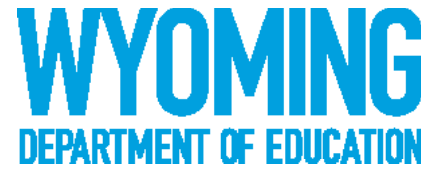


CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



MEMORANDUM NO. 2020-045

TO: School District Superintendents
FROM: Dicky Shanor, Chief of Staff
DATE: March 30, 2020
SUBJECT: COVID-19 Guidance Updates



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Superintendent of Public Instruction

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COVID-19 GUIDANCE UPDATES

Adaptive Learning Plans

- The Wyoming Department of Education (WDE) will make every effort to have all school district plans approved by the close of the week. Once approved, a district will receive a letter of approval and their plans will be valid through the rest of the school year. The guidance document for Adapted Learning Plans can be found [here](#).
- Approval of district plans is an iterative process. After districts submit their plans, the WDE will provide as real-time feedback as possible on any parts of the plans that need clarification. The WDE has received 19 plans as of today and a review team is working on them now.
- If, after working with an approval plan, a district decides to make a substantive change to their plan to address emerging needs, contact the WDE to register the change. Send plan amendments to Laurel Ballard at laurel.ballard@wyo.gov.
- If a district plans to offer limited instruction on school premises for some students such as for students on IEPs, follow the guidance provided by the Wyoming Department of Health and consult local health officials. Inform the WDE of those plans and include how the district intends to keep a record of the implementation.

- Next Zoom will be Monday, April 6 at 8:30 where the WDE will share-out components of approved adapted learning plans in partnership with those districts.

Average Daily Membership (ADM)

- Districts should pursue student attendance based on methods outlined in their adapted learning plan. Adapted learning plans should detail a three-tiered approach in which districts will continue to attempt engaging its non-engaged students.
- The WDE will conduct progress checks at the end April and possibly May. At this time, the method for conducting the checks is in development.
- Districts that successfully implement their Adapted Learning Plan will be held harmless from daily proportional reduction of block grant funding due to school building closures as necessary from April 6, 2020 through the end of the 2019-20 school calendar year.

Questions from Superintendents

Is there any direction for us should we have staff (secretaries, custodians etc.) that are not comfortable in working, even when students are not present?

- The WDE will not issue guidance on this subject. The WDE will trust district judgment to handle this issue at their discretion.

Will next year's SPED funding be based on actual costs the remainder of this year? In other words, if our paras log less hours supporting kids via a distance platform will that affect next year's funding?

- This may be a subject for a special session of the legislature if there is one.

Would it be possible for Alexia Harrist to issue a statewide memo on transporting learning materials or packets back and forth. She had indicated this to be a low risk - it would be helpful if this came directly from her office.

- Consult with your local health officials for guidance first, then contact the Wyoming Department of Health if you need more assistance.

Can you please send out the 'look for' for the plans so that we successfully meet the requirements?

- Contact the WDE with any questions along these lines.

I have heard multiple times that some districts may be buying cell phone minutes for families. Has any guidance been issued to guide students on doing this? Which students are eligible? Documentation of need?

- While there has been no guidance, most local cell and broadband providers have been willing to work with school districts during this crisis.

Has there been any guidance from OSEP regarding the impact to MOE and the potential of waivers?

- The WDE is waiting for guidance from OSEP.

Is our tracking of attendance to take place in both our PowerSchool or Infinite Campus or other tool or can we rely solely on excel sheets or other documentation?

- Districts may track it how they deem appropriate.

How will President Trump's guidance to extend limitations of social gatherings to the end of April impact the states plan?

- As of today, Governor Gordon and the Wyoming Department of Health have not expanded school closures beyond April 17. We will continue with these adaptive learning plans for the time being.