

# 2022-2023 SCHOOL INSTRUCTIONAL PLAN



New Underwood School District 51-3

*300 East Ash Street, New Underwood, SD 57761 ~ 605.754.6485*

## **New Underwood School District 2022-2023 Instructional Plan**

The onset and spread of Coronavirus (COVID-19) has caused a reimagining of K-12 education on a national and worldwide level. In response to the pandemic, the New Underwood School District Start Up 2020-2021 committee has set forth the initial plan for continued education in midst of and in the wake of this global pandemic.

### **Original Committee Members:**

*Katie Albers – New Underwood School/Community/School Administration*

*Deann Barber – New Underwood Good Samaritan Center/Community/Health Care*

*Brandi Brassfield – New Underwood School/Community/Student Activities*

*Amanda Christensen – New Underwood School/Special Services*

*Josephine Dirksen – New Underwood School/Food Service*

*Colleen Freeman – New Underwood Community/Parent/Health Care*

*Jacque Myers – New Underwood School/Middle & High School*

*John Oleson – New Underwood School/ Elementary School*

*Todd Quigley – New Underwood School/ School Administration*

*Iden Ramey – New Underwood Good Samaritan Center/Health Care*

*Amanda Trole – New Underwood School/Community/School Administration*

*Laurel Venhuizen – New Underwood School Board/Community*

*Jim Ward – New Underwood School/Buildings and Grounds/ Community*

# New Underwood School District 2022-2023 Instructional Plan

School Board Approved: December 2022

Reviewed: November 2022

Contact: Katie Albers, Superintendent

**\*\*This is a living document and subject to change. Please refer to the Centers for Disease Control, South Dakota Department of Health, and South Dakota Department of Education for the most up to date information related to COVID-19.\*\***

## Introduction

The onset and spread of the COVID-19 virus has made a significant impact on the world. It is largely touted that schools are the best place for students, and we plan to offer in person learning to students who attend our district. While living in a small community has many advantages, we understand that we are not immune to the impact of coronavirus. Our intention is to keep every staff member, student, community member and guest safe, though we cannot guarantee that an exposure will not take place.

This plan outlines the steps taken by the district to mitigate the spread of the COVID-19, or any illness for that matter, and keep those within our care as safe as possible. This task cannot be solely the responsibility of those closely associated with the school; it will take, to a large extent, personal responsibility from everyone comes in contact with our staff, students and community. Thank you in advance for your continued efforts in doing what you can to assist our school and community.

## Expectations for the 2022-2023 School Year

- New Underwood School District will provide primary, in-person instruction to students.
- New Underwood School District personnel will do their best to address learning loss due to the pandemic.
- School Leaders will monitor health conditions and make decisions based on the best interests of students, staff and families.
- School Leaders will work transparently with all stakeholders regarding issues related to COVID-19.
- Vaccination cards will not be requested per Executive Order 2021-08.

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## School Calendar

The school calendar has reverted back to the pre-COVID calendar and was adopted by the New Underwood Board of Education in the spring of 2021. There is no feasible or predictable way to adjust the calendar to accommodate for this situation in regard to temporary changes due to COVID-19.

