facility.
  - Water fountain spigots covered but water bottle fillers will be available.
  - Concession workers required to wear face masks and gloves. Physical distancing implemented for concessions lines and food pick-up.
3. Transportation:
  - Facial coverings recommended but not required for both bus drivers and passengers.
  - School busses will be thoroughly cleaned daily.
4. Protocol for dealing with a positive COVID-19 test of an athlete or coach directly involved with the program:
  - Athlete/coach should not come to school or practice and should isolate for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms. Documentation from a medical provider clearing the athlete must be obtained by the school before the athlete can return to play.
  - If your medical provider has determined a different illness other than COVID-19 and cleared your child to return to school, he/she may return.

- If your child has had close contact with someone testing positive for COVID-19, we recommend:
  - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms.
  - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

## Yellow – Hybrid Schedule

Schools are open with decreased numbers of students in the buildings. This change in schedule will be determined by the MSD Board of Trustees based on evidence of COVID-19 spread and advice of the SWDH, the SBOE, and the SDE.

### Priorities:

- Consistent communication between the schools and parents.
- Staff and students who are ill or showing symptoms remain at home.
- Maximize physical distancing by reducing the number of students in buildings.

### District/School Practices:

- Physical distancing where possible and reasonable.
- Facial coverings will be encouraged but not required for staff and students.
- Face shields will be required for speech/language intervention when staff and students must work in close contact.
- Buildings will be routinely cleaned and disinfected. There will be a focus on high traffic areas.
- Handwashing will be utilized throughout the day.
- Hand sanitizer will be available throughout all buildings.
- Sneeze guards will be utilized in office spaces where necessary.
- Some school and district-wide events may be changed or cancelled.
- Access to campus may be limited and new protocols for volunteers implemented.
- Water fountain spigots have been covered, but bottle fillers will be available.

### Transportation:

- Facial coverings will be encouraged but not required for bus drivers and riders.
- School buses will be thoroughly cleaned daily.
- Families will be asked to sit together on bus routes both to and from school.
- Buses will load from the back to the front, with assigned seating.
- If MSD is unable to staff each bus route, riders may be picked up at bus stops located near their home.

### Classroom Practices:

- Students will attend on either Monday/Wednesday or Tuesday/Thursday.
- Days of attendance will be determined based on where students live in order to keep families attending on the same schedule
- Teachers will provide instruction on the days students are in the building.
- Students will work independently at home on alternate days.
  - This will include additional practice, project completion, and independent work. All work assigned must be submitted and will be counted toward the overall grade in the course in the same manner as work completed within the school.

### Common spaces:

- Traffic patterns will be established to limit exposure where possible.
- Lunch times and/or routines will be adjusted to minimize exposure where reasonable.
- Elementary students will be provided recess with 2 or 3 grade levels at a time. Physical distancing will be encouraged.

## Extracurricular Activities

1. Health and Safety Measures for Conditioning, Practice and Contests:
  - All coaches and athletes should be screened for symptoms of COVID-19 prior to a practice, workout or contest. Screening includes a temperature check and checklist of symptoms and will be completed by the coaches of the respective sport (see district plan for specific details regarding screening questions and protocol for “yes” answers).
  - There will be no shared towels or water bottles. Athletes will bring their own water bottles to practice.
  - Equipment will be sanitized after use prior to the next practice or contest.
  - Limited number of athletes will be allowed in the training room at one time and **face masks required**.
2. Protocol for hosting events (spectator and team attendance):
  - Allow for groups **up to 50** where physical distancing is possible and reasonable (football field and gymnasium).
  - Locker rooms cleaned and sanitized prior to arrival and after departure.
  - Facial coverings **required** for coaches, managers, athletes not participating and spectators.
  - Hand sanitizer will be available throughout the facility.
  - Water fountain spigots covered but water bottle fillers will be available.
  - Concession workers required to wear face masks and gloves (**limited menu**). Physical distancing implemented for concessions lines and food pick-up.
3. Transportation:
  - Facial coverings **required** for both bus drivers and passengers.
  - School busses will be thoroughly cleaned daily.
4. Protocol for dealing with a positive COVID-19 test of an athlete or coach directly involved with the program:
  - Athlete/coach should not come to school or practice and should isolate for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms. Documentation from a medical provider clearing the athlete must be obtained by the school before the athlete can return to play.
  - If your medical provider has determined a different illness other than COVID-19 and cleared your child to return to school, he/she may return.

