

Palmyra R-1 Back to School 2020-2021

August 21, 2020

plan for students, parents, and staff



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*Items in red have been added/updated for this version of the back to school plan (8.21.2020)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

INTRODUCTION

The mission of the Palmyra R-1 School District is to recognize individual students needs and provide the means for every student to reach his/her highest potential remains unchanged and this promise will continue through every season.

In the past few months we have learned a great deal about changing course in mid-stream. As this document is written the COVID-19 pandemic continues to impact people throughout our world, our nation, our state, our community, and in some cases our own families. Changes will be taking place as we return to school in August.

During the spring and summer months, we have participated in numerous meetings/briefings/communications with health department leaders, multiple school districts, statewide leaders, and others to carefully analyze many possible plans of going back to school in August. As you know the COVID-19 pandemic response has been very challenging for everyone and our primary goal upon returning to school is the health and safety of our students and staff.

As the pandemic and its residual effects continue through the summer we are planning to bring every student back to school beginning August 24th. Some parents may choose not to send their children back to school in August and we understand their concerns. There will be options for students who do not return to school until the COVID-19 risks have passed.

Palmyra R-1 staff/students/parents will follow the scenarios below as we return to school:

Scenario 1) **Green:** All staff/students will return to school starting August 24th. Staff/students will start the school year using the regular school-year calendar continuing to follow public health guidelines by implementing social distancing practices and implementing other safety measures. We are able to effectively manage any new cases of COVID-19 and the risk to staff and students remains low.

Scenario 2) **Yellow:** Low infection rates and lifted mitigation strategies would allow us to go back to school for in-person learning in August, but a higher infection rate forces us into a combination of in-person and virtual learning environment during the school year. In this scenario, some students would remain in school, while others would stay at home and receive lessons remotely. This scenario will look different depending on the range and rate of infection.

Scenario 3) **Red:** No students are on campus. Staff may or may not be required to be on campus.

BACK TO SCHOOL GOALS

- Engage students with their teachers in the school building every day
- Provide a high quality educational experience with success for all students
- Prioritize students and staff health by working closely with health and medical professionals to follow public health and safety guidelines
- Share responsibilities with parents and staff, to protect themselves and their children, by reinforcing proper hand-washing, and maintaining social distancing

Making every effort to meet our goals for our staff and students will ensure we can start back to school on time and provide an educational environment where everyone can work and learn at high levels. While we are excited to get all of our staff and students back in school, we understand that this is a constantly changing situation. What we have prepared in this document may need to be revised and adjustments made depending on recommendations from local and state authorities.

POSITIVE COVID-19 TEST OR QUARANTINE

If your son/daughter has received a positive COVID-19 test result, or is quarantined, please contact your child's school office with information regarding his/her expected return to school. The school requires documentation from the attending doctor noting when your child is allowed to return to school.

If their condition allows, students are responsible for continuing to attend classes via distance learning during quarantine. Please contact your child's school office if you have questions about how to access the distance learning apps on the iPad.

OUR ROLE IN HELPING SLOW THE SPREAD OF COVID-19

TRANSMISSION

As a public entity we are responsible for following health and medical guidelines and recommendations at school. In order to protect the health and safety of staff and students we will implement layers of protection throughout each school campus and on all of our buses. These additional layers of protection will change the way students and staff interact with each other as well as the way they interact with the facilities they work and learn in during the year. These changes should be evident everywhere as we go back to school in August.

Some of the most effective methods of slowing the spread of COVID-19 transmission is to practice social distancing, wear face masks, practice good hand hygiene, and to do daily symptom checks.

Classroom settings will be set up so that students and staff can social distance in the classrooms. Face masks will be optional in classroom settings, except when teachers and students are working closely, then teachers will wear a face mask/face shield. Hand sanitizer will be available for students and staff to use, and frequent hand washing with soap and water will be suggested throughout each school day.

IN SCHOOL

1. Maintain social distancing of 3-6 feet
2. **We highly recommend that students wear facemarks while moving throughout the building and when proper social distancing cannot happen**
3. Teachers will wear face mask/face shield when working closely with students and when they are in the vicinity of students who are moving in the building
4. Practice proper hand washing
5. Use hand sanitizer when hand washing is not an option
6. Posters will be placed throughout each building as visual reminders to practice social distancing and proper hand hygiene
7. Attendance and absenteeism will be monitored closely, as absenteeism may be an early warning sign of larger health concerns
8. Regularly email parents and staff on best practices for at-home preventative care
9. Train employees on coronavirus impacts and awareness

BEFORE RETURNING TO SCHOOL

There are both required and recommended actions we are asking of our parents, students, and staff to ensure a safer environment as we return to school in August.

