

CONTINUITY of OPERATIONS PLAN (COOP)

Arlington Public Schools

A. INTRODUCTION:

Each district must develop, maintain and when needed, implement a continuity of operations plan that ensures the delivery of basic education program services during disruptions to the basic education program due to an emergency disaster as defined in RCW 38.52.010. An emergency may also include a national declaration of emergency by an authorized federal official.

This Continuity of Operations Plan (COOP) is a component of the District's Comprehensive Emergency Management Plan under RCW 38.52.030.

B. NOTIFICATION of BASIC EDUCATION DELIVERY DISRUPTION:

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| <p>The District will notify the State Board of Education (SBE) by email to Randy Spaulding, SBE Executive Director at Randy.Spaulding@k12.wa.us and postal mail to Randy Spaulding, SBE, 600 Washington St SE, Olympia, WA 98504 and the Office of Superintendent of Public Instruction (OSPI) by email to Chris Reykdal, State Superintendent, at chris.reykdal@k12.wa.us and postal mail to Chris Reykdal, OSPI, 600 Washington St SE, Olympia, WA 98504 within five days of the decision to temporarily move a classroom, school or the entire school district to an alternative method of basic education delivery, such as remote learning and include the information below. OSPI will notify the State Board of Education (SBE) regarding this change.</p> <ul style="list-style-type: none">(a) Date that the disruptions to basic education delivery began or will begin if there is an impending emergency situation and the estimated duration of the emergency or disaster(b) Documentation of the emergency or disaster, such as a declaration of emergency, and information that describes the disruption to the basic education program delivery due to the emergency(c) Contact information or school district staff who are responsible for executing the COOP(d) Any further information or assurances upon request from SBE and/or OSPI | As needed within 5 days of implementation | Superintendent & Executive Director of Operations |
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C. OBJECTIVES:

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| <ol style="list-style-type: none">1. Ensure the essentials functions can be performed under all conditions2. Reduce a loss of life and minimize property damage and loss3. Execute a successful order of succession with accompanying authorities in the event of disruption renders the district's leadership unable, unavailable, or incapable of assuming or performing their authorities and responsibilities4. Reduce or mitigate disruptions to operations |
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5. Ensure the Arlington School District has facilities where it can continue to perform essential functions as appropriate.
6. Protect essential facilities, equipment, records, and other assets.
7. Achieve the district's timely and orderly recovery, and reconstitution from the emergency.

D. THE PROCESS USED FOR THE SCHOOL DISTRICT TO DECIDE HOW TO TRANSITION TO MODALITIES OTHER THAN IN-PERSON INSTRUCTION IF NEEDED IN THE EVENT OF AN EMERGENCY OR DISASTER IN ORDER TO ENSURE EQUITABLE DELIVERY OF THE PROGRAM OF BASIC EDUCATION TO ALL STUDENTS:

Section J describes when we will transition to other modalities other in-person instruction for:

- Individual/s
- Classroom/s
- School/s
- All schools in the district

E. THE ROLES & RESPONSIBILITIES OF SCHOOL DISTRICT STAFF RESPONSIBLE FOR EXECUTING THE CONTINUITY OF OPERATIONS PLAN DURING AN EMERGENCY:

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| Administration | Primary Person Alternate Person | Superintendent Executive Director of Human Resources |
| Instruction & Learning | Primary Person Alternate Person | Executive Director of Teaching & Learning Director of Categorical or Special Ed. Programs |
| Communications | Primary Person Alternate Person | Director of Communications Executive Director of Operations |
| Finance | Primary Person Alternate Person | Executive Director of Financial Services Fiscal Assistant |
| Technology | Primary Person Alternate Person | Director of Technology Director of Teaching & Learning |
| Facilities & Planning | Primary Person Alternate Person | Executive Director of Operation Director of Support Services |
| Maintenance & Operations | Primary Person Alternate Person | Executive Director of Operations Director of Support Services |
| Safety & Security | Primary Person | Executive Director of Operations |

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| | Alternate Person | Director of Special Education |
| Equity & Student Well-Being | Primary Person Alternate Person | Director of Equity & Student Well-Being Superintendent |

F. THE PROCESS FOR THE SCHOOL DISTRICT TO DECIDE HOW TO TRANSITION TO OFFERING EACH STUDENT IN-PERSON INSTRUCTION WHEN DISRUPTIONS TO BASIC EDUCATION DELIVERY DUE TO THE EMERGENCY HAVE ENDED:

Section J describes how we will transition back to in-person instruction for

- Individual/s
- Classroom/s
- School/s
- All schools in the district

G. THE SCHEDULE FOR ROUTINE REVIEW OF THE CONTINUITY OF OPERATIONS PLAN BY THE DISTRICT:

This plan will be formally reviewed at least annually by the Board and more often if needed. Revisions to processes and protocols will be ongoing.

H. THE FOLLOWING WILL APPLY DURING IMPLEMENTATION OF THE CONTINUITY OF OPERATION PLAN:

1. Days in which instructional hours are offered will count as schools days for the purpose of meeting the requirements of RCW 28A.150.220
2. Nothing in this section supersedes other applicable law.

