



LEA Preparation Plan

Please fill out the information below and submit to info@ride.ri.gov by Thursday, March 19, 2020.

LEA Name: Bristol Warren Regional School District

Superintendent's Name: Jonathan T. Brice, Ed.D.

Email: jonathan.brice@bwrsd.org

Point person for COVID-19: Diane Sanna, Ph.D., Jonathan T. Brice, Ed.D.

Point person's title: Assistant Superintendent, Superintendent

Point person's email: diane.sanna@bwrsd.org, jonathan.brice@bwrsd.org

Have you reviewed your school emergency operations plans?

The BWRSD [Crisis Management and Communication Policy EBCA](#) and [Emergency Closings and Early Dismissals Policy EBCD](#) were recently updated. Both identify protocols that will be used for school closures and parent notification. Emergency protocols for inclement weather postponement and cancellations-this is our communications tree to inform community members of postponements and cancellations. Our communication system populates from our student information system and notifies community members via email, text and telephone.

What preventative actions are you taking with students and staff (i.e. advising to stay home when sick; appropriately covering coughs and sneezes; and washing hands often)?

Excerpt from March 12, 2020 Letter to BWRSD Community 3.12.20 <https://bit.ly/38Mq894>

Current District Actions:

- Reinforcing thorough handwashing with soap and water for at least 20 seconds.
- Practicing effective cough and sneeze etiquette by coughing or sneezing into a tissue or your elbow, and using hand sanitizer.
- It is imperative that families keep children at home if they are exhibiting any symptoms of illness, including symptoms related to a cold, flu, or fever. Families should contact their child's school to notify them of the absence and symptoms their child is experiencing.
- All staff are asked to stay home if they are exhibiting any symptoms of illness.
- Please do not visit any BWRSD school or offices if you are exhibiting any symptoms of illness.
- Updated Info 3/15/2020
 - All schools on vacation week of March 16-20.
 - Buildings are being sanitized by custodians.



Do you have a plan in place for frequent cleaning?

Excerpt from March 12, 2020 Letter to BWRSD Community 3.12.20 <https://bit.ly/38Mq894>

- Schools will increase thorough and routine cleaning of classrooms and high traffic areas with a hydrogen peroxide solution. All schools receive this cleaning every other day.
- Alcohol sanitizing wipes are being used to clean student technology devices.

Are you actively monitoring absenteeism patterns among both students and staff?

- Daily student attendance bulletins are being sent to all schools and our Leadership team from our student information system, Aspen
- Building nurses have identified medically fragile students and are monitoring their attendance, and reporting it to Administration.
- We are also running a trend chart for attendance starting on 3/12/2020
- Daily staff attendance reports are reviewed through the Frontline system.
- Other attendance reporting:
 - Student attendance is reported to RIDE daily through the ADT at 10:32 a.m.
 - Staff attendance is reported to RIDE daily through the ADT at 9:31 a.m.

Have you reviewed your attendance and sick leave policies?

We have reviewed the following policies and our collective bargaining agreements. We will establish protocols to ensure students and staff are not penalized for staying home in the event they are exhibiting respiratory symptoms. BWRSD [Student Absences and Excuses Policy JED](#) and [Truancy Policy JED-A](#).

In addition, a memo was sent to staff today reiterating that it is critical that employees do not report to work if they are experiencing respiratory systems consistent with COVID-19 and suggestion that employees who are concerned about their use of accrued time should contact the human resource office, as the declaration of a state of emergency from the Governor's Office may provide some options. Staff have been informed that employees who report to work ill will be sent home.

In addition, we have notified employees that while the collective bargaining agreements and our normal practice requires a doctor's note following an absence of three (3) or more consecutive days, we will be suspending this requirement for those employees who are sick with acute respiratory illness, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

We have already reviewed the [Local 802/NEARI/NEA Collective Bargaining Agreement](#) and [Council 94 AFSCME AFL-CIO Agreement](#)s.



Do you have a plan for alerting the RI Department of Health about increases in absences, particularly those that appear due to respiratory illnesses? Who is your point person?

Edward Clarke, Director of Student Support Services is the point person on absenteeism for BWRSD. He can be reached at edward.clarke@bwrzd.org.

- Our data manager will monitor daily absences and notify the Superintendent if there is a 10% increase in absences.
- Families will contact the school principal of absences related to respiratory illness or if they have been confirmed to have COVID-19.
- Employees will notify the Human Resource Office of absences related to respiratory illness or if they have been confirmed to have COVID-19.
- This information will be reported to the Superintendent's office and then to the RI Department of Health immediately.

Have you communicated with families about school closure policies and procedures?

A letter was sent home on March 12, 2020 Letter to BWRSD Community <https://bit.ly/38Mq894>, including the following information.

Preparing for Students and Staff to Learn and Work from Home:

The state's recommendation to keep children in school during this time is based on advice from medical professionals who report that children are not as susceptible to this virus as other high-risk groups such as senior citizens. Keeping schools in session also avoids child care concerns for families, ensures children have access to school meals, and most importantly, minimizes disruptions to students' learning.

