

DRAFT PLAN 7.24.2020

Sage International Network of Schools Back to School in 2020-21



OUR MISSION

Our schools engage students within an inclusive IB learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry.

INTRODUCTION

PURPOSE AND FOCUS

This Network Reopening Plan (Network Plan) is focussed on safely returning to on-campus learning at our Sage and Forge campuses as early as possible in the 2020-21 school year. With this goal as our focus, prudence (and guidance from the State of Idaho) requires that our network prepare for multiple learning models to ensure our campuses can safely open, and remain open, given the public health situation in the communities we serve. In line with the guidance and expectations from the State Board of Education's *Idaho Back to School Framework 2020* (Idaho Framework), this Network Plan identifies **three primary Learning Models** our schools may implement during the 2020-21 school year: (1) All-Student On-Campus Learning (Normal); (2) Hybrid Learning (groups of students return to campus full-time or part-time); and (3) remote/distance Learning (no students allowed on campus). The Network's criteria for determining which Learning Model will be in place at each campus at the start of the school year, and moving further into the fall, is guided by the categories, and levels of community transmission of COVID-19, outlined in the Idaho Framework. Each Learning Model is designed to provide a schooling experience that fulfills our mission and vision and accomplishes our academic goals.

The Network Plan anticipates and expects that our schools could move from one Learning Model to another based on viral conditions in their local communities.

GUIDING PLANNING PRINCIPLES FOR FALL 2020

(1) Ensure students and faculty have a safe and supportive environment in which they are learning and teaching; (2) Continue to deliver a world-class education that supports the whole child; (3) Provide staff with training, direction, time and equipment/materials needed to accomplish the schools' mission; and (4) Embrace the IB Learner Profile Attributes in all we do (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective).

REOPENING GUIDELINES FROM STATE AND LOCAL AUTHORITIES

In Idaho, the authorities primarily responsible for providing guidance on the reopening of schools, in coordination with the Governor's Office, are: (1) the Idaho State Board of Education (SBOE); and (2) the Idaho Department of Health and Welfare and the respective Health Districts thereunder:

Sage International = Central District Health (CDH); and
Forge International = Southwest District Health (SWDH).

The Network Plan incorporates and complies with guidelines from these authorities regarding safely opening our campuses and school buildings for the 20-21 school year. The Network Plan is a living document and it will be updated to include current or future guidance. As of July 20th, 2020, these guidance documents are:

[Idaho Back to School Framework 2020 issued on July 9, 2020](#)

[CDC: School During the COVID-19 Pandemic Guidance - May 2020¹](#)

[The Governor’s Idaho Rebounds Plan](#)

[Southwest and Central Health District Guidance for Schools - June 19 2020](#)

CONDITIONS-BASED DECISION MAKING

Normal, Hybrid or Remote/Distance

The Idaho Framework defines 3 Levels/Categories of Community Transmission of COVID-19. Based on these definitions, the local health district designates the Community Transmission level in the area of each of our schools. The Idaho Framework then directs schools to select the appropriate Learning Model for each campus based on these designations and campus-specific factors. Our Network will follow this state-wide Framework to determine the appropriate Learning Model for each of our campuses (Sage and Forge). The Network’s goal of maximizing the number of students returning to on-campus learning will be balanced against risks posed to students and their teachers by the ongoing viral situation and the Network’s ability to mitigate those risks so that instruction may continue on campus, in a hybrid setting, or remotely. The following chart is adapted from the Idaho Back to School Framework 2020. In Category 2 viral conditions, per the Idaho Framework, either Sage or Forge could be all on campus, in a hybrid learning model, or in a fully remote learning model. The Learning Model employed in Category 2 is dependent on viral conditions in the attendance zone and campus-specific factors.

Levels of Transmission/Risk and Learning Models		
Category 1¹ No community transmission	Normal/Traditional	School buildings fully open
Category 2	Normal/Traditional ²	School buildings open

¹ CDC issued updated guidance today, July 24, 2020. Our team is reviewing this CDC Guidance and will incorporate any new recommendations into our plans.

As of 24 JUL 20

Minimal to Moderate Community Transmission	Hybrid	Limited/Staggered use of school buildings, students can be in a blend of on campus and remote instruction. Closures of some buildings are possible.
	Distance/Remote	Minimal use of school buildings, most likely by staff, faculty and at risk children.
Category 3 Substantial Community Transmission	Distance/Remote	School buildings closed for greater than 30 school days. All students are in distance learning.