- If your child has had close contact with someone testing positive for COVID-19, we recommend:
  - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms.
  - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

## **Red: Stay at Home**

In extreme conditions, when required to comply with local or state stay-at-home order, MSD will close schools and provide online learning opportunities for use at home.

### Priorities:

- Reduce the risk of further community spread.
- Provide a high-quality blended learning education.

### District/School Spaces:

- Closed to the general public except by special appointment.
- There may opportunities for small group in person instruction or intervention.
- Schools may offer internet access in surrounding areas where feasible. For example, a mobile hot spot may be placed in an area that multiple families may access on a rotating basis.

### Remote/Online Instruction:

- Maintain rigorous instruction on Idaho Standards in each grade and class.
- Traditional grading practices will continue.
- Accountability with district and state assessments will be maintained as reasonable.
- Clear expectations and communication for students and families.
- Training will be offered for parents who need assistance with technology and online instruction.
- Microsoft Office 365 will be used with Teams as the Learning Management System.
  - Students will have a single sign on through ClassLink to assist in the access of the remote/online learning.
- Options such as lessons recorded to DVD, CD or on a flash drive may be provided in circumstances where internet access is severely limited.

### **Extracurricular Activities**

1. Health and Safety Measures for Conditioning, Practice and Contests:
  - All coaches and athletes should be screened for symptoms of COVID-19 prior to a practice, workout or contest. Screening includes a temperature check and checklist of symptoms and will be completed by the coaches of the respective sport (see district plan for specific details regarding screening questions and protocol for “yes” answers).
  - There will be no shared towels or water bottles. Athletes will bring their own water bottles to practice.
  - Equipment will be sanitized after use prior to the next practice or contest.
  - Limited number of athletes will be allowed in the training room at one time and **face masks required.**

2. Protocol for hosting events (spectator and team attendance):
  - Sporting venues are closed to the public. No gatherings of more than 10 people or less at one time (inside or outside).
  - Minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper physical distancing can occur.
  - Locker rooms will not be utilized.
  - Facial coverings **required** for coaches and athletes at practice.
  - Hand sanitizer will be available throughout the facility.
  - Water fountain spigots covered but water bottle fillers will be available.
  
3. Transportation:
  - No school transportation will be utilized.
  
4. Protocol for dealing with a positive COVID-19 test of an athlete or coach directly involved with the program:
  - Athlete/coach should not come to school or practice and should isolate for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms. Documentation from a medical provider clearing the athlete must be obtained by the school before the athlete can return to play.
  
  - If your medical provider has determined a different illness other than COVID-19 and cleared your child to return to school, he/she may return.
  
  - If your child has had close contact with someone testing positive for COVID-19, we recommend:
    - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms.
    - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

## Parent and Community Support

In order for MSD to accomplish our goal of providing the best educational opportunities for our students, we must have student, parent, staff, and community support.

We ask that as students and staff prepare for school each day, they ask themselves these questions:

- Since your last day in school have you had any of these symptoms that are NOT attributable to another condition?
  - Fever or chills (A fever is considered having a temperature above 100.3 F)
  - 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
  
- If the answer is Yes to any of these symptoms, we ask that:
  - You do not send your child/you do not come to school.
  - Contact your healthcare provider for guidance.
  
- If you/your child has tested positive for COVID-19 or was directed by a healthcare provider or SWDH to stay home, we ask that:
  - You do not send your child/come to school until:
    - Your child/you have isolated for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms...or
    - Your medical provider has determined a different illness than COVID-19 and cleared your child/you to return to school.
  
