

Introduction

USD 252 Southern Lyon County should be proud of everything accomplished while navigating unprecedented times and facing unique educational challenges in the response to COVID-19.

In the spring of 2020, USD 252, along with guidance from KSDE, developed meaningful ways to help our students successfully complete the 2019-2020 school year with social-emotional support and grace for all stakeholders among its top priorities.

As we have been contemplating options for the upcoming school year 2020-21 we understand that the work that we accomplished in the Spring of 2020 cannot sufficiently support our students at the beginning of the school year and/or throughout the year. We also understand that any instructional planning for this year should include considerations for the possibility of interruptions to learning because of Covid-19.

With more time to prepare, the state has given us guidance to develop a comprehensive way to ensure academic rigor and allow student access to learning in meaningful and actionable ways. USD 252 has accepted this guidance as a challenge and opportunity to potentially change the way we meet student's needs for the next thirty years and beyond by allowing students to demonstrate mastery of their learning in a variety of ways.

We must make it completely clear that the 2020-21 school year will not be a repeat or continuation of Spring 2020. Despite the tremendous efforts of our staff, students, and families, we were never going to replicate the academic experience of being in school.

Because of this, we are wanting to be completely transparent. Attendance, grades, and individual student accountability, on top of the safety of our students and staff, are drivers in our district's plan. This plan allows us to bring students back into the classroom for the 2020-21 school year, regardless of whether the student is in the classroom personally or remotely.

In the next several pages you will find a general overview of our plan to bring our students back into our school building for the 2020-21 school year. We are excited to have our students back as they bring the energy and excitement that we need as educators to remember our calling and provide the very best educational and safe environment as possible for each and every one of them.

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Operations

HEALTH

Schools are an essential part of the communities where they are located and have a significant impact on the health and wellbeing not only of the students, but also school staff members, parents and the broader community. Objectives throughout this pandemic are to optimize education, promote health and safety and mitigate risk for everyone who is part of the school community.

There are many simple actions (e.g. hand-washing, staying home when sick, disinfecting frequently touched surfaces) that can reduce the risk of COVID-19 exposure and spread during the school day, as well as at school-sponsored activities.

Wearing Cloth Face Coverings and Masks

USD 252 students in Pre-K-12 (ages 3 and up) are required to wear a mask at school, as per the Governor's Executive Order.

USD 252 staff are required to wear masks or face coverings while inside school facilities.

Vendors/service workers are required to wear masks or face coverings while inside school facilities unless it inhibits the person's ability to perform his or her job.

The district highly recommends that staff and students provide their own mask due to safety precautions. Students should also not share masks or wear a used disposable mask. Masks will be available for those who are unable to provide one.

We recommend that students have a clean mask daily. If there are challenges to this, please let your student(s) teacher know.

USD 252 requires a minimum of 2 masks per student, however, one for every day (5) is recommended. All masks must be school appropriate and labeled with the student name on the mask.

Hygiene Measures

USD 252 custodial staff will place hand sanitizing stations at the entrances of the building.

USD 252 staff and students will practice social distancing whenever possible.

USD 252 staff and students will sanitize workspaces/items at the beginning and middle of the day. At the elementary level, personal items will be stored in cubbies or containers that are not shared with others.

USD 252 custodial staff will ensure that hand sanitizer and/or hand washing stations with soap and water will also be available at/in every classroom.

USD 252 custodial staff will post signs at main entrances informing all who enter health related requirements for entry.

USD 252 staff as assigned by the building administration will post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

The USD 252 district nurse, along with administration, will organize room(s) for students/staff who might have COVID-19 or other communicable disease and are waiting for pickup. The room will be disinfected after occupancy and restricted to authorized staff and students.

The USD 252 district nurse will provide health reports to the superintendent/Lyon County Health Department.

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. School district staff will be familiar with the symptoms of COVID-19 based on KDHE guidance. 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
- Additional information as presented by Lyon County Health Department

Symptom Screening

Teachers and Staff

USD 252 teachers and staff must self-screen for COVID-19 symptoms before coming onto campus each day. Teachers and staff must report to the school system if they have COVID-19 symptoms or are lab confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as outlined by the local health department. Additionally, they must report to the school system if they have had

close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document. If so, they must remain off campus until they meet the criteria for re-entry as outlined by the local health department.

Before arriving on campus each day, USD 252 teachers and staff will perform a self-screening for COVID-19 symptoms. Self screening will be recorded by each staff member in a google document that will be shared with all staff. This document will be managed and reviewed by the district nurse. In addition, staff will conduct a self-temperature check in the office upon arrival.

