

Safe Return to In-person Instruction and Continuity of Services Plan

Addendum Guidance

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload in the LEA document library and post to the LEA's website (February 1 and August 27). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development of the plan. This is not the same as providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation, and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through September 30, 2023 and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools and to ensure the plan is current. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: Collierville Municipal Schools

Date: February 1, 2022

1. Describe how the LEA engaged in meaningful consultation with stakeholders in development of the revised plan.

Collierville Schools utilized multiple modes of engagement to meaningfully consult with a diverse group of stakeholders in the development of the Safe Return to In-Person Instruction and Continuity of Services Plan Addendum. Methods of engagement include in-person meetings, surveys, and public postings with opportunities for two-way communication. The combined stakeholder input across the multiple engagement opportunities, in-person meetings, surveys, and public meetings, represents the composition of Collierville Schools student groups. The superintendent recently discussed the use of ESSER funds during his weekly update to the Board Members.

In addition, the superintendent shares updates regarding the status of the COVID-19 pandemic and applicable protocols with the Board of Education at every monthly meeting. Monthly leadership team and administrative meetings give multiple stakeholders the opportunity to provide feedback on current COVID-19 protocols and procedures.

Due to the specialized instruction required for students with disabilities, special education administrators meet regularly with all special education educators and support staff to identify safety accommodations necessary to meet the individual needs of special education students. Additional data regarding safety measures for special education students are gathered through regular informal classroom observations. Similar meetings are held with ESL teachers to ensure small group instruction can be facilitated with safety procedures in place.

Stakeholders were surveyed in January 2022 to gather feedback regarding COVID-19 mitigation strategies currently implemented throughout the district. Survey responses include a diverse representation of the stakeholder groups within Collierville System. Survey responses overwhelmingly approved of the health and safety procedures implemented throughout the district. Ongoing public input will inform the need to re-engage stakeholders and revise the health and safety measures in response to the most current COVID-19 data.

2. Describe how the LEA engaged the health department in the development of the revised plan.

Collierville Schools worked in lock step with the Shelby County Health Department to develop distancing, screenings, and case management guidelines. We invited the SCHD to tour our schools and they provided feedback on what they observed. We had an internal SCHD contact who was able to provide us with up-to-date guidance and mandates so that we could adjust our plan accordingly and in the shortest amount of time possible. School leaders have the opportunity to ask questions, and the SCHD contact provide suggestions and give input into protocols and procedures.

We reported both positive cases and any close contacts that were identified in the school on the bus or at extracurricular activities to the health department.

3. Provide to the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p>
<p>Some classrooms received HEPA air filters, as needed, and plexiglass dividers were provided where appropriate. Students with disabilities were not required to wear a mask due to cognitive and/or physical inability to remove a mask, when needed. Individual student needs are addressed, and accommodations are provided as needed.</p>
<p><i>Physical distancing (e.g., use of cohorts/podding)</i></p>
<p>Collierville Schools distanced all students at least 3 feet apart when in the classrooms. We restricted the movement in school buildings for Pre-K-5, allowing students to eat lunch in their classrooms and require specialists to push into the classrooms, rather than have students travel through the building. In middle and high school, we used pods and hybrid scheduling to maintain as much distance as possible. In main offices and some classrooms, plexiglass divers were provided. Teachers are asked to enforce social distancing while indoors to the extent possible.</p>
<p><i>Hand washing and respiratory etiquette</i></p>
<p>Handwashing posters have been displayed in prominent areas of the schools to model proper hand washing. Nurses routinely push into classrooms to provide hand-washing and respiratory etiquette lessons to students. Hand sanitizing stations are installed throughout school buildings and classrooms. Teachers and other school staff continue to model respiratory etiquette including sneezing and coughing in the inner elbow and washing hands.</p>
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p>
<p>In-house custodial crews adhere to an intensive schedule of cleaning of common surfaces, restrooms, and classrooms. HVAC filters were replaced to improve air quality and circulation in all buildings. Ventilation was upgraded in buildings which required it. Clorox 360 machines are frequently utilized in classrooms where there is a positive COVID case. Desks and chairs are wiped down with disinfectant wipes in between classes and after snack and lunch.</p>
<p><i>Contact tracing in combination with isolation and quarantine</i></p>
<p>Dependent on the most recent guidelines from Shelby County Health Department, the Tennessee Health Department and the Centers for Disease Control, Collierville Schools conducted contact tracing for all positive students on campus and excluded those identified from campus. Students that tested positive were allowed to learn remotely. Using Epidemiology and Laboratory Capacity (ELC) Grant Funds, Collierville Schools secured part-time clerical positions to assist with contact tracing and maintenance of records for COVID efforts.</p>