Community Transmission Definitions from the Idaho Framework

No Community Transmission (Category 1): Evidence of isolated cases, case investigations underway, no evidence of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.

Minimal to Moderate Community Transmission (Category 2): Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings, with potential for rapid increase in suspected cases.

Substantial Community Transmission (Category 3): Large-scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings, etc.

Overview of Learning Models Under the 3 Category Designations

²³All-Student On-Campus Learning Model (Category 1 or 2). No community transmission or minimal community transmission in the area (primary attendance zone) of the campus, per Health District designation. All students may return to campus and school buildings with ‘normal’ routines while implementing applicable prevention measures and procedures.

Hybrid Learning Model (Category 2). Minimal to Moderate community transmission in the area (primary attendance zone) of the campus, per Health District designation. Some, many or most students return to on-campus learning, but all students are not able to be on campus at the same time. An example is an A/B block approach where ‘A students’ are on campus 2 days each week and ‘B students’ are on campus the other 2 days; note that there are many variations of hybrid learning models. In this model, the goal is to maximize the number of students who can safely be on campus while implementing applicable prevention measures and procedures. The Network has identified a range of hybrid learning models that can be implemented depending on local viral conditions and campus-specific factors. Staff are expected to work from campus in a hybrid model. The exception would be that vulnerable student and staff populations should not return to campus, functioning under a remote/distance learning approach.

Remote/Distance Learning Model (Category 2 or 3). Substantial Community Transmission in the area (primary attendance zone) of the campus, per Health District designation OR a positive COVID case on campus will result in an immediate, short term campus closure (estimated 2-5 days per CDC Guidance) with remote/distance learning during the closure. No students permitted on campus with all instruction provided through the schools’ remote/distance learning model.

PREVENTION MEASURES AND PROCEDURES THAT APPLY UNDER BOTH CATEGORY 1 AND CATEGORY 2 WHEN ANY LEVEL OF ON-CAMPUS LEARNING IS TAKING PLACE

This section identifies the prevention measures and protocols that are in place, and are the same, when under a Category 1 or Category 2 designation and when students are learning on

² Category 1 “No Community Transmission” does not mean the virus is not present. It means that community transmission (evidence that the virus is transmitting from one infected person to another without a readily identifiable source) is not occurring or has not been detected. Ada County had its first confirmed case of community transmission on 24 March 2020 and it has been ongoing since that time. The first confirmed case of community transmission in Canyon County was on 27 March 2020 and it has been ongoing since that time.

³ A normal/traditional model for the Network in Category 2 conditions would be employed by either Sage or Forge if the conditions in their attendance zone indicated that community spread was no longer occurring in their attendance area. That designation would be made by either SWDH or CDH and directed by the Network.

campus. The following sections contain additional category-specific prevention measures and procedures. Under Category 3, students are not present on campus.

Face Coverings: At times when face coverings are recommended (Category 1), expected (Category 2), or required per an Order, our schools will maximize the times during the day when students are distanced and will be able to safely learn and play without face coverings. For example, our schools will: arrange (rearrange) all classrooms to maximize distance between students; have desk shields/dividers available for use on student desks; maximize outdoor learning opportunities, and create temporary outdoor classroom spaces.

Deep Cleaning of all school buildings before students return to campus (complete).

Daily School-Wide Disinfection of High-Touch Surfaces: Schools will utilize CDC-approved disinfectant and/or a dilution of disinfecting bleach to clean high-touch surfaces at least daily, including but not limited to door knobs, toilet handles, light switches, classroom and bathroom sink handles, countertops.

Hand Sanitizer Station Installation: Hand sanitizer will be readily available throughout school buildings, including at each building entrance and in every classroom. Incorporate regular use of hand sanitizer into daily classroom procedures.

Soap/Paper Towels and Tissues will be widely available throughout school buildings.

Use of Sneez Guards at high-traffic locations.