Students

Parents must self-screen students for COVID-19 symptoms before coming onto campus each day. Pre-checklists must be completed and signed by parent/guardian each day and will be given to either the bus driver or the morning greeter at each designated entrance. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, or if their child has had close contact (defined by the local health department) with an individual who is lab-confirmed with COVID-19 until they meet the criteria for re-entry as outlined by the local health department. Bus driver's will take the temperature of students as they are boarding the bus. In addition, the student must have the completed, signed pre-checklist. Students with a fever and/or do not have a signed pre-checklist, will not be allowed to board the bus.

Visitors

USD 252 office staff will screen all visitors to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19 including taking temperatures. If so, they must remain off campus until they meet the criteria for re-entry as outlined by the local health department. Additionally, office staff will screen to determine if visitors have close contact with an individual who is lab-confirmed with COVID-19. If so, they must remain off campus until they meet the criteria for re-entry as outlined by the local health department.

The district will use thermometers and conduct the screening with a physical barrier between staff members, students or visitors if deemed necessary in office areas. The individual conducting the screening will wear masks.

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 local 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 (as per Lyon County Health requirements)

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:
 - 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 contacts 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 quarantine period does not affect the quarantine period and the person must finish their 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.

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 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 quarantine period for household contacts begins once the case is released from isolation by Public Health.

If a student or employee is excluded from school on a 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 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, USD 252 custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected.

USD 252 office staff in collaboration with the district nurse will compile a list of close contacts, including names, email addresses and phone numbers. Staff will 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. Those who would have been within 6 feet for 10 minutes or more or would have had direct contact with the individual will be identified. Guardians of students who have been identified as close contacts and any staff identified as close contacts will be informed immediately by office staff or the district nurse. Close contacts must start a mandatory quarantine period starting from the day after the last contact with the case. The list of close contacts will be shared with the local health department for follow-up during the quarantine period as allowed by law.

CLASSROOMS

Instructional Programming

General Guidance

USD 252 classroom teachers will focus the first week of school, or longer if needed, modeling, teaching and practicing routines, structures, and procedures that will allow for a seamless transition to remote learning for all if necessary.

Additionally, USD 252 staff will spend the beginning of the school year assessing students' capacity and readiness to learn and address gaps from the previous year prior to focusing on academics; socio-emotional supports will then be continued throughout the school year and be integrated into students' regular learning opportunities.

USD 252 staff will practice and prepare to model proper hygiene practices, such as handwashing, using hand sanitizer and social distancing techniques, including alternatives to handshakes.

USD 252 custodial staff will post signage in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19

USD 252 staff will practice and prepare to model the proper wearing and disposal of personal PPE, such as masks.

USD 252 building administrators will reduce class sizes as needed to maximize social distancing.

USD 252 staff will social distance as possible by increasing space between students during in-person instruction, understanding that there may be times that it will be necessary to provide close individual contact to provide comfort, private discipline or personal instruction. This is one of the many reasons why faculty and staff will be asked to wear masks while on campus.

USD 252 building administrators and teachers will work closely with one another to ensure that extra furniture will be removed from the classroom to increase the space available to provide distance between students.

USD 252 staff will arrange student furniture to minimize sharing equipment, supplies, and other items. Staff will have all students face in the same direction whenever possible.

USD 252 staff will, when possible, assign seats and require students to remain seated in their classroom.

USD 252 staff will utilize outdoor spaces and common areas as appropriate for instructional delivery.

USD 252 staff will prepare to accommodate students with disabilities, including students who may be nonverbal, so that they are safe from harm.

USD 252 staff will support equitable access to continuous instruction by ensuring that all students have the required hardware, software and connectivity to be successful.

USD 252 staff will provide students who have underlying conditions or risk factors identified by the CDC the opportunity to continue learning while prioritizing their health and safety.

USD 252 staff members who have underlying conditions or risk factors identified by the CDC should communicate with their supervisor about appropriate protective measures and accommodations.

Group Stability

USD 252 building administrators and staff will establish stable student groups where possible.

USD 252 students may travel in stable groupings, when feasible.

USD 252 building administrators and staff will determine where possible whether teachers rotate with the stable group staying in one location.

Social Distancing

USD 252 staff and students will social distance, when feasible, following local and state health recommendations.

Instructional Materials

USD 252 staff will create individual materials/supply bags or kits (e.g. labs, manipulatives, etc.) where necessary.

USD 252 staff and students will create classroom protocols to wipe center/shared materials or shared digital devices after each grouping.

USD 252 staff and students will create classroom protocols to ensure hand-washing/sanitizer after shared use of items. Teachers will plan instructional deliveries that reduce and/or remove sharing items.

USD 252 staff and students will create classroom protocols to ensure that supplies, manipulatives and technology are cleaned and sanitized daily; where feasible, no sharing of school supplies is best practice.

Specialized Classes

USD 252 staff and students will create classroom protocols to ensure that all supplies, including instruments, art supplies, tools, etc. are cleaned and sanitized daily.

Where feasible, USD 252 students will not share any supplies, including instruments, art supplies, tools, etc.