Required

Complete registration for your child(ren)

Recommended

Two weeks ahead: We suggest you begin to closely monitor any changes in you and your child(ren)'s health.

Parents take child(ren)'s temperature every day before school. Make sure temperature does not exceed 100.0 F.

Staff temperatures will be taken every day before school. Make sure temperature does not exceed 100.0 F.

If you, or your child(ren) experience any of the symptoms below, you should reach out to your healthcare provider before your child(ren) go back to school.

People exhibiting new symptoms without explanation should not go to school and, if at school, will be sent home not to return for 48 hours after symptoms have resolved.

Symptoms of COVID-19 may include:

- fever greater than 100.0 or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- unexplained muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

CLASSROOMS

Social distancing is the rule, no matter where class is held.

Changes everyone will see in the classroom:

- doors will be open to reduce touching common surfaces
- desks will be spread out to accommodate social distancing guidelines
- non-essential furniture and carpet has been removed from classrooms
- posters may be posted as reminders to social distance and use proper hand hygiene
- lockers will not be used until social distancing guidelines are relaxed

Face coverings:

- face coverings are optional for students (some labs/demonstration activities will require face coverings for all)
- teachers will use face masks/face shields when working closely with students

Entering and exiting the classroom:

- enter classrooms only after the last person has fully exited
- stay to the right at all times in the hallway
- students will move in the same direction in the hallways to get from class to class when possible
- refrain from touching items that have commonly touched surfaces such as door handles
- use hand sanitizer upon entering a classroom

Seating:

- assigned seats will be provided in each room
- move to another seat only with the teacher's permission

RESTROOMS

Restrooms will be used at 50% capacity. If a restroom has 4 sinks, then 2 people can be in the restroom at one time.

ENTERING BUILDINGS

Students will go to pre-determined supervised areas as they enter the building each morning.

- sanitize hands upon entering the building
- maintain proper social distancing

BREAKFAST AND LUNCH

Meals will be offered in the classrooms to reduce student grouping, movement and interaction in the building.

- meals will be delivered to classrooms and will look similar to the meals that were served this spring and summer when buildings were closed
- food will not be shared
- meal expenses will be charged to the students' account
- students may still bring their own lunch from home
- all food service staff will wear face masks/face shields during working shifts
- middle school and high school students will be able to purchase seconds

INDOOR ACTIVITIES

Student movement will be limited throughout each school building. Therefore indoor activities such as assemblies and parties where large groups gather will be restricted, or limited, throughout the district.

OUTDOOR ACTIVITIES

Outdoor activities will be allowed depending on the size of the group/gathering. Outdoor activities will be limited to classrooms, clubs, school programs, athletics.

- exit the building using social distancing guidelines
- maintain social distancing while outside
- sanitize/wash hands upon entering the building
- conduct band, music, and pe classes outside as often as possible
- recess will be scheduled outside every day as weather permits

VISITORS

All visitors, to include family members, will be restricted, except for special meetings such as IEP's.

- masks will be required of all visitors that enter our buildings for IEP's, etc...
- we will not be able to accommodate visitors such as lunch guests, family members of staff/students like we used to welcome in to our buildings

ATHLETICS

We are looking to MSHSAA to provide guidance for athletic practices and contests scheduled throughout the fall. You may find the most recent information from MSHSAA at the following website:

<https://www.mshsaa.org/>

RIDING BUSES

In rural areas riding the bus is the only way for some students to get to school in the morning and back home at the end of the day. We plan to run regular bus routes when we return to school in August. **In order to support social distancing on buses we are encouraging parents to please consider transporting their children to school, or find alternate methods of transportation to get their children to school.**

- parents screen their children for symptoms at home before sending them to school on the bus
- bus drivers will wear face masks/face shields
- students will have assigned seats
- family units will sit together
- the seat behind the driver will remain empty and be used for sanitation materials
- students will sanitize their hands upon entering the bus
- masks will be available for students to wear on the bus
- we highly recommend that all persons wear facemasks on the bus**
- windows will be opened as much as possible to promote air circulation
- students may only ride their assigned bus
- buses will be disinfected daily
- there will be no non-essential bus trips

CLEANING/SANITIZING

We are committed to keeping our buildings and campuses as safe as possible through consistent and enhanced cleaning and sanitizing practices.