- If your child has had close contact with someone testing positive for COVID-19, we recommend:
  - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms
  - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

Parent communication with the school throughout any periods of isolation or quarantine will assist both parents and schools in maximizing the success for everyone. Parents should contact the school secretary via phone or email. Teachers will maintain communication with parents via phone, email, and Office 365 Teams to ensure that students maintain progress on work in the classroom as long as the student's health permits.

Each school will maintain student attendance within PowerSchool. The district superintendent will monitor the rate of absenteeism of both staff and students. Comparisons between the current year and previous year will be completed.

### **Responding to a Confirmed Case of COVID-19:**

An important part of limiting the spread of COVID-19 in our community is identifying those may be sick, infected, or who have been exposed, and requires all of us working together to keep the virus in check.

**Students/families:** If your child has tested positive for COVID-19 we ask that:

- You do not send your child to school
- Call the school secretary or administrator to notify them of the positive test
- Follow guidance from your healthcare provider regarding isolation and contact tracing

**School/District:**

- The school secretary or building principal will alert the school nurse of positive tests
- School nurse will contact SWDH
- School and district administrators will coordinate efforts to communicate with staff, students, and parents the possible exposure while maintaining confidentiality as required by the law.

### **Support with Face Coverings**

- MSD will recommend the use of face coverings but will not require them.
- Teachers will provide support in explaining that some students/staff may choose to wear face coverings and that it is an acceptable practice.
- Parents who wish for their child to wear a face covering are encouraged to send the face covering with the student and notify the child's teacher.
  - Parents should practice the wearing of the face covering with the child prior to the start of the school year. This will assist the teacher in minimizing the contact that must be made helping the child properly wear the face covering. Instructions should be given to the child by the parent regarding expected handling of the face mask during lunch, recess, and PE class.

### **Online/Remote Option:**

MSD understands that some students/parents are concerned about the potential health impacts due to the presence of high-risk factors in the home. There will be an option for these students – this will be significantly different than the online teaching that was held during the soft closure in the spring. This instruction will be more structured, and teachers will maintain similar expectations for students working remotely as for those students attending in the building. For students who do not have appropriate access, the district will provide assistance as possible.

If students/parents choose the remote option, the expectation will be that participation is maintained for the full semester. If the remote option is selected, teacher choice is not guaranteed. Should the remote learning option be discontinued, students will be placed in the classroom with the teacher that had been providing them with online instruction if possible.

Notice will be posted when the application for online learning is available.

Families who choose the online/remote option should be prepared with the following:

- A place and supplies in the home set aside for learning

- A time schedule to support learning
- Reliable internet (with the ability to download and stream video and video lessons)
- Ability to print and scan documents
- A device (laptop is preferred) for each student in the home
  - MSD may be able to provide laptops for students
- Parents will be asked to work with the building administration to create a plan for students to complete district and state assessments.

\*\*Households unable to meet the above requirements but needing to apply for remote learning due to health requirements should schedule a meeting with the building administration.

## **Definitions/References**

CDC = Center for Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Idaho Office of the Governor. <https://gov.idaho.gov/>

IHSAA = Idaho High School Activities Association. <https://idhsaa.org/asset/HOME%20PAGE/IHSAA%20Fall%20Sport%20COVID%20Guidelines.pdf>

MSD = Melba School District. Comprised of Melba Elementary School and Melba Junior Senior High School. [www.msd136.org](http://www.msd136.org)

SBOE = The Idaho State Board of Education. <https://boardofed.idaho.gov/>

SDE = The Idaho State Department of Education. <https://www.sde.idaho.gov/re-opening/index.html>

SWDH = Southwest District Health. The regional health department that covers the area of our school district. <https://phd3.idaho.gov/covid19/>

COVID-19 Guidance for Schools. <https://services.aap.org/en/pages/2019-novelcoronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerationsreturn-to-in-person-education-in-schools/>

Results of Parent and Staff Survey. [Survey Results](#)