Staff and Student Training - Sanitization, Hygiene Practices Distancing, Use of Masks, Hand-Washing: Upon returning to campus, staff and students will be trained on CDC-recommended hygiene practices, including but not limited to: (1) covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterward; (2) washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet; (3) keeping hands away from nose, mouth, and eyes; and (4) avoiding the sharing of food, drinks, and personal care items (e.g. lip balm). Training will also cover social distancing and use/wearing of masks

Signage Throughout School Buildings: Install clearly visible signage at entrances and throughout school buildings to communicate symptoms, preventative measures, good hygiene, social distancing, and school-specific protocols including staying home when sick.

Classrooms: Classrooms will be (re)arranged to maximize the distance between students and to have all student seating facing in the same direction, to the maximum extent possible.

Identify an Isolation/Screening Room for Suspected/Confirmed Illness: Each school will identify a room on campus that will serve as an isolation room for suspected/confirmed cases of Covid until the staff member or student leaves campus.

Monitor and plan for absenteeism: Review daily absenteeism reports to identify large increases. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members, especially for those with common cold and flu symptoms, which are similar to COVID-19

Ventilation: Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff. Upgrading filtration level on the HVAC system to the maximum level the HVAC system can support, optimally to MERV 13 .

Require sick students and staff to leave campus. Sick staff and students will be sent home as soon as possible, and will be kept separate and isolated from students and staff until they can leave.

Return to Campus After Probable or Confirmed to have COVID 19: Students or faculty/staff may return if the following three conditions are met:

- 3 days (72 hours) have passed since the resolution of fever without fever reducing medication;
- There is an improvement of respiratory symptoms; and
- At least 10 days have passed since symptoms first appeared.

Water Fountains / Water bottles: Disable (make unusable) the mouth-spicket function on all water fountains such that only the water-bottle filling function is enabled. Communicate to staff and families the need to bring a water bottle to school each day.

Shared Supplies: Limit, to the maximum extent possible, the sharing of school/classroom supplies.

Minimize Gatherings: Implement strategies that prevent or minimize gatherings in areas such as restrooms, hallways, lunch, before/after school, and during recess. Minimize mixing groups. Minimize personal contact such (hugs, high fives, handshakes, etc). Schools may consider staggering arrival/departure times, designating one-way hallways, or other operational procedures to maximize social distancing in common spaces throughout the school buildings.

Bussing: Our schools will require the bus company providing home-to-school transportation to meet the applicable (Category 1 or 2) guidance and expectations in the Transportation Section of the Idaho Framework. See Page 31 of Idaho Framework. Consider assigned seating for busses.

Remote/Distance Learning Platform(s): Each school will use specific learning support platforms. At Forge, that is primarily Toddle. At Sage the tools are ManageBac in the MYP/DP/CP and Google Classroom in the PYP. Staff, students and families will be trained on the use of these platforms, including offering parents ‘virtual workshops’.

Lunch/Food Service: Each school will develop a lunch/food service plan that complies with the Lunch / Food Service section of the Idaho Framework based on the school’s Category 1 or 2 designation. See page 29 of the Idaho Framework. The Idaho Framework provides a list of several procedures for consideration; schools will consider and select the procedures appropriate for their school. The school’s lunch / food service plan will be reviewed by the local health district and the schools will incorporate all health district recommendations into their plans. With respect to Category 2, the Idaho Framework provides a list of several procedures for consideration; schools will consider and select the procedures appropriate for their school. The school’s lunch / food service plan will be reviewed by the local health district and the schools will incorporate all health district recommendations into their plans. Lunches will be organized to ensure social distancing. At a minimum, under Category 1 and 2: seating at lunch will be organized to maximize social distancing; individual meals are expected and sharing is discouraged; and handwashing and/or hand sanitizing is required before and after eating lunch.

CATEGORY 1 - NO COMMUNITY SPREAD - TRADITIONAL ON-CAMPUS LEARNING - ADDITIONAL MEASURES AND PROCEDURES

Network schools will implement the traditional on-campus learning model when under a Category 1 designation. In addition to the above-listed prevention measures and procedures for both Category 1 and 2, the following also apply under a Category 1 designation:

Facemasks / Shields / Coverings: Recommend that all persons entering school buildings (staff, students, visitors) wear a facemask, shield or covering over the mouth and nose. Encourage students, staff, and visitors to bring and wear cloth face coverings from home. Provide masks/face shields and other appropriate PPE to staff. Any person exhibiting mild symptoms must wear a mask until leaving campus.