Buildings:

- classrooms will be cleaned daily
- restrooms will be cleaned daily with high-touch surface areas cleaned twice daily
- high touchpoint cleaning will increase
- lockers will not be utilized

Classrooms:

- cleaned daily
- high touchpoint cleaning will increase
- additional custodial staff will attend to high touchpoint areas
- doors will be left open to reduce high touchpoint areas

Buses:

- disinfected daily

Outdoor Areas/Playgrounds:

- high touchpoint areas will be cleaned regularly

RESPONSE TO COVID-19 SYMPTOMS/CASES

Palmyra R-1 School District does not have the capacity to test everyone who attends and works at school. Even if it were possible, it is not clear that widespread testing would reduce the likelihood of spread within schools, as testing only measures a moment in time. Someone could test negative one day and be exposed the next day.

The school will consult with the Marion County Health Department regarding procedures for workforce tracing following a positive COVID-19 test by an employee, student or those who have come into contact with an individual testing positive for COVID-19.

Sickness of any kind in school:

- person will be taken to a pre-determined isolation room
- parents will be called to pick up their child
- classroom will be cleaned and disinfected
- staff persons will be monitored for symptoms
- person may return after being symptom-free for 48 hours

Positive Case of Student or Staff:

- targeted classroom/building closure
- close and isolate areas impacted
- deep-clean and disinfect areas (after 24 hours or longer)
- advise sick students to stay home until they have met MDHSS criteria to discontinue home isolation
- sick staff will stay home until they have met MDHSS criteria to discontinue home isolation
- inform those who have had close contact to a person diagnosed with COVID-19 to follow MDHSS guidance if symptoms develop. If a person does not have symptoms, follow appropriate state Missouri DHSS guidance for home quarantine.

www.health.mo.gov

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

If you had close contact with a person who has COVID-19

- Stay home until 14 days after your last contact.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

If you are sick and think or know you have COVID-19

- Stay home until after:
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after:
 - 10 days have passed since your positive test.

If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

cdc.gov/coronavirus

COVID-19 SYMPTOMS DAILY CHECKLIST

Parents, staff and students will be expected to go through the COVID-19 checklist daily before they enter the school building. We are asking parents to screen child(ren) at home each day before heading out to school.

For the health and safety of the school community, persons answering “yes” to any of the following symptoms/situations should stay home until they have been symptom free for 48 hours:

- Do you have a fever over 100.0° without having taken any fever-reducing medications?
- Do you have a loss of smell or taste?
- Do you have a cough?
- Do you have muscle aches?
- Do you have a sore throat?
- Do you have congestion or a runny nose?
- Do you have shortness of breath?
- Do you have chills?
- Do you have a headache?
- Have you experienced any new gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- Have you, or anyone you have been in contact with, been diagnosed with COVID-19 within the last two weeks?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official in the last two weeks?

If your child is at home sick, a school staff person will call to check on his/her condition. During that call parents will be reminded that students are required to stay home for 48 hours after they are symptom free.

BUILDING CLOSURE DISTANCE LEARNING ROLES AND RESPONSIBILITIES

Roles and Responsibilities	
District Office	<ul style="list-style-type: none"> • Create, distribute, and coordinate the Back to School plan • Support staff, students, and families in shifting to a distance learning environment • Facilitate regular communication with educators, families, and the community • Assist educators in implementation of in-person and distance learning plans • Review, coordinate, and share resources in support of student and teacher wellness
Technology Department	<ul style="list-style-type: none"> • Monitor and support student/family/staff needs for devices and internet access • Support staff, students, and families in shifting to distance learning environment • Facilitate regular communication with educators and families • Provide written/video/in-person support to assist faculty with use of identified resources • Facilitate technology support to students, families, and staff
Principals	<ul style="list-style-type: none"> • Support staff, students, and families in shifting to a distance learning environment • Facilitate regular communication with educators and families • Help educators in implementation of in-person and distance learning plan • Monitor communication among teachers and their students
K-12 Teachers	<ul style="list-style-type: none"> • Use Seesaw/Google Classroom to share learning, activities, and assignments, collect and grade appropriate assignments (documentation of learning), and provide feedback to students • Use Seesaw/Google Classroom, Zoom, school phone and/or email to communicate with students/families about learning • Be online and available to students and families during office hours (prep time). • When a building, or the district is closed, we will run a shortened day schedule. Office hours will then be 1:00-3:30 each day. • Use district curricula and resources to design and deliver instruction to students • Collaborate with colleagues to share ideas, reflect on practices, and actively support others
Specialists, Intervention Providers, Paraprofessionals	<ul style="list-style-type: none"> • Be online and available to students and families during office hours (prep time), in addition to checking email at least once each day • When a building, or the district is closed, we will run a shortened day schedule. Office hours will then be 1:00-3:30 each day • Use Zoom to record lessons/provide intervention instruction, as appropriate • Schedule real-time conferences with students to assess progress after assistance on work assigned by other teachers • Use Zoom and/or email to communicate with families about student learning • Provide differentiation assistance to teachers, collaborating online and/or via Zoom

