
USD 498 ~ VALLEY HEIGHTS



2020/2021 REOPENING PLAN

(Draft ~ 07/27/20)

Preface to the Reopening Plan

The following reopening plan was developed and written by the administrators, teachers, and department leaders of the Valley Heights Schools, with guidance from the [Marshall County Health Department](#), [Marshall County Emergency Management](#), the [Kansas State Department of Education](#), the [Kansas Association of School Boards](#), and the [Kansas State High School Activities Association](#). Much time and attention has been given to opening our buildings with the health and safety of all our students, families and staff as the priority. It has been crafted following the current mandates and recommendations of our state and county governments. In the event these mandates are altered, we will adapt our plan accordingly.

Communication will be the key to the successful implementation of this plan and bringing students back into the structured and social/emotional learning environment that only a school setting can provide. It is our hope that, through fidelity to this plan and consistently upholding the recommendations within it, we can return to our buildings in a safe and efficient manner. Therefore, it is imperative that we are all diligent in communicating; district to families, families to the district, teachers to students and parents, parents and students to teachers.

Please note that students, staff and parents should be prepared to enter into a strictly remote learning environment should conditions warrant that our schools and/or buildings are shut down for any period of time. Again, we will do our very best to communicate any alterations to the course of the school calendar as they emerge. It is crucial that we each practice due diligence in routinely checking status updates via Facebook, email and Twitter.

We are committed to our students, their physical, emotional and educational well-being, and overall success as Valley Heights students and individuals. Please know that our doors are open to you in addressing your concerns and answering your questions. As a staff, we have adopted an attitude of positivity and resilience, and we firmly believe we will all be stronger for uniting and tackling this problem with a family mentality. A mentality that has created the success that our district has enjoyed, and will continue to build upon in the years to come.

You are encouraged to take the time to read through this plan thoroughly, and ensure that the information for day-to-day operations in our district and buildings is communicated to your child(ren). We will continue to be as transparent as we possibly can to alleviate any frustration or confusion as we draw closer to the first day of school. Thank you for your patience, understanding and support as we tread in the unprecedented waters of the past six months. We simply can't wait to see our students. Together we can do this, and do it well!

It's a great day to be a Mustang!

USD 498 Board of Education

Melissa Kennedy, Superintendent

Chad Kenworthy and Robert Green , Principals

The teachers and staff of Valley Heights Schools

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ON-SITE LEARNING

HEALTH

Wearing Cloth Face Coverings, Masks and Other

- Masks: (The district will follow, and adjust accordingly to, the current recommendations put forth from the Marshall County Health Department) Based upon the recommendations at the time of this policy creation, the following guidelines will be adopted:
 - All students, staff and visitors will be required to wear masks when social distancing can not be maintained.
 - Students may utilize appropriate personal masks/scarves in lieu of school distributed masks.
 - Several cloth masks will be provided by the district and student initials will be labeled on each mask.
 - Students will be expected to bring and wear a clean mask with them each day.
 - All masks must cover the nose and mouth.
 - Masks will be required outside only when social distancing can not be done.
 - Masks will be required during the use of any school vehicle.
 - Students that refuse, after multiple requests, to wear their mask when instructed to do so will be sent home for the remainder of the day, or until they are willing to comply with the district mandate.
 - Extra masks will be kept in each building office and in classrooms.
 - Lanyards will be provided for students to attach their mask to while eating/drinking, etc.

Adoption of Hygiene Measures

- Students, parents, and staff will be educated on the signs and symptoms of COVID-19.
 - Signage will be posted upon entry into the educational facilities with information related to COVID-19.
- Hand Washing
 - Handwashing with soap and water for at least 20 seconds will be taught and completed regularly.
 - Students will be instructed to wash their hands when leaving the restroom, before and after lunch/breakfast, recess and PE,
- Hand Sanitizer
 - All individuals must use hand sanitizer upon entry into the educational facility, as well as when entering the classroom after each transition and/or at least once per hour when within the classroom.
 - Sanitizer stations will be placed at the entrance to each facility.
- Social Distancing
 - Social distancing is expected for all persons on school property and in school facilities when masks are not worn. Social distancing includes staying six feet away from other individuals.
- Isolation Rooms
 - Each school facility will have an isolation room designated for individuals with signs and symptoms of COVID-19.
 - Only assigned staff will be allowed into the isolation room and individuals will be provided appropriate PPE.
 - Individuals with signs and symptoms of COVID-19 will be given a surgical mask to wear while in the isolation room.
 - Students need to be picked up by a family member/ emergency contact as soon as possible.
 - Isolation room will be thoroughly cleaned between each patient or use.
- Calling student in sick
 - When calling in a student sick, secretaries will be asking a set of specific questions that will be documented.
- Visitors
 - Visitors into the educational facilities will be limited beyond the front office.
 - Visitors will be required to wear masks and use hand sanitizer upon entry into the facilities.