### New Underwood School District 51-3 – 2022-2023 School Calendar

Month	Mo	Tu	We	Th	Fr	Sa	Days/ Sem	Wk	
Aug 2022	1	2	3	4	5	6			1 – Sports Meeting @ 6 pm – NUHS Gym; 4 – HSFB Practice Begins
	8	9	10	11	12	13			12 – HSVB & XC Practice Begins
	15	16	17	18	19	20			15-18 – Teacher In-service; 16 – Open House 5-8 pm
	22	23	24	25	26	27	4	1	22 – First Day of School
Sep	29	30	31	1	2	3	8	2	
	5	6	7	8	9	10	11	3	5 – Labor Day – No School
	12	13	14	15	16	17	15	4	16 – Teacher In-service (Homecoming)
	19	20	21	22	23	24	19	5	
Oct	26	27	28	29	30	1	23	6	29 – Parent/Teacher Conferences 2-8 pm
	3	4	5	6	7	8	27	7	
	10	11	12	13	14	15	31	8	
	17	18	19	20	21	22	35	9	20 – End of 1 <sup>st</sup> Quarter
Nov	24	25	26	27	28	29	4	10	24 – 1 <sup>st</sup> Day of 2 <sup>nd</sup> Quarter
	31	1	2	3	4	5	8	11	4 – Teacher In-service
	7	8	9	10	11	12	12	12	10 – Veterans Day Program; 11 – Veterans Day
	14	15	16	17	18	19	16	13	
Dec	21	22	23	24	25	26	19	14	23 – Early Dismissal @ 1:00 pm; 24 – Thanksgiving Day – No School
	28	29	30	1	2	3	23	15	2 – Teacher In-service
	5	6	7	8	9	10	27	16	
	12	13	14	15	16	17	31	17	
Jan 2023	19	20	21	22	23	24	35	18	22 – End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester; Early Dismissal @ 1:00; Teacher In-service 2-4 pm; 23-31 – Christmas Break – No School
	26	27	28	29	30	31			25-31 – Christmas Break – No School
	2	3	4	5	6	7	4		2 – 1 <sup>st</sup> Day of 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester ; 6 – Teacher In-service
	9	10	11	12	13	14	8	19	
Feb	16	17	18	19	20	21	12	21	
	23	24	25	26	27	28	16	22	
	30	31	1	2	3	4	20	23	3 – Teacher In-service
	6	7	8	9	10	11	24	24	9 – Parent/Teacher Conferences 2-8 pm
Mar	13	14	15	16	17	18	28	25	
	20	21	22	23	24	25	31	26	20 – Presidents' Day – No School
	27	28	1	2	3	4	35	27	3 – Teacher In-service
	6	7	8	9	10	11	39	28	9- End of 3 <sup>rd</sup> Quarter
Apr	13	14	15	16	17	18	4	29	13 – 1 <sup>st</sup> Day of 4 <sup>th</sup> Quarter
	20	21	22	23	24	25	8	30	
	27	28	29	30	31	1	12	31	
	3	4	5	6	7	8	16	32	
May	10	11	12	13	14	15	19	33	10 – Easter Break – No School
	17	18	19	20	21	22	23	34	
	24	25	26	27	28	29	27	35	
	1	2	3	4	5	6	31	36	5 – Teacher In-service
	8	9	10	11	12	13	35	37	
	15	16	17	18	19	20	39	38	
	22	23	24	25	26	27			18 – Last day of 4 <sup>th</sup> Qtr/2 <sup>nd</sup> Sem; Dismissal @ 12:00; Teacher In-service 1-4 pm; 20 – Graduation @ 3 pm
	29	30	31				148	38	

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## Sanitizing & Cleaning Efforts

Since March 2020, our custodial staff has been increasing and revamping our routines to clean and sanitize our building and grounds. They have employed new products and new techniques to clean and sanitize our facilities. It should not however, be assumed that our custodians are the only one's solely responsible for keeping our facilities clean. Additional effort for all inhabitants of the building will need to be made to ensure that we keep our school as germ free as possible.

Frequency	Custodians	Teachers/Staff	Students
<b>Classrooms</b>			
Daily	Sweep	Dust surfaces	Utilize trash cans and pick up messes
	Empty Trash	Keep floors clear	Wipe off tables/chairs where sitting before sitting and upon exit
	Disinfectant Fog (during high infectious times)	Clean/sanitize table tops and frequently touched surfaces/utensils (door handles*)	
To the maximum extent possible keep windows open			
Weekly	Mop		
<b>Restrooms</b>			
Daily	Clean sinks, toilets & counters	Do your part to keep it clean: Use trash cans, pick up dropped items	Do your part to keep it clean: Use trash cans, pick up dropped items
	Sweep & Mop Floors	Report to custodial staff anything needing attention	Report to custodial staff anything needing attention
	Disinfectant fog – 2-3 times daily (during high infectious times)		
<b>Common Areas (Entrances/Tiger Den/Halls/Gym)</b>			

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Daily	Sweep/Vacuum	Help to keep these areas free of debris	Help to keep these areas free of debris
	Wipe down frequently touched surfaces (door handles*)  Disinfectant fog when not in use. (during high infectious times)		
Weekly	Mop/Shampoo		
*Multiple times a day (often if used)			

### Hygiene & Education

Much of the research has indicated that you can mitigate the spread of not just COVID-19, but many other viruses and germs with proper hygiene. Efforts will be made by classroom teachers and staff to impress the importance of and encourage frequent and appropriate hand washing. Additionally, the district purchased hand sanitizer dispensers and hand sanitizer to be placed in all classrooms and public areas of the school. We ask that students, staff and visitors use personal responsibility and utilize hand washing and hand sanitizer when possible.