Roles and Responsibilities

K-12 Special Educators	<ul style="list-style-type: none"> • Follow your daily schedule • Be online and available to students and families during office hours (prep time) • When a building, or the district is closed, we will run a shortened day schedule. Office hours will then be 1:00-3:30 each day • Use Zoom to record lessons/provide intervention instruction, as appropriate • Use school phone, or Zoom, to communicate with families about student learning calling each student/family at least once each week • Provide differentiation assistance to teachers, collaborating online and/or via Zoom • Consider use of real-time conferences with students to assess progress and offer assistance on work assigned by other teachers (will vary by grade level and IEP) • Consider recording videos for families to assist with at-home supports • Adhere to additional guidance provided by your Special Ed. Director
Library Media Specialists	<ul style="list-style-type: none"> • Be online and available to students and families during office hours (prep time) • When a building, or the district is closed, we will run a shortened day schedule. Office hours will then be 1:00-3:30 each day • Review, coordinate, and share learning resources for students, teachers, and families • Use district curriculum and resources (i.e. Google Classroom, Zoom, Seesaw) to design and deliver instruction to students • Schedule conferences with students who need resources to complete assigned work • Provide planning and design assistance to teachers, collaborating online and/or via Zoom • Coordinate with building/district technology specialists to assist students, teachers, and families with technology resources and needs • Collaborate with colleagues to share ideas, reflect on practices, and actively support others
Counselors	<ul style="list-style-type: none"> • Be online and available to students and families during office hours (prep time) • When a building, or the district is closed, we will run a shortened day schedule. Office hours will then be 1:00-3:30 each day • Use Google Classroom, or Seesaw, to record and provide guidance lessons, as appropriate • Coordinate with social workers, scheduling proactive "mental health" checks with identified high-need students (call home and check on these students at least once) • Coordinate with social workers, scheduling proactive "family" checks with families in need • Serve as a resource for families and liaison to support students/families in crisis • Work on student schedules/plans for next year (9-12) • Provide supports for students seeking information about ACT and college (9-12)
Social Workers	<ul style="list-style-type: none"> • Be online and available to students and families during office hours (prep time) • When a building, or the district is closed, we will run a shortened day schedule. Office hours will then be 1:00-3:30 each day • Serve as a resource for families and liaison to support families in crisis • Coordinate with counselors, scheduling proactive "mental health" checks with identified high-need students (call home and check on these students at least once) • Coordinate with counselors, scheduling proactive "family" checks with families in need