Assess group gatherings and events: Review any planned events (e.g. assemblies, field days, athletic events) and determine if social distancing strategies can be put in place. If not, consider cancelling or rescheduling. Limit field trips to areas with no community spread.

CATEGORY 2 - MINIMAL OR MODERATE COMMUNITY SPREAD - ON-CAMPUS, HYBRID, OR DISTANCE LEARNING - ADDITIONAL MEASURES AND PROCEDURES

Network schools may implement any of the 3 learning models under a Category 2 designation (on-campus, hybrid or distance). In addition to the above-listed prevention measures and procedures for both Category 1 and 2, the following also apply under a Category 2 designation:

Coordinate with Local Health District: Under a Category 2 designation, school-specific learning models, prevention measures and procedures will be shared with the local health district and the health district's recommendations will be incorporated into the school's procedures prior to students returning to campus.

Completion of At-Home Questionnaire Prior to Returning to Campus this fall: Each school will administer the Network's At-Home Health Screening Questionnaire via Google Forms. All students and staff members will submit a completed Questionnaire before being authorized to return to campus. The Questionnaire will be provided to staff and families no less than one week prior to students returning to campus. The Questionnaire is designed to inform the school if a student has shown symptoms associated with COVID-19 or has been exposed to COVID-19. School staff will review each submitted Questionnaire and will consult with the

Health District with respect to any responses that indicate COVID-19 symptoms and/or exposure.

Conduct daily health screenings of employees and students for COVID-19 symptoms upon entry into school buildings, including a check for low-grade fever with no-touch thermometer and/ or daily symptom checking. If screening indicates potential risk, send the student to the Isolation/Screening room for additional screening. Any fever of 100.4 or greater automatically means a student or staff member must go home.

Facemasks / Shields / Coverings: Expect that all persons in school buildings (staff and students) wear a facemask, shield, or covering over the mouth and nose [when distancing is not possible](#). Encourage students, staff, and visitors to bring and wear cloth face coverings from home. Provide masks/face shields and other appropriate PPE to staff. If students/families are unable to provide a mask, a disposable mask will be provided for the day and school staff will work with families to provide other reusable options.

*****Note:** In the event there is a local, state or federal Order that applies to the city/area where a school is located that requires the wearing of masks or face coverings in public, the wearing of masks or face coverings will be required in all school buildings in accordance with the terms of the order, including the identified exceptions to the Order ([for example, individual circumstances based on a documented physical condition, mental health condition, or disability](#)). See City of Boise and CDH Order applying to Ada County for Sage.***

Encourage parents to screen students every morning before attending school and to keep students exhibiting any sign of illness at home. (Screenings may include taking temperature and assessing for symptoms.)

Close Contact Activities: Staff duties and student activities requiring close contact will be modified as necessary. Modifications are the common mitigation measures in use during the pandemic- distancing, barriers, face coverings, hand washing/sanitizing, and ventilation.

Campus Visitors: Each campus will, at a minimum, implement the following: (1) Not allow unscheduled visitors on campus (in buildings); and (2) limit on-campus visitors to parents and essential visitors. Communicate to families these new visitation restrictions.

Encourage staff and families to self report to the school if they or their student have symptoms of COVID-19, a positive test, or were exposed to someone with COVID-19 within the last 14 days. Maintain privacy and confidentiality.

Minimize Student Movement in School Buildings. Each campus, when students are on campus, will implement movement plans that ensure smooth arrival/departure and transition between classes. Where appropriate, these plans may include having students move in designated directions through hallways and/or the use of staggered dismissals from classrooms to achieve lower densities and less foot traffic approaching each other in hallways.

Daily, Regular Synchronous Learning with Distance Learning Model: Distance Learning Model is to include a weekly schedule for all grade levels that provides and prioritizes daily synchronous learning (live with teacher/class) activities. Create set, consistent daily/weekly schedules for students so that students, parents, and teachers can plan and establish routines.

In-Person Opportunities During Distance Learning: Include in the distance learning model safe, regularly scheduled, social-distanced opportunities for small, class-sized groups to meet in person when doing so complies with all local Orders and applicable distancing recommendations. An example would be a class meeting in a local park or outdoors on the school campus. The focus of these opportunities is establishing connections and the social/emotional well-being of students.