Exclusion From School

- Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. The current known symptoms are:
 - Fever (100.4 or higher)
 - Chills
 - Rigors
 - Muscle or body aches
 - Fatigue
 - Headache
 - Sore throat
 - Lower respiratory illness (cough, shortness of breath or difficulty breathing)
 - New loss of taste or smell
 - Diarrhea


Temperature and Symptom Screen

- Student temperatures will be checked daily upon entry on the bus and/or school building.
- Staff Temperature and Health Check
 - All staff and visitors will have a temperature check upon entering the educational facility.
 - Temperature checks for staff and visitors will be recorded on a daily Health Check Survey and will be kept in the secretarial office.
- Visitors to all buildings aside from district employees and support service personnel is highly discouraged.
- Any and all building visitors (including district employees who are not assigned to that particular building) will have a temperature check and answer the following screening questions:
 - Do you have any signs or symptoms of a respiratory illness, such as a fever, cough, shortness of breath, or a sore throat?
 - In the last 14 days, have you had a contact with someone with a confirmed diagnosis of **COVID-19**, or under investigation for **COVID-19**, or are ill with any respiratory illness?

- The following graphic provided by the Kansas Department of Health and Environment could be useful in assessing your child's symptoms, and will be referred to by the school when a student is called in as ill















Kansas
Department of Health
and Environment



COVID-19

CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
 Fever	Common (measured at 100 F or higher)	Rare	High (100-102 F), can last 3-4 days	No
 Headache	Sometimes	Rare	Intense	Sometimes
 General aches, pains	Sometimes	Slight	Common, often severe	No
 Fatigue, weakness	Sometimes	Slight	Common, often severe	Sometimes
 Extreme exhaustion	Sometimes (progresses slowly)	Never	Common (starts early)	No
 Stuffy nose	Rare	Common	Sometimes	Common
 Sneezing	Rare	Common	Sometimes	Common
 Sore throat	Rare	Common	Common	No
 Cough	Common	Mild to moderate	Common, can become severe	Sometimes
 Shortness of breath	In more serious infections	Rare	Rare	Common
 Runny nose	Rare	Common	Sometimes	Common
 Diarrhea	Sometimes	No	Sometimes**	No

For more information: www.kdheks.gov/coronavirus

Medical Inquiries

- If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19. Please refer to the KSDE Coronavirus vs. Cold vs. Flu. vs. Allergies graphic above.
- The school may take the temperature of students, employees and visitors on a random basis or in situations where there is reason to believe that the person may be ill.
- If a student is tested outside of Marshall County, parents will need to contact the school with the results. The school will in turn contact the Marshall County Health Department for further guidance.

Defining a Case of COVID-19

- A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test. Based on what we currently know, a case is considered infectious two days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolations set by KDHE or the Marshall County Health Department.

Defining a Close Contact

- A person is considered a close contact of a case if they were within 6 feet of the positive case, or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or the Marshall County Health Department.



*Adapted from TN Dept of Health

RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.



Note: Lingering cough should not prevent a case from being released from isolation.

Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the case has been released from home isolation (because exposure is considered ongoing within the house).



If a household contact develops symptoms, they should be tested.

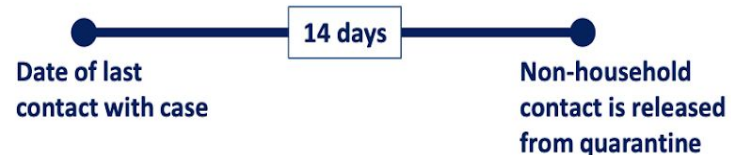
This means that household contacts may need to remain at home longer than the initial case.

Examples:

- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.

NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.