Considerations for Early Childhood and Classrooms with Specialized Instruction

The use of face coverings may not be feasible for staff members and students in early childhood classrooms and for classrooms with medically fragile students and students with special needs who will struggle with muffling by masks and loss of ability to see face and lips. In this instance, USD 252 staff will collaborate with Lyon County Health Dept. regarding appropriate alternative face coverings, such as face shields, which allow visibility of the face.

Visitors

Visitors to USD 252 campuses will have limited access to our facilities beyond the front office.

Visitors will be asked to wear masks upon entering USD 252 facilities and will be provided hand sanitizer.

The district will provide clear signage on doors regarding fever, illness symptoms, and masks.

Attendance Standards

USD 252 staff will identify, monitor, and remediate students that are at high risk due to lacking regular attendance.

USD 252 will utilize technology as much as possible to allow students not attending in person to still have equal access to education.

USD 252 may ask for medical documentation for short/long term illnesses.

USD 252 students receiving remote instruction are expected to be in attendance/logged in to Google Meet and Google Classroom according to the traditional schedule. USD 252 students are expected to maintain

the same behavioral expectations including dress code as outlined in the student handbook. In addition, students are expected to engage with the classroom teacher (establish a learning environment free from distractions - seated upright, ready to learn). USD 252 teachers will take attendance each day for both face to face and remote learning.

If a student is sick and cannot attend remotely, parents will need to follow the same protocol for any absence as outlined in the student handbook.

Discipline

USD 252 building administrators will make every attempt to travel to the student who is struggling rather than bringing the student to the office.

If a student must come to the office, a space will be designated for the student to sit where he/she can be monitored but also a place where he/she, as well as office staff members are distanced and protected.

Emergency Safety Interventions (ESI)

Restraint, as always, should be a very last resort. If a restraint is deemed necessary, USD 252 staff will consider a restraint that does not put the student and an adult(s) face to face to limit exposure. Adults should wear a mask, as appropriate, and as they are able to.

COMMON SPACES

Maintaining Healthy Environments in Common Spaces

USD 252 building administrators will implement several strategies to maintain healthy environments in common spaces. This can include closing or restricting the use of common spaces.

Cleaning and Disinfection

USD 252 custodial staff will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within common spaces at least daily or between use as much as possible.

Shared Objects

USD 252 classroom teachers will discourage sharing of items between students and staff that are difficult to clean or disinfect.

USD 252 office staff will record visitors to the building as opposed to using sign-in/out forms to reduce touch points.

USD 252 classroom teachers will keep each child's belongings separated from others' and in individually labeled containers, cubbies or areas.

USD 252 classroom teachers will ensure adequate supplies are available to minimize sharing of high touch materials to the extent possible (e.g. assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

USD 252 students and staff will avoid sharing electronic devices, toys, books, games or learning aids, whenever possible.

USD 252 staff and students will clean and disinfect workspaces between uses.

Modified Layouts

USD 252 classroom teachers will space seating areas at least 6 feet apart when feasible.

USD 252 classroom teachers will have students sit on only one side of tables, spaced apart, when feasible.

Physical Barriers and Guides

USD 252 custodial staff will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to maintain social distancing (e.g., reception desks).

USD 252 building administrators and custodial staff will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff members and children remain socially distanced in lines and at other times (e.g. guides for creating one-way routes in hallways).

USD 252 staff will have visitors schedule appointments in advance and remain in the building vestibule until appointment time/contact via phone. USD 252 office staff will screen all visitors to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19 including taking temperatures.

USD 252 staff will limit the number of visitors to the front offices so as to keep social distancing standards.

USD 252 building administrators will designate single entrance points and exit points.

Multi-Use Spaces

USD 252 custodial staff will ensure that multi use spaces, such as dining halls, multipurpose rooms and stage areas are cleaned and disinfected between use.

Gatherings of Staff and Students

USD 252 building administrators and classroom teachers will limit the use of common spaces by multiple groups at one time. If students and staff members are in stable groups in classrooms, they should not come together in common spaces.

USD 252 classroom teachers will pursue virtual field trips, wherever possible.

USD 252 building administrators will pursue virtual activities and events in lieu of student assemblies, special performances, and school-wide parent meetings as possible.

Visitors

- USD 252 staff will limit any nonessential visitors, volunteers and activities involving external groups or organizations as possible - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

Parents

- In order to create stable classroom environments, visitors/parents will not be allowed classroom visits (limited to office areas). This will be evaluated throughout the school year and adjusted with guidance from the local health department and KSDE.
- Parents should not accompany students into the building during designated drop-off or pick-up times.
- USD 252 building administrators will provide a drop off box at the main entrance of each attendance center so that parents may drop off non-emergency papers, books, payments, etc. without entering the building.
- USD 252 staff will use virtual options for parent meetings and conferences whenever possible.

Staggered Scheduling

