

Wishkah Valley School District Continuity of Operations Plan (COOP)

A Continuity of Operations Plan (COOP) helps ensure that essential district functions continue during an emergency and its immediate aftermath. A district COOP is a functional response annex to the district Emergency Operations/Safety Plan. Essential district functions generally include teaching and learning, transportation, business services (HR, payroll and purchasing), communication (internal and external), computer/network systems support, facilities maintenance, and safety and security.

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| School District | Wishkah Valley School District |
| Date | Revise July 28, 2022 |
| In-person Teaching Plan | WVSD has reopened to all students for in-person instruction on January 19, 2021, and will follow our normal 180-day schedule. |
| Decision Basis for Transition | <ol style="list-style-type: none">1) State or national emergency where school is directed to change instructional modality.2) Local health department directive to change instructional modality.3) WVSD School Board determines the need to change instructional modality. |

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| <p>Roles and Responsibilities</p> | <p>Decision to change instructional modality: Wishkah Valley School District School Board Donald B. Hay - Superintendent</p> <p>Modality Transition Team <u>District Leadership Team</u> - Coordination, timelines, district communication <u>Building Leadership Team</u> - Teacher and staff coordination, instructional leadership <u>IT Director</u> - Coordination of Technology Services <u>Director of Student Support</u> - Coordinate social emotional needs and 504 accommodations <u>Special Education Director</u> – Coordinate special education services <u>Transportation</u> - Coordination and communication of transitions to transportation <u>Food Service</u> - Coordination and communication of transitions related to student breakfast and lunch programs <u>Plant Manager</u> – Coordinate building and facility needs. <u>Head Custodian</u> – Coordinate cleaning and sanitation needs.</p> |
| <p>Process for Decision to Transition to Modalities Other Than In-person Instruction</p> | <p>If an emergency, health or safety or disaster, arises that requires the district to restrict access to in-person instruction within the district, the following will be implemented:</p> <p>Input/direction from local health department, state or national authorized official or agency.</p> <p>One day of asynchronous instruction when transitioning <u>out</u> of in-person instruction will allow families and staff to prepare for hybrid/fully remote instruction.</p> <ul style="list-style-type: none"> ● Staff will be available via Zoom to support students. |
| | <p>One day of asynchronous instruction when transitioning <u>to</u> in-person instruction will allow families and staff to prepare.</p> <ul style="list-style-type: none"> ● Staff will be available via Zoom to support students. |

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| <p>Process for how to transition a school or classroom</p> | <p>If an emergency, health or safety or disaster, arises that requires the district to restrict access to in-person instruction in a single classroom or school, the following will be implemented:</p> <p>Input/direction from local health department, state or national authorized official or agency.</p> <p>One day of asynchronous instruction when transitioning out of in-person instruction will allow families and staff to prepare for hybrid/fully remote instruction.</p> <ul style="list-style-type: none"> ● Staff will be available via Zoom to support students. <p>One day of asynchronous instruction when transitioning to in-person instruction will allow families and staff to prepare.</p> <ul style="list-style-type: none"> ● Staff will be available via Zoom to support students. |
| <p>The plan for how to provide instruction if the district moves to a different instructional modality</p> | <p>All K-12 students are provided a Chromebook and charger.</p> <p>Staff will be on site unless the district is directed otherwise.</p> <ul style="list-style-type: none"> ● Secondary - 7 period day following current bell schedule delivered via Google Classroom, Canvas, and Zoom. ● Elementary – Regular class schedule delivered via Google Classroom, Canvas, Zoom, and learning packets. |
| <p>Schedule for review of continuity of operations plan</p> | <p>This plan will be reviewed on an annual basis, to include a review of current emergency/ disaster information from the local health department, school board, and state educational authorities.</p> <p>If the district moves to virtual/ remote instruction, this plan will be reviewed on a weekly basis, throughout the duration of the closure of in-person learning.</p> |

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| <p>Instructional Hours Offered</p> | <p>Wishkah Valley School District is scheduled to provide at least 1027 hours of instruction and the equitable delivery of the program of basic education to all students.</p> <p>In the event of the transition to virtual/remote learning, WVSD will follow the most current OSPI remote learning contact time requirements.</p> |
| <p>Notification to SBE and OSPI</p> | <p>Wishkah Valley School District will within 5 days of the decision to implement the continuity of operations plan notify SBE and OSPI by email and postal mail:</p> <ul style="list-style-type: none"> a) Date disruption began or begins b) Reason for disruption (ex: declaration of emergency, description of disruption) c) School District Contact <p style="text-align: center;">Donald B. Hay, Superintendent dhay@wishkah.org 360 532-3128 4640 Wishkah Road Aberdeen WA 98520</p> |
| <p>Additional Information or Assurance Required from District</p> | <p>The Wishkah Valley School District Continuity of Operations Plan is an addendum to the Wishkah Valley School District Comprehensive Emergency Management Plan.</p> |