**Planning for School Closure**

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| **Prior to School Closure** | | | |
| Guidance | Action | Who | By When |
| 1. Stay abreast of guidance from state, county and local agencies regarding the current status of the crisis. Share guidance with stakeholders as part of your communication plan. Implement precautionary practices as recommended (i.e. social distancing, cancellation of large group gatherings, preventative hygiene practices and thorough cleaning of facilities, etc.) |  |  |  |
| 1. Review current school district policies, procedures and plans for school closures due to public health concerns. |  |  |  |
| 1. Consider surveying your stakeholders to determine supports needed in the event of school closure. |  |  |  |
| 1. Establish a crisis team made up of diverse stakeholders to create a plan, provide input for decisions, assist with communication and serve on work groups as necessary (participants may include nurse(s), instructional leadership, representatives from human relations, business, bargaining units, etc.) |  |  |  |
| 1. Create a communication plan in the event of a school closure | | | |
| In the event of a school closure, determine how you will communicate information about the closure with the school board, staff (including bargaining unit leadership), parents, and students. |  |  |  |
| Determine who will communicate the message. |  |  |  |
| Determine what will be communicated. |  |  |  |
| Establish timelines for closure. |  |  |  |
| Determine what instructional support and resources will be offered during the closure. |  |  |  |
| Determine how stakeholders will access current information on the closure. (hotline? website?) |  |  |  |
| Expectations of staff during a school closure. |  |  |  |
| Determine how students and families will access school meals. |  |  |  |
| 1. Determine who will serve as the public information officer in relation to school closure. | | | |
| Consider determining a point of contact for each stakeholder group to be able to answer questions and offer support. |  |  |  |
| 1. Identify a point person for instruction in case of a school closure. |  |  |  |
| 1. Review collective bargaining unit agreements for pertinent language (i.e. language on school closure, changes to school calendar) |  |  |  |
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| **9: Discuss Educational Options For Continued Learning** | | | |
| 1. Determine what level of instructional support your school will provide during closure. Options include mandatory online or independent study instruction, or optional enrichment learning activities. |  |  |  |
| 1. Survey your stakeholders related to access to technology and internet, to help determine how to best continue education. |  |  |  |
| 1. Consider convening a committee of teachers and instructional leaders to create a plan on the delivery of instructional support during school closure. |  |  |  |
| 1. Research online learning platforms, resources that have already been created, etc. to determine which direction you will go. If going with an option that is not online, determine how you will provide (and collect) the instructional materials to be completed. |  |  |  |
| 1. Establish clear expectations. Operating in an online or asynchronous manner can raise many questions for students, parents and educators (which can differ across K-12). Here are some simple guidelines: - Teachers, admin and the school IT support should be available during normal working hours; recognize some students may need more time and flexibility due to parent availability; make additional decisions regarding student and staff locations during closure. |  |  |  |
| 1. Provide training for staff on how to develop and utilize online learning for students. |  |  |  |
| 1. Provide training for parents and students on how to access and utilize online learning. Consider developing FAQs and asynchronous how-to videos that support the use of online learning. |  |  |  |
| 1. Consider special student populations (SWD, SED, ELs, etc.) when designing the instruction and making decisions about services made available. | <https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=> |  |  |
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| What support would you like KCSOS to provide in terms of your Plan for School Closure? |  |  |  |
| **Once a School Closure Has Occurred** | | | |
| Guidance | Action | Who? | By When? |
| 1. Implement the school closure plan that has been created for your district. Identify lead contacts for your school community (i.e. lead contact(s) for food service and instruction, etc.). |  |  |  |
| 1. Roll out communication plan. Inform all district stakeholders through multiple modes of communication. Consider utilizing automated phone calls and emails, your website, letters, school marquees, local newspapers, social media, etc. Provide timely and accurate information in an ongoing manner, as well as opportunities for stakeholders to ask questions and/or provide feedback. Ask that parents inform the school of any confirmed cases of the virus. Collect that data in a spreadsheet for analysis and possible sharing with local agencies, as needed. Keep this information confidential, and share only on an as-needed basis. |  |  |  |
| 1. Create support structure for staff. Ensure all staff have access to current and accurate information throughout the closure, as well as social emotional support as necessary. If there is an expectation staff be involved with providing instruction, be sure they have the training, materials and ongoing support necessary to meet the expectations (i.e. online teaching and learning). Closely monitor how the delivery of instruction is going, addressing any issues that may surface. |  |  |  |
| 1. Identify federal and state emergency relief resources and funding available to address unexpected needs. |  |  |  |
| 1. Work with your county office of education (and other community resources) to determine what supports they can provide your staff, students and families.   <https://kern.instructure.com/courses/82> |  |  |  |
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| **Reopening Schools** | | | |
| Guidance | Action | Who? | By When? |
| 1. Determine under what conditions schools will reopen. Follow guidance provided by state, county and local agencies regarding the current status of the crisis and best practices. |  |  |  |
| 1. Communicate with all stakeholders when schools will reopen, along with plans to address any ongoing concerns and how you will be monitoring the health issues that have surfaced. |  |  |  |
| 1. Ensure custodial staff has cleaned all surfaces, utilizing appropriate products and procedures shown to combat the virus. |  |  |  |
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