There will be visual reminder posters hung up in restrooms, public areas and classrooms as well.

Classrooms teachers will be encouraged to keep windows open as often as practical to encourage fresh air flow.

Explicit instruction concerning respiratory etiquette will be taught as needed in classes to include covering coughs and sneezes (using “cough catcher”) as well as staying home when ill and masking when appropriate as recommended by local health department and CDC.

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## School Operation

It is the desire of the New Underwood School District to resume what we have known as normal, face to face classroom instruction as much as possible. Depending on the local spread of the virus and its impact on our community, our instruction may be altered in the following ways:

<i>Staged Delivery of Education</i>							
Level	Community Spread	Student Arrival	School Day	Lunch	Activities	Precautions	Other
Business as Usual	*None-Minimal	K-2 <sup>nd</sup> Playground	Normal Schedule	Normal Schedule	No Restrictions	-Routine cleaning -Emphasis on personal hygiene	Visitors permitted with proper check in (Office)
		3 <sup>rd</sup> -5 <sup>th</sup> Library Lawn					
		6 <sup>th</sup> -12 <sup>th</sup> Main Gym					
Level 1	*Minimal-Elevated	K-2 <sup>nd</sup> Playground	Normal Schedule	Normal Schedule	Normal Schedule as allowed by SDHSAA rules  Masks recommended for spectators where social distancing is not practical/possible (exercise personal responsibility)  Any additional requirements deemed necessary by the SDHSAA	- Daily cleaning and sanitizing classrooms and public areas - Hand Sanitizer stations - Emphasis on proper hygiene and distancing when possible -Desks will be arranged in singular facing rows where other mitigation practices cannot be employed - no sharing of items - Students use water bottles - Encourage home screenings -Personal responsibility for masking	Those not employed, enrolled or board members not permitted in the building during the school day unless approved by administration and an appointment is made in advance.
		3 <sup>rd</sup> -5 <sup>th</sup> Library Lawn					
		6 <sup>th</sup> -12 <sup>th</sup> Main Gym					
Level 2	**Elevated - Moderate	K-2 <sup>nd</sup> Playground	K-5 <sup>th</sup> Students stay in classrooms as much as possible  Seating charts  <b>Specials:</b> Held outdoors when possible with maximum spacing	Normal Schedule –  Cohorted and extended seating	Normal Schedule  Masks recommended for spectators at indoor events (exercise personal responsibility).  Any additional requirements deemed necessary by the SDHSAA	- Daily cleaning and sanitizing classrooms and public areas - Hand Sanitizer stations - Emphasis on proper hygiene distancing when possible - Students use water bottles -Desks will be arranged to maximize distancing - Home health assessments required for all students screenings -Temperature screenings when appropriate -Personal responsibility used for masking	Those not employed, enrolled or board members not permitted in the building during the school day unless approved by administration and an appointment is made in advance.
		3 <sup>rd</sup> -5 <sup>th</sup> Library Lawn	6 <sup>th</sup> – 12 <sup>th</sup> Classes will be assigned to a designated room as much as possible; breaks offered often				
		6 <sup>th</sup> -12 <sup>th</sup> Main Gym					