07/06/20

Return to School After Exclusion

- Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or the Marshall County Health Department. Currently those guidelines are:
 - Untested: Persons who have not received a test proving or disproving the presence of SARS CoV-2 , the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
 - Whichever criteria is longer. Meaning, a minimum of 10 days.
 - Tested and awaiting results. Persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.
 - Positive result.
 - Symptomatic cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
 - Whichever criteria is longer. Meaning, a minimum of 10 days
 - Asymptomatic cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since the date sample was collected AND
 - Symptoms have not developed.
 - If symptoms develop during the 10-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.
 - Negative result.
 - If known exposure to a COVID-19 case or travel from a location on the KDHE Travel-related Quarantine List people who are identified as close contact of a COVID-19 case or have travelled from a location on the KDHE Travel-related Quarantine List must be quarantined for 14 days. A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine.

- No known exposure to a COVID-19 case or travel-related exposure. People who have not been identified as a close contact to a COVID-19 case and have not travelled from a location on the KDHE Travel-related Quarantine List may return to work-school.
- In absence of symptoms, students required to quarantine will be held to the same attendance, activity completion and engagement guidelines as Remote Learners.

Other Students and Employees in the Household

- If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees living in the same household are considered close contacts and will be excluded from school for a mandatory 14-day quarantine period, which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14-day quarantine period for household contacts begins once the case is released from isolation by the public Health Department.
- If a student or employee is excluded from school on a 14-day mandatory quarantine period because they have been identified as a close contact of a case, then other students and employees living in the same household are considered contacts of a contact and do not need to be excluded from school unless they were also identified as a close contact of a case.

Travel-Related Quarantine

- If a student or employee has recently traveled from a location on the KDHE Travel-related Quarantine List, the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.

School Response to Student or Employee in Isolation or Quarantine

- As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease:
 - The Marshall County Health Department will be contacted with the name of the student or employee.
 - The custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected.
 - If the school is not open when notification occurs, the custodial staff will wait 24 hours, or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact.

- School staff will, in conjunction with the Marshall County Health Department,:
 - Immediately begin compiling a list of close contacts, including names, email addresses and phone numbers which will be shared with the Marshall County Health Department.
 - Consider the two days prior to when the case started having symptoms or if the case was asymptomatic the two days prior to the date the sample was collected.
 - Identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with secretions.
 - Guardians of students who have been identified as close contacts and staff identified as close contacts will be informed immediately.
 - Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case.

Separation While in School

- Each school facility will have an isolation room designated for individuals with signs and symptoms of COVID-19.
- Only assigned staff will be allowed into the isolation room and individuals will be provided appropriate PPE.
 - Individuals with signs and symptoms of COVID-19 will be given a surgical mask to wear while in the isolation room.
 - Only essential staff may enter.
 - Students must be picked up by a family member within 30 minutes of being notified.
 - Parents will need to call the school upon arrival at the facility and the student demonstrating symptoms of Covid-19 will be escorted to the parent's vehicle by health personnel.
 - Isolation room will be thoroughly cleaned between each patient or use.

Care Rooms for Students with Physical Needs

- Each school will designate a location separate from the nurse's office for the care of students with special care needs, such as suctioning, tube feeding and nebulizers to minimize exposure to students who might be ill. The Room will be disinfected frequently, and all staff members present will wear appropriate PPE.

Confirmed Case of COVID-19 In the School Building

- When there is a confirmation that a person infected with COVID-19 in a school building, the school will contact the Marshall County Health Department immediately.
- The district will assess, along with the assistance of the Marshall County Health Department, factors, such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors to determine if the building should close.
 - Building is Closed:
 - All school activities will be canceled or rescheduled, including before and after-school programs, and field trips.
 - Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department.
 - Building Remains Open:
 - All areas where the person infected with COVID-19 was in the school building will be blocked off until the building has been cleaned thoroughly.
 - The school will work closely with the Marshall County Health Department to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.
- The school will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the Marshall County Health Department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large.