I. REVIEW:

The State Board of Education and OSPI may review at their discretion. The District's compliance with the requirements of the program of basic education is subject to under WAC 180-16-195

J. ALTERNATE INSTRUCTIONAL DELIVERY SYSTEMS:

| INDIVIDUALS | Continuity of instructional plans for STUDENTS: |
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| <p>Individual students who are unable to attend school due to an “emergency or disaster” including a pandemic or catastrophic event will have opportunity to access instruction using online methods as available and appropriate. An “emergency” may also include a national declaration of emergency by an authorized federal official.</p> <p>We will follow the most current Snohomish Health Department requirements.</p> | <p>Teachers will prepare instructional activities for students and distribute materials and/or post student learning activities online. The online materials will be accessible through Google classroom.</p> <p>Technology will ensure that all students have an appropriate device and accessible internet (hotspots, etc.)</p> <p>Food Services will consider ways to establish access to meals for students when participating in alternative learning methods.</p> <p><u>Transition back to in-person:</u></p> <p>The individual may transition back to in-person instruction when either the “emergency or disaster” has been resolved, or when an individual has been cleared of required health protocols.</p> |

| CLASSROOM or CLASSROOMS | Continuity of instructional plans for STUDENTS when A CLASSROOM or CLASSROOMS are impacted: |
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| <p>A classroom or classrooms of students may be closed as directed by the Snohomish Health Department, Superintendent and/or Contact Tracing Team when impacted by an “emergency or disaster” or other “health crisis” or when staffing supervision of students is compromised related to the emergency. The students in the classroom or classrooms will have opportunity to access instruction using online methods. An “emergency” may also include a national declaration of emergency by an authorized federal official.</p> <p>We will follow the most current Snohomish Health Department requirements.</p> | <p>Classroom Teacher/s will provide remote instruction through online instruction through zoom. Instruction will be delivered through synchronous and asynchronous formats.</p> <p>Technology will ensure that all students have an appropriate device and accessible internet (hotspots, etc.)</p> <p>Food Services will consider ways to establish access to meals for students when participating in alternative learning methods.</p> <p>Custodial Services will implement appropriate sanitization plan to reduce risk of contagion.</p> <p><u>Transition back to in-person:</u></p> <p>The classroom or classrooms may transition back to in-person instruction when it is determined by the Superintendent and/or the Snohomish County Health Department that the “emergency or disaster” or “health crisis” hindering in-person instruction for the classroom or classrooms has been resolved.</p> |

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| CLOSING A SCHOOL | Continuity of instructional plans for STUDENTS when a SCHOOL is impacted: |
| <p>A school may be closed as directed by the Snohomish Health Department and/or other official agency and/or Superintendent when an “emergency or disaster” or other “health crisis” poses significant impact on the school or when staffing supervision of students is compromised related to the emergency. An “emergency” may also include a national declaration of emergency by an authorized federal official.</p> <p>We will follow the most current Snohomish Health Department requirements.</p> | <p>All Classroom Teachers and Support Staff will provide remote instruction through online instruction through zoom. Instruction will be delivered through synchronous and asynchronous formats.</p> <p>Technology will ensure that all students in the closed school will have an appropriate device and accessible internet (hotspots, etc.). They will coordinate and organize distribution centers for device pick-up if needed.</p> <p>Food Services will consider ways to establish access to meals for students in the school impacted.</p> <p>Custodial Services will implement appropriate sanitization plan to reduce risk of contagion when the emergency is a health crisis.</p> <p><u>Transition back to in-person:</u></p> <p>The school can transition back to in-person instruction when it is determined by the Superintendent and/or the Snohomish County Health Department and/or other official agency that the “emergency or disaster” or “health crisis” impacting the school has been resolved.</p> |



| CLOSING THE SCHOOL DISTRICT | Continuity of instructional plans for STUDENTS when a SCHOOL DISTRICT is impacted: |
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| <p>The district schools would be closed if there was an Executive Order of the Governor that directs the entire district to close; or</p> <p>The Snohomish Health Department determines that the level of a “health crisis” or situation requires closing the entire district; or</p> <p>The District/Superintendent may close all schools because supervision of students is significantly compromised due to staffing challenges related to the emergency.</p> <p>We will follow the most current Snohomish Health Department requirements.</p> | <p>All Classroom Teachers and Support Staff will provide remote instruction through online instruction through zoom. Instruction will be delivered through synchronous and asynchronous formats.</p> <p>Technology will ensure that all students will have an appropriate device and accessible internet (hotspots, etc.). They will coordinate and organize distribution centers for device pick-up if needed.</p> <p>Food Services will consider ways to establish access to meals for students in the school impacted.</p> <p>Custodial Services will implement appropriate sanitization plan to reduce risk of contagion.</p> <p>Transition back to in-person:</p> <p>The District can transition back to in-person instruction, when either the Governor lifts the Executive Order that closed the district; or the Snohomish County Health Department determines that the “health crisis” or situation has improved; or the District/Superintendent has determined that student supervision is no longer compromised by staffing challenges. This transition can take place in phases if necessary.</p> |



K. RESOURCES & REFERENCES:

APS Board Policy 3432 and Procedure 3432P Emergency Preparedness and Response

Washington Department of Health

- [Guidance to Prevent and Respond to COVID-19 in K-12 Schools and Child Cares](#)

WAC 180-16-212 Continuity of Operations Plan

RCW 28A.150.220

WSR 21-10-044 & WAC 180-16-212

RCW 38.52.010