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			Teachers will move where appropriate				
			Staggered Locker Access				
Level 3	***Moderate - Substantial	<u>K-5<sup>th</sup></u> Classroom Doors	<u>K-5<sup>th</sup></u> All students will come each day  <b>Specials:</b> Held in classrooms	<u>K-5<sup>th</sup></u> Lunch in classrooms	<u>K-5<sup>th</sup></u> No special events requiring gathering across grade levels  Recess will be by grade level only.	<ul style="list-style-type: none"> <li>- Daily cleaning and sanitizing classrooms and public areas</li> <li>- Hand Sanitizer stations</li> <li>- Emphasis on proper hygiene distancing when possible</li> <li>- Desks will be arranged in singular facing rows</li> <li>-no sharing of items;</li> <li>-Recesses done individually by class</li> <li>- Students use water bottles</li> <li>- Home screenings</li> <li>-Temperature screenings upon arrival.</li> <li>-Personal responsibility for masking</li> </ul>	Those not employed, enrolled or board members not permitted in the building during the school day unless approved by administration and an appointment is made in advance.
		<u>6<sup>th</sup> – 8<sup>th</sup></u> 6 <sup>th</sup> – 7:30 7 <sup>th</sup> – 7:35 8 <sup>th</sup> – 7:40 Tiger Pride Doors to 1 <sup>st</sup> Period Class	<u>6<sup>th</sup>-8<sup>th</sup></u> Blended Learning Approach: Students will be divided into two groups and will meet on opposite days (M/W or T/TR)	<u>6<sup>th</sup>-8<sup>th</sup></u> Students will sit with class  Extended space and seating to little gym	<u>6<sup>th</sup>-12<sup>th</sup></u> Normal Schedule unless otherwise posted  Masks recommended for spectators for indoor events (exercise personal responsibility).		
		<u>9<sup>th</sup> – 12<sup>th</sup></u> 9 <sup>th</sup> – 7:30 10 <sup>th</sup> – 7:35 11 <sup>th</sup> – 7:40 12 <sup>th</sup> – 7:45 Main Gym Door to 1 <sup>st</sup> period Class	<u>9<sup>th</sup> -12<sup>th</sup></u> Blended Learning Approach: Students will be divided into two groups and will meet on opposite days (M/W or T/TR)	<u>9<sup>th</sup>-12<sup>th</sup></u> Students will sit with class  Extended space and seating to little gym  Closed campus lunch	<u>6<sup>th</sup>-12<sup>th</sup></u> <b>Spectators limited.</b>  Any additional requirements deemed necessary by the SDHSAA		
Level 4	****Substantial - Widespread	School Closed – <u>K-12<sup>th</sup></u> Teachers may schedule time to meet with small groups of students with appropriate precaution depending on the need for services	Digital Learning	Students at home	Normal Schedule unless otherwise posted  No spectators.  Any additional requirements deemed necessary by the SDHSAA	Students at home; Staff able to come to classrooms to present digital lessons with strict social distancing requirements -Temperature screenings upon arrival.	No visitors permitted

~Medically confirmed cases during the school week may enforce a closure for a particular grade level/classroom for deep cleaning. Students/teachers not subject to quarantine will hold classes in an alternative location where available.



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## **Contact Tracing**

South Dakota Department of Health will continue their efforts in contact tracing to monitor COVID-19 spread as they see fit. In the event the school is contacted about a COVID-19 exposure reasonable effort will be made to notify families of possible exposure in a particular grade/classroom.

Please visit the South Dakota Department of Health's website for up to date information concerning contact tracing.

## **Masks/Shields**

Depending on the age and grade level of children, health concerns of individual students and the level of exposure to COVID-19 in our school and community, the requirement of masks will vary. Masks and protective face coverings serve a significant role in preventing the spread of disease, but they also pose a significant hurdle to the impactful education of students. So much instruction at the elementary depends on the formation of sounds, it is vital that students be able to see and hear one another to enhance verbal development.

The CDC has recommended a layered approach to mitigate the spread of coronavirus. Prevention steps include: encouraging vaccination, hand washing, social distancing, increased ventilation, screening, respiratory etiquette, staying home when sick/symptomatic, contact tracing and encouraging the universal and correct wearing of masks. School staff will encourage hand washing and respiratory etiquette (covering coughs and sneezes), encourage social distancing where possible, open windows and doors when practical, disinfect surfaces and common areas daily, teach students in need of assistance how to don a mask when necessary, and ask that students and staff exercise personal responsibility concerning masking.

## **Health, Safety Screenings, and Vaccination**

Parents/guardians can assist in minimizing the spread of any illness by monitoring student wellness and using common sense when it comes to sending children to school. We ask that students that exhibit symptoms of illness stay home regardless of the potential of COVID-19.

In the event that a student registers a 100 degree temperature (or higher) they will be sent home regardless of symptoms present.

The school district does not provide a vaccination option to students, staff or the community, but will recommend that those interested who ask the district about the vaccine consult their health care provider or visit local pharmacies who provide the service.