Closure of School(s)

- The closure of any or all district buildings will be in accordance with local and state health officials if there is widespread and/or sustained transmission among students and/or staff at the school level or widespread and/or sustained transmission within the community.
- **Should closure be mandated, all students and staff will immediately enter into remote learning.**

CLASSROOMS

District Guidance

- ***Physical Distancing***
 - Classrooms will be arranged in an effort to maximize the amount of space between students by spacing desks, tables, centers and seating.
 - Each classroom will establish and enforce assigned seating to accommodate contact tracing if necessary.
 - Class sizes will be minimized to the greatest extent possible.
 - Efforts will be made to decrease shared spaces among students, especially students who may not typically interact with each other during the school day.
 - Where feasible, shared spaces such as hallways and restrooms will be designated to specific grade levels or classes to decrease exposure to other students.
 - Large gatherings or assemblies will be minimized to the greatest extent possible.
 - Markings that designate a social distance of 6' will be placed in as many classrooms and common spaces as necessary.
- **Furnishings**
 - As much as possible, furnishings with fabric and other “hard to clean” coverings will be removed from the classroom.
- **Preparing to go virtual**
 - Bloomz/Thrillshare tool will be used for communication.
 - Google Classroom will be used for virtual instruction.
 - Remote learning procedures will be practiced in the classroom.
 - K-12 students will have access to an iPad per each student.

- Instructional Materials
 - Students will keep their own personal school supplies. Supplies brought by students will not be shared with others.
 - Shared digital devices will be wiped after use; 1:1 devices used as normal.
 - Students will hand-wash/sanitize after shared use of items.
 - Electric pencil sharpeners and staplers will be available in each classroom.
 - Supplies, manipulatives and technology will be cleaned and sanitized daily.
- Support Groups
 - All supplies should be cleaned and sanitized daily.
 - Support staff will wash their hands upon entering a classroom and will sanitize upon exiting a classroom.
 - To the best of our ability, administration will assign support staff to the same cohort.
- Specialized Classes
 - All supplies, including instruments, art supplies, tools, etc., will be cleaned and sanitized daily.
 - Students will not share any supplies, including instruments, art supplies, tools, etc., where feasible.
- Signage
 - Signage will be posted in each classroom covering hygiene, social distancing, hand washing, proper mask use.
- Seating in classroom
 - Students should not share materials with other students in the classroom or facility.
 - Each classroom will have assigned seating.
 - Classrooms with tables should not have more than two students per table.
 - There should be limited face-to-face collaboration and movement within the classroom.

Building Specific Protocols

- **Elementary (PreK~6th)**
 - Start of the day
 - K-6th grade students will be allowed into the building at 7:30am and will enter through the front door of their building.
 - PreK students will be allowed into the building at 8:00 am and will enter through the front door of the building. Kinderprep students will be allowed into the building at 12:15 pm and will enter through the front door of their building.
 - Students will go straight to their classroom or if requiring transportation to another building, they will wait in the gym/library until dismissed.
 - Virtual “Jumpstart”
 - Lead Teachers will organize Jumpstart using Google Meet.
 - Dismissal
 - Dismissal will be staggered for all classes to avoid congestion in hallways.
 - Cubbies/Lockers
 - Book bags will hang on the back of student chairs.
 - Coats ~ Hang on cubbies spaced apart to avoid close contact
 - Lockers- 5th and 6th grade will use lockers spaced accordingly and staggered use.
 - Group Stability
 - A stable group will consist of a classroom as a cohort.
 - Students will stay within their cohort for the entirety of the day.
 - Students may travel in their common cohort, when feasible.
 - Specials, Recess and MTSS intervention groups will be within the cohort.
 - Specialized Classes
 - Students will stay in their cohorts to move to specialized classes.
 - Washing or sanitizing hands before exiting the classroom.
 - Students will wear masks to and from classes.

- ***Middle School/High School***

- Block Schedule
 - Block schedule using Purple & White days will allow for more adequate time for instruction and opportunities to effectively clean and disinfect items between cohorts. Block scheduling also aligns with building needs if there is a pivot to distance learning.
- Students should not be leaving class unattended. Contact tracing will become very difficult if students are not accounted for at all times. Students needing to utilize the restroom during class time should report to the front office.
 - Secretary should be notified by the classroom teacher when a student is being sent to the office.
- Hygiene protocol
 - Cleaning at the end of every period will be mandatory. All tables, chairs, and supplies should be wiped down with appropriate cleaning supplies.
 - Students will be required to use hand sanitizer.