School and district officials make every effort to identify close contacts to mitigate the spread of COVID-19 in the school environment. Upon notification of a positive COVID-19 case involving students, faculty, or staff members, the designated school administrator notifies close contacts. School administrators trace close contacts and document all efforts including notifying families of close contacts to communicate recommended quarantine and isolation protocols.

Diagnostic and screening testing

Collierville Schools provides free COVID testing to all Collierville Schools employees and those contracted with Collierville Schools at our testing site on the Collierville High campus by appointment only. We also provide testing to all students in the presence of a parent/guardian. Collierville Schools uses a PCR test and contracts with AEL Laboratories in Memphis for the testing. This testing site is open every day students are in school and on professional development days.

Efforts to provide vaccinations to educators, other staff, and students, if eligible

In the Spring of 2021, Collierville Schools partnered with the Shelby County Health Department and a neighboring municipality to provide drive-through vaccines to all Collierville Schools employees at the Germantown Baptist Church. Students were provided a remote learning day, to ensure teachers and staff had the opportunity to go to the vaccine location. The vaccine site provided the second dose, after regular school hours, however, they only allowed Collierville Schools employees to use the vaccine site to enable them to move quickly through the queue.

Universal and correct wearing of masks

Promotional materials were distributed at all schools, which shows the correct way to wear a facemask. Nurses frequently deliver mini lessons on the appropriate way to wear a mask and why it is important. Students and staff were provided with their own cloth masks and supplies of surgical masks were distributed to all schools. For most of the 2020-2021 school year, masking was required. For most of the fall 2021 semester masking was required. Staff were required to wear masks for 3 weeks, following the return from winter break in January 2022, due to the rising of cases of the Omicron variant.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services to address the students’ academic needs, and students’ and staff social, emotional, mental health, and other needs, which may include student health and food services.

Collierville Schools provides a safe and supportive environment by implementation of numerous policies and trainings, as based on Tennessee law, to include the following topic areas: mental health, suicide awareness, threat assessment, bullying/harassment, civil rights, child abuse, and emergency operations. Such training occurs on an annual basis specifically for all school administrators, school staff, and students.

School counselors receive training specific to their role annually and serve as the contact in the school for mental health referrals. School counselors provide individual, small group, and large group counseling services to students in a host of areas, including social/emotional learning. The Parent Resource Opportunity is utilized as a linkage resource packet for parents/guardians to connect to community mental health resources. Many of the community partners listed offer free mental health assessments to students.

The Be a Mentor (BAM) program was expanded to include all 10 school settings. This program provides an adult mentor with at-risk students based on staff referrals. We expect future evaluations to continue to show that students feel support from mentors checking on them each week.

Panorama Education was purchased through the Federal Epidemiology and Laboratory Capacity (ELC) Grant funding in an effort to improve all students' social-emotional learning. By using Panorama's research-backed surveys, school counselors across the district can quickly identify students in need of additional support and interventions related to their social-emotional health. Surveys are distributed bi-annually to monitor student progress. Panorama also provides counselors with an extensive library of evidence-based strategies to improve student outcomes.

Collierville School Nutrition continues to serve students through our traditional model while the district is in-person learning. We also have an extended plan that if, for any reason, a school transfers to remote learning; meals are available for pick up at designated times through a sign-up link.

There is also a backpack program in several elementary schools that our counselors have setup up for non-perishable foods to be sent home for students that may not have access to meals on the weekend.

Collierville Schools continues to provide health services by ensuring all nurses are properly trained in donning and doffing PPE, when needed, in order to protect the student and nurse. We have continued following the Tennessee Guidelines for Nurses in the school setting. We have hired 2 additional nurses to provide support for COVID testing, contact tracing and general clinic support. All medical needs are continuing to be met by licensed healthcare providers on campus.

"Sick" or "isolation" rooms were created for students showing signs of illness to keep them separated from healthy students who are visiting the clinic for a daily medication or nursing procedures, such as a blood glucose check or g-tube feeding.