Roles and Responsibilities

Early Childhood Special Education	<ul style="list-style-type: none"> • Work as a general education teaching team to create three learning activities daily, in each of the following categories: literacy/language, science/math, social/emotional, and music/movement (motor) • Communicate with families regarding your team’s “office hour” availability and the best/most appropriate method for parent access/communication • Provide families with designed learning ideas/supports on a daily basis • Be available to families during established office hours to respond to parent questions • Evaluate goals for each individual student to determine if it is best to provide activities for families to practice/generalize skills OR provide a plan for alternative services • Communicate to families the team’s recommendation in each area and allow parents the final decision as to which option they prefer • If necessary, offer alternative services consistent with distance learning requirements • If staff recommends activities to practice or generalize skills, create individual activities or learning for the family (i.e. video instruction on social skills, or improving language through storytelling, etc...) • Attend staffing meetings and appropriate IEP meetings, to be held by phone or via Zoom
Curriculum Director	<ul style="list-style-type: none"> • Support teachers in implementation of the learning and support plan • Provide written/video training and support to assist staff and students/families with use of district identified resources • Coordinate with building and district staff to assist students, teachers, and families with technology resources and needs • Review, coordinate, and share learning resources for students, teachers, and families • Provide planning and design assistance to teachers, collaborating online and/or via Zoom • Collaborate with colleagues to share ideas, reflect on practices, and actively support others • Review, coordinate, and share resources in support of student and teacher wellness
School Secretaries & Office Personnel	<ul style="list-style-type: none"> • Maintain regular job duties and responsibilities
Nurses	<ul style="list-style-type: none"> • Schedule proactive checks with families of students with chronic health concerns and those of identified high-need students (all home and check on these students at least weekly) • Work with school counselors and social workers to identify and coordinate resources for families in need of support • Maintain student health records, including online enrollment verification • Provide family support by responding to district emails/phone calls • Communicate regularly with district nurses to monitor/support district wellness needs.
Maintenance & Custodial Staff	<ul style="list-style-type: none"> • Conduct building walk-throughs to identify high need areas for sanitizing and disinfecting • Fulfill deep-cleaning responsibilities • Communicate regularly with supervisors about cleaning/maintenance needs

Student Roles and Responsibilities

- Follow appropriate online expectations, outlined in the district iPad handbook
- Stay informed by checking your Seesaw/Google Classroom account and district email daily, as appropriate
- Establish your learning routine and prepare a space where you can work effectively and successfully. This should include having a quiet space in your home where you can participate in video conversations with others, for live lessons or two-way communication with teachers.
- Follow your shortened day schedule each day, keeping in mind the teachers will be online and readily accessible from 1:00-3:30 each day at a minimum.
- Be an active learner, proactively communicating with teachers if you need additional support or may not be able to meet assigned deadlines
- Whenever possible, create balance in your day so that you're not sitting and/or online for hours at a time
- If you're going to participate in a Seesaw, or Zoom, video session, please dress appropriately for school and make sure there is nothing behind you that you don't want others to see. Only submit audio/video files that are appropriate
- Engage in all learning with academic honesty and integrity. Do not give out your passwords to people outside your home. Do not impersonate others online. The same consequences for academic dishonesty applies through distance learning as it does for in-person learning.
- Ask questions, be persistent, and work to solve problems that may occur. Nothing about this experience is normal, so we must be patient and accept that there will be challenges and missteps along the way. Be kind to your teachers and your family members. Don't be afraid to tell others when you're frustrated or upset, but know that you simply can't give up, either.

Parent/Guardian Roles and Responsibilities

- Help your child prepare a space for effective learning. When your child's learning space is separate from the bedroom and distanced from a television or gaming area, it sets the expectation and tone that the space is for work and not play. In addition, learning in shared areas allows parents/guardians to readily support students, as needed while also monitoring online activity. This may not always be possible, but it is worth considering.
- Establish routines and expectations for distance learning, then do your best to hold all family members accountable for meeting these. You may consider beginning and ending your day with a check-in.
- Assist your child in creating a daily schedule, keeping in mind that all teachers will be online and readily accessible from 1:00-3:30 each day. Your student's learning schedule should include roughly the hours normally committed to school and/or doing homework.
- Establish active time for your children's movement/physical activity and quiet time for reflection, away from technology
- Review appropriate online expectations with your student.
- Ensure that your child has necessary learning materials and tools, recognizing that not all tasks/assignments will be completed online.
- Stay actively informed and engaged by regularly checking your email Seesaw, or Google Classroom account, the latter of which (when linked to a student account) will give you access to assignments, student work, and communication feedback from teachers
- Proactively communicate with school staff if there are academic or technology concerns/needs
- Remain mindful of your child's stress and/or social-emotional wellness, recognizing that varied levels of worry/anxiety are possible in this unprecedented time. Even if students seem excited about online learning at first, the novelty will likely subside as many students mourn the loss of "normal" school experiences. These losses will be especially difficult for seventh-eighth graders and freshmen-seniors who may worry about missing key events or experiences if school buildings are closed. Never hesitate to reach out to building resources if you need information or support.
- Please notify your child's office if you have changed your cell phone number, or email address

For questions about...	Contact:
a course, assignment, or resource	the teacher who assigned the work
a technology related item	edwardsj@palmyra.k12.mo.us or gottmana@palmyra.k12.mo.us
a personal, academic, or social-emotional concern	your school or grade level counselor/social worker
other issues related to online learning	your school principal or assistant principal