COMMON SPACES

General District Guidance

- Signs will be posted reminding of social distancing and mask wearing procedures.
- All building doors will open at 7:30 a.m.
- Secretaries will intercept all visitors who must sign in, temperature check and complete a COVID-19 questionnaire.
- Efforts will be made to decrease shared spaces among students, especially students who may not typically interact with each other during the school day.
- Where feasible, shared spaces such as hallways and restrooms will be designated to specific grade levels or classes to decrease exposure to other students.
- Large gatherings or assemblies will be minimized to the greatest extent possible.
- Common spaces will be thoroughly cleaned between uses in compliance with the dictated disinfecting schedule set forth by the district.
- Physical guides, such as tape on floors, sidewalks and sinks on walls will be utilized to ensure that students and staff members remain at least 6 feet apart in lines and at other times.
- All water fountains will be unavailable for student/staff use. Water bottle filling stations will be utilized, and students will be required to bring their own water bottle to use throughout the day. Please ensure your child's name is on the bottle and clearly visible.
- Students will bring individual supplies to common spaces.
- All common areas will be supplied with cleaning and sanitizing supplies.
- Library books will be quarantined for 24-48 hours upon return and prior to reshelving.

Building Specific Protocols

- ***Elementary (PreK ~ 6th)***

- Only three students in the communal restroom at a time, while social distancing while waiting in line. Classroom restrooms will be used when at all possible.
- Students will be seated on one side of the lunch table and spaced apart with assigned seating.
- Lockers- 5th and 6th grade will use lockers spaced accordingly and staggered use.

- ***Middle School/High School***

- Community restrooms will be closed except for designated restroom breaks built into the schedule.
 - Restrooms will not be utilized during transitions between classrooms.
 - For emergency restroom/personal hygiene situations- students must come to the office for use of the restroom.
- Building entry
 - When: Students should not be dropped off at the JH/HS until 7:30 a.m.
 - Where: To assist in limited backlogs into the building students will enter according to the following:
 - Bus Riders will all enter through the front main doors.
 - Students in grades 12, 11, and 10 will enter through door #5.
 - Students in grades 9, 8, and 7 will enter through the front main doors.
 - Common family members that ride in the same vehicle should be checked in at the eldest students assigned door.
 - Non-family member students that would ride in the same vehicle to school should check in with their corresponding assigned door.

TRANSITIONS

General District Guidance

- Travel between locations will be decreased as much as possible to minimize interaction between students.
- One-way traffic in hallways and staggered release times will be implemented that accommodate building schedules.
- Visual cues (signage, decals on the floor, tape, paint, etc.) will be utilized to maintain social distancing.
- To decrease the number of students in hallways and minimize student face-to-face interaction at the elementary level, personal student lockers will be closed and locked.
- When feasible, students will use the restroom during instructional time to reduce the number of interactions in the hallway. Bathroom usage at the middle school/high school will not be allowed during transitions.
- Movement between buildings by staff will be minimized to the highest degree possible while continuing to ensure student services are not impacted.
- Hallway movement
 - Students will not be allowed to congregate in the hallway during transitions.
 - Students should ‘walk with a purpose’ to their next assigned location.
 - Students will walk along the right side of the hallway and face forward.
 - Teachers will assist in keeping students moving appropriately through the hallways and not congregate.
- Lockers
 - Middle School/High School
 - Lockers will not be utilized to store personal items.
 - If a student has an item that they do not want to carry with them during the school day, they can check it in with the office.
 - Elementary
 - 5th and 6th grade will use lockers spaced accordingly and use will be staggered.

EXTRA & CO CURRICULAR

General District Guidance

Athletics

(*Sport specific protocols will be released and added to this document once more specific guidance is communicated via KSHSAA and through league and regional collaboration.)

- Transportation
 - Refer to the district Transportation protocol on page 30.
- Locker Room
 - All athletes and coaches will wear a mask when 6' of distance cannot be maintained.
 - Locker rooms will be cleaned and sanitized before and after each usage.
 - Schedules for staggered use by teams of locker rooms will be created and adhered to.
 - Consistent groupings of students in the locker room will be maintained.
 - Clothes/uniforms will be cleaned after use.
 - Equipment will be cleaned before storing.
- Concessions
 - When open, will sell only bottled drinks and pre-packaged items.
- Crowd Size
- Athletes
 - Each student is responsible for their own supplies.
 - Each student will have their own marked water bottle/jug.
 - Students will not share clothing/shoes.
 - Students will have hand sanitizer.
 - Students should wash hands frequently.