Currently, state officials are not requiring that schools in our state close unless there is a confirmed diagnosis by a medical official that a student or staff member in the school has COVID-19. We will notify families via phone, text, email, and the RI Broadcasters Association website if schools will be closed. This will include the COZ childcare program and all after-school activities.

In the event that our school's are required to close, BWRSD staff are working to develop plans for learning to continue while students are home. This will provide the option for students to complete lessons online at home or receive printed copies of lessons and assignments if they do not have access to a technology device (laptop, Chromebook, or tablet) and internet service at home.

Student access to devices and internet at home. In assessing the capacity of students and families to engage in learning at home, we considered the following:

- All grade 6-12 students have Chromebooks and teachers and administrators are prepared to use our current online resources to ensure learning continues.



- Our K-5 families were notified that they could pick up a Chromebook at their child's school to use during school closure. Students in grades K-5 will be assigned online lessons and activities or be provided with paper copies if needed.
- We have sent information home to families regarding free hotspots from Cox within Bristol and Warren that may be near their homes, as well as free and reduced cost internet service. We will continue to monitor the situation and support families as needed.

Schools will email families with information on how to access learning at home. This information will be posted on school and district websites, as well.

Our Business Office is working with Chartwells, our food service provider, to ensure that grab and go meals will be available for students if schools are closed. We will have one site in Bristol and one site in Warren for meals to be picked up. Families will be notified.

We are also reviewing options for students who are attending out of district school placements. Families will be notified individually.

Evaluating the Effectiveness of Distance Learning

As with all new initiatives, we will monitor key criteria of effectiveness, such as the following:

- Level of implementation and consistency across grade/course teams.
- Alignment of instruction and assessment to curriculum and content standards.
- Quality of online lessons and teacher interaction with students to support learning.
- Level of student engagement in participating in lessons and completing assignments.
- End of unit assessment results and performance based assessment artifacts.
- Teacher, parent, student perception of distance learning benefits and challenges.

In addition, we are using this opportunity to shift instruction from a traditional model, to more student-centered approaches enhanced by instructional technology, including personalization strategies, project based learning, and performance based assessment to promote student engagement and deeper learning.

In the case of any possible exposure to COVID-19 do you have a plan to provide guidance to the students or staff while maintaining confidentiality in accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act?

The RI Department of Health will be contacted for clear guidance in the event students or staff may have been potentially exposed to COVID-19. Families of students, or staff members, who may have been exposed to COVID-19 will be notified via email and U.S. mail by the Superintendent of Schools. The names of the individuals who have been diagnosed or any personally identifiable information will not be disclosed.



If a child or staff member has been identified with Covid-19 are you prepared to coordinate with the RI Department of Health and follow all guidance and protocols?

The BWRSD Leadership Team will stay informed of recommendations from the RI Department of Health. Students and staff members exhibiting symptoms of respiratory illness will be separated from well students and staff until they can leave the building. The BWRSD Leadership Team will seek guidance from local health officials to determine when students and staff should return to schools and what protocols should be followed.

Do you have any planned activities of more than 250 participants?

Schools have been closed. All events cancelled.

In case of a school closure, how will you inform families and staff?

In accordance with our emergency closure procedures and policy, [Emergency Closings and Early Dismissals Policy EBCD](#), we will notify families via phone, text, email, and the RI Broadcasters Association website if schools will be closed. This includes the COZ childcare program and all after-school activities.

In case of a school closure, what do you have in place for continuous instruction?

We have developed a guidance document for [Distance Learning](#) that has been shared with principals. This establishes common guidelines across the district, while giving schools flexibility in planning and scheduling.

BWRSD staff have developed plans for learning to continue while students are home. This includes the option for students to complete lessons online at home or receive printed copies of lessons and assignments if they do not have access to a technology device (laptop, Chromebook, or tablet) and internet service at home.

Teachers and administrators have identified instructional resources that can be used at home to ensure learning continues.

- All grade 6-12 students have Chromebooks that are used to take home. Teachers routinely use Google Classroom to assign lessons and homework via a number of online platforms.
- Students in grades K-5 will complete online lessons. Students without a personal device at home will be provided a chromebook to use at home. All lessons will be aligned to content curriculum to ensure continuity in learning.

Schools will email families with information on how to access learning at home. This information will be posted on school and district websites, as well.

Examples of communications to families:

R.I. DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400



RIDE Rhode Island
Department
of Education

[Hugh Cole Video to Families](#) 3-17-20

[Mt. Hope High School Communication to Families](#) 3-16-20

Does your instructional contingency plan include how you would manage days out of school? Does it include virtual learning options?

Yes. Teachers will be responsible for planning and assigning virtual lessons through digital tools that are currently used in our classrooms and available through Clever, our single sign on service. Families will also be notified of the use of distance learning during periods of school closure and provided information on the digital tools typically used by teachers.

Each school has developed a Distance Learning Plan. Here are several samples:

[Hugh Cole Elementary](#) [Kickemuit Middle School](#) [Mt. Hope High School](#)

[Elementary Sample of a Distance Learning Day Schedule](#)

Have you tried any virtual learning options already?

We have a number of systems currently used in our district to support distance learning, including Google Classroom, the iReady adaptive math program, STEMscopes, Discovery Education, and Edgenuity. Throughout the school year, students routinely complete in-class and at-home online assignments.