## **COVID 19 Testing**

The school has a limited supply of at home COVID-19 testing materials available upon request at the school office. We no longer offer testing in school.

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## **Isolation, Quarantine, Infection & Re-entry in School**

New Underwood School District will do its best to follow the advice and guidelines concerning mitigation of COVID-19 and other communicable diseases. For the most up to date protocols for the education of students during the school day, please refer to the South Dakota Department of Health and/or the Centers for Disease Control. **Additional guidance put forth concerning return to play or special circumstances that may arise concerning activities and athletics will be determined and published by the South Dakota High School Activities Association.**

## **Interventions**

Teachers will assess students to gauge educational levels and will make plans to accommodate for learning loss. The success of the student is not solely the responsibility of the teacher, however. It is vital that parents/guardians assist in the efforts to catch students who may have fallen behind.

Teachers employ strategies to assist students to regain missed learning. It is the responsibility of the student to be receptive to that teaching, and it is the responsibility of the parent/guardian to support the student and teacher in the process.

Teachers in the elementary will employ strategies in the classroom with the additional support of our school wide Title I coordinator to identify gaps, plan for addressing them, and build supports to close the them. This may require time in the Title I room and or in class supports for students.

At the middle and high school levels, there is a built in intervention time during the school day prior to lunch where students can receive help from teachers as well as after school help. Time for students to meet with teachers will be arranged on an individual basis. Friday school will also be utilized to assist students who are in need of assistance.

For students with special needs who presently receive services through special education, every effort will be made to ensure specific needs are met. Meetings with caregivers and students can be held virtually to arrange for services.

## **Activities and Athletics**

Much of what we will do will depend on the rules and regulations of the South Dakota High School Activities Association.

## **Student Social, Emotional and Mental Health Needs**

New Underwood School, in partnership with Behavior Management, has a counselor available to students.

New Underwood staff members often employ in class brain breaks and mental health checks for students. Many incorporate yoga and mindfulness into their daily or weekly lessons. At the elementary level, the academic advisor provides direct character instruction as well as information about common issues related to social/emotional/mental needs on a biweekly basis.

When possible, specialized speakers are brought in for a student boost.

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### **Staff Social, Emotional and Mental Health Needs**

Staff participating in the district offered health care plan have access to mental health resources as part of their plan.

Efforts are made to accommodate for the individual needs of staff when possible.

Professional development is often focused on student as well as staff social/emotional/mental health needs. Administration operates with an open-door policy and will make themselves available to staff concerning needs in this area. Up to five days of accumulated leave can be utilized as personal time off as well.

There is a teacher driven caring committee that recognizes special events, welcomes new staff members, milestone events, etc. with small gifts or other recognition.

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## Frequently Asked Questions

### ***I have been exposed, but I am not symptomatic. Can I physically come to school?***

Unfortunately, no. There may be a time where a family member or student will have the need to quarantine the event that you are subject to quarantine and are not experiencing symptoms you will be required to stay home, but you will need to be engaged in learning via digital means.

### ***I am quarantined at home but am not experiencing symptoms of illness. What is expected of me?***

Students: In the event that you are well and quarantined at home, you are expected to continue to complete school work. There will not be exceptions made during this time for work not completed. Teachers will provide school work for students who find themselves unable to physically attend school due to COVID-19 via a variety of means.

### ***If I am quarantined, can I participate in practices and school events?***

No. Quarantine and the duration of the quarantine applies to activities in the same manner that it applies to attending school.

### ***I prefer to homeschool my student. What do I need to do?***

If the decision is made to withdraw your student(s) from school for homeschool purposes, parents/guardians will need to complete the appropriate homeschool paperwork notification form online.

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## Resources

American Academy of Pediatrics:

- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/> (2020)

Centers for Disease Control and Prevention:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html> (2020)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html> (2021)

South Dakota Department of Education:

- <https://doe.sd.gov/coronavirus/> (2020)
- [Strong Schools, SD Department of Education: https://doe.sd.gov/strongschools/](https://doe.sd.gov/strongschools/) (2021)

South Dakota Department of Health:

- <https://doh.sd.gov/news/Coronavirus.aspx> (2020)
- <https://doh.sd.gov/COVID/default.aspx> (2021)