- Officials
 - Submit to a temperature screen and COVID-19 screening question checklist upon arrival.
 - Will follow social distancing guidelines during Pre-Post Meet conferences with coaches.
 - Wear a face covering whenever possible (plus a clear shield when feasible)
 - Bring a personal hand sanitizer, water bottle and whistle.
 - Schools will document officials' information and team info in order to track contacts.
 - Officials will arrive onsite in their officiating attire; a locker room will not be provided.
 - Will not share equipment.
 - Will not shake hands.
- Event Staff
 - Wear face coverings whenever possible.
 - Bring personal hand sanitizer.
 - Use gloves when handling equipment.
 - Social distancing of 6 feet should be maintained.
 - No shaking hands, hugging, high fives.
 - Bring their own water bottle.
 - Limit contact with athletes, coaches and spectators.
- Equipment/Facility
 - Frequently touched surfaces will be clean and disinfected routinely,
 - Regular cleaning & disinfecting of restrooms per health department guidelines.
 - Hand sanitizer stations will be available when feasible.
- Practice
 - When feasible, workouts will be conducted in “pods” of the same students.
 - Health screening prior to practice, including temperature screening.
 - Accurate records of who attends practice – days and times will be maintained.
 - Athletes will be responsible for their own supplies.
 - Athletes bring their own water bottle/jug.
 - Covered face cloths are permitted.

- Warm-Up
 - Teams should stay together, don't intermingle with other schools.
 - No pre-competition huddles.
 - Maintain social distancing of 6 feet.
 - Masks will be worn other than times of physical exertion.
- Competition
 - Spectators and Coaches will wear masks.
 - Each team is responsible for its own hand sanitizer and its own med kit.
 - Officials will adhere to the previously established protocol above.
- End of Competition
 - No handshakes with the opposing team.
 - At completion of the event, return to the team area, don't mingle.
 - Use water from individual cups or from personal water bottle

Recess

- Staggered use of playground equipment will be scheduled.
- Common cohort groups only on specific areas of playground
 - Ex: One classroom on slab, one classroom on equipment, one classroom on grass.
 - No sharing of playground equipment between cohorts
 - Classrooms compose a cohort, not a grade level.
 - Indoor Recess
 - One cohort allowed in the gym at a time.
 - Cleaning must be done before another class can enter.

Band

- Elementary
 - Band in the lunchroom and/or stage in the gym.
 - Instruments stored in lunchroom cubbies
 - Stagger band times/days
 - Common Cohort Groups only
 - Instruments will remain at school.

- Middle School/High School
 - Masks will be worn when not playing an instrument where the mouth is required to play.
 - Students will be spaced using assigned seating to maintain social distancing of no less than 6 feet.
 - Instruments will not be shared.
 - Regular cleaning of instruments should be completed by the students.

Music

- Elementary
 - Music will be in the classrooms.
- Middle School/High School
 - Masks will be worn when social distancing of 6' can not be maintained,

Library

- All Buildings
 - Social distancing will be maintained at all times.
 - Only common cohort classes in the library at a time.
 - Frequently touched surfaces will be cleaned and sterilized between groups.

Physical Education

- Elementary
 - Activities will, whenever possible, be designed to maintain social distance.
 - When weather permits, it will be conducted outside.
 - Equipment and frequently touched surfaces will be cleaned and sanitized between each cohort group.
- Middle School/High School
 - Activities will, whenever possible, be designed to maintain social distance.
 - When weather permits, it will be conducted outside.
 - Equipment and frequently touched surfaces will be cleaned and sanitized between each cohort group.
 - Locker Rooms:
 - All locker rooms will be utilized to maintain social distancing when at all possible.
 - Students will take their clothing home to launder after each use.

Field Trips

- Only virtual field trips will be allowed, with no out of district/building travel permitted, and will be based on recommendations from the Marshall County Health Department at the time.

End of Quarter/Classroom Celebrations

- All traditional school-wide celebrations will be held virtually.
- Classroom celebrations will be limited to the cohort, and outside visitors/guests will not be allowed.

FACILITIES

General District Guidance

- A full time custodian will be located in each building to assist with cleaning and sanitizing.
 - Custodial staff will follow a strict cleaning schedule of all areas in the building.
 - Custodial staff will clean all areas considered ‘common spaces’ on a regular basis throughout the school day.
- Water fountains will be closed, but the water bottle filling stations will be available. Students are encouraged to bring a personal water bottle. For students who have forgotten their personal water bottle, disposable cups will be available.
- Hand sanitizer stations will be located in each classroom and building entry.
- Signage will be placed in bathrooms highlighting appropriate hand washing.
- Signage will be placed in appropriate areas highlighting the signs and symptoms of COVID-19.
- Vendors that are required to enter the buildings should be temperature checked and location, date, and time in the building is recorded by the building secretary. Masks will be required for all vendors entering the building. Interaction with students will be strictly forbidden. Interaction with staff members should be limited to only necessary contacts.

FOOD SERVICE

General District Guidance

- Students are allowed to bring their own sack lunch.
- Self-serve breakfast and lunch will not be allowed. All food, drink, and condiments will be prepackaged.
- Food and drink will not be exchanged between students.
- Custodial staff, along with food service staff, will assist in cleaning and wiping down tables/chairs/bleachers between each group of students.
- Students will dispose of their own trash when finished eating. After disposing of trash, students shall return to their seats/classroom.
- During attendance taking each morning students will pre-order their lunch entree selection on PowerSchool.
- Students that chose the remote learning option will need to pick up their breakfast and/or lunch from a predetermined location and time.
- Alternate locations (gymnasium, outside, classrooms) may be utilized when feasible to maintain social distancing.
- Cafeteria
 - Lunch shifts will be staggered to ensure social distancing can be maintained.
 - Students will:
 - be allowed to take off their masks for purposes of eating breakfast and lunch.
 - hand sanitize upon entering and when exiting the cafeteria
 - verbalize their food service number to staff as they approach the serving line.
 - be spaced appropriately to maintain social distance.
 - have assigned seating during lunch.
 - be dismissed table by table in cohort groups.

TRANSPORTATION

District Guidance

- Health Protocol:
 - Students that desire to ride the school's rural transportation will be required to have their temperature checked upon entry. Any student with a temperature of 100.4 or higher will not be permitted onto the school bus.
 - The bus drivers will have emergency contact information for each student.
 - Bus drivers will self temperature check and wear a mask at all times.
 - All students will be required to wear a mask upon entry onto the bus.
 - Hand sanitizer will be provided for each rural student.
- Seating:
 - Assigned seating will be required for all students.
 - Households may be seated in the same seat/area.
- Students will have a specific routine for entering and exiting the bus.
 - Loading the bus - fill the seats from back to front.
 - Exiting the bus - students will leave from front of the bus to the back of the bus.
- Cleaning and sanitizing of frequently touched surfaces will be completed following each use.
 - Rural routes will be vacuumed daily, shuttles will be vacuumed every other day.
 - All high contact surfaces will be wiped down with a disinfectant and cloth.
 - Each bus will be disinfected with an electrostatic fogger.
- Shuttle Routes:
 - All Students riding a shuttle bus will need to be in the building by 7:35 a.m. and busses will load and depart promptly at 7:40 a.m..
 - Students awaiting the shuttle bus will be staged in the following locations:

- Waterville ~ 3rd-6th Grade to Blue Rapids ~ Enter the North entrance, temp check, report to gym.
- Waterville ~ 7th -12th Grade to VHHS ~ Enter the North entrance, temperature check, report to gym.
- Blue Rapids ~ PreK-2nd Grade to Waterville ~ Enter the South entrance, temperature check, report to library.
- Blue Rapids ~ 7th-12th Grade to VHHS ~ Enter gym, temperature check, sit on bottom row only.
- There will be no activity bus following Jr. High practices. Parents will need to pick up their child(ren) from the practice location.
 - On Wednesday PLC days, we will continue to transport students from Waterville/Blue Rapids back to the practice site.

REMOTE LEARNING

- ***Remote Learning ~***
 - Online learning will be structured under the following mandates from the Kansas State Board of Education:
 - Students and parents will complete a daily log of engagement and activities completed that must be submitted to the school district.
 - Documentation of 6 hours of daily participation by the students in learning activities.
 - Students will be assessed on the same standards and competencies as onsite students.
 - Students must have a daily and/or per class period connection with teachers. Each day/class period that a student does not participate online, they will be marked absent. State and local truancy guidelines will be adhered to.
 - Additional District policies include:
 - A Remote Learning commitment is a minimum of one academic quarter. Options for remote learning will be reevaluated each quarter.
 - Remote Learners will be ineligible for all extra-curricular activities, including athletics.
 - Each student that opts for remote learning will meet with the teacher, building principal and online liaison remotely prior to the start of the school year to review expectations and establish communication guidelines.
 - A Remote Learning Handbook will be distributed to those that opt for online learning.

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