Office Hours During Distance Learning: In the distance learning model, particularly at the secondary level, include teacher 'office hours' where students can sign up for one-on-one time with their teacher(s). These can be virtual meetings or in person (possibly outdoors on the school campus) when an in person meeting can be safely conducted in compliance with all prevention measures and procedures.

CATEGORY 3 - SUBSTANTIAL COMMUNITY SPREAD - DISTANCE LEARNING - NO STUDENTS ON CAMPUS

Under a Category 3 designation, school buildings are closed and no students are on campus. All students will participate in the distance learning programs offered by our schools. Our teams have been working diligently to improve and expand upon the distance learning approaches offered during school closures last spring. Our distance learning will include a combination of synchronous (group/live) instruction and asynchronous (independent) learning with an emphasis on regular, set daily schedules.

Student Technology (Chromebooks): We will identify those students in need of a chromebook during distance learning and will assign a chromebook to each student.

Synchronous Learning: Under the Distance Learning Model, include daily schedule for all grade levels to include and prioritize daily synchronous learning (live with teacher/class) activities in distance learning models. Create set, consistent daily/weekly schedules for students so that students, parents and teachers can plan and establish routines.

In-Person Opportunities During Distance Learning: Include in the distance learning model safe, social-distanced opportunities for small, class-sized groups to meet in person when doing so complies with all local Orders and applicable distancing recommendations. An example would be a class meeting in a local park or outdoors on the school campus. The focus of these opportunities is establishing connections and the social/emotional well-being of students.

Office Hours During Distance Learning: In the distance learning model, particularly at the secondary level, include teacher 'office hours' where students can sign up for one-on-one time with their teacher(s). These can be virtual meetings or in person (possibly outdoors on the school campus) when an in person meeting can be safely conducted in compliance with all prevention measures and procedures.

Confirmed Case in School, Regardless of Community Transmission

Our schools may need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. We will follow the CDC-recommended and SWDH and CDH recommended procedures following a confirmed positive. For details regarding this case-by-case process, please reference [Pages 2-3 of the SWDH and CDH COVID-19 Guidance for Schools](#). In general terms, our schools will initiate the following process:

Contact Local Health District and follow the health district's recommendation regarding the duration of the necessary school closure. The Health District will make its recommendation on a case-by-case basis using the most up-to-date information about COVID-19. During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, field trips, and sporting events).

Communicate with staff, parents, and students regarding school closure (and reopening) decisions / timelines and possible COVID-19 exposure while maintaining confidentiality.

Clean and disinfect school buildings thoroughly. Close off areas used by the individual with COVID-19 and wait as long as possible, up to 24 hours, before beginning cleaning and disinfecting. Open doors and windows if possible.

Gather and share all available information with the Health District to support and assist in their tracing efforts.

Consult with the Health District regarding when to reopen the campus. As noted above, our schools will work with their local public health district, on a case-by-case basis, to develop a reopening plan and timeline following an on-campus positive. The plan and timeline will be communicated to staff and families.

Implement Distance Learning During an Extended Closure.

Proposed Learning Model By School for Start of School Year

School	Anticipated Conditions/Category	Description
Sage International School (Boise, Central District Health Department)	Category 2 - Moderate Viral Spread. City and Health District Orders in place.	First 4 weeks of school - through Labor Day (16 instruction days). Hybrid learning model that allows up to 150 K-5 students on campus for supervision by staff while they pursue learning remotely, but on campus. Primary instruction is done remotely by staff teaching from classrooms on campus ⁴ . This model recognizes the particular pressures put on single parents, parents without flexible work schedules and the needs of at risk students. The Network will reassess the viral situation and school resources prior to the Labor Day break to determine if we can return more students to the Sage campus. Masks currently required by City of Boise and CDH Orders when distancing not possible.
Forge International School (Middleton, Southwest Public Health Department)	Category 2 - Minimal Viral Spread	Offer Normal/traditional learning model to all K-8 students and offer families a distance learning (off-campus) option. Prepared to transition to a hybrid or remote model dependent on viral conditions on campus or in attendance zone.
Network Offices (Boise, Central District Health Department)	Category 2 - Moderate Viral Spread	All Network central office staff on campus. ⁵

⁴ Except for vulnerable, health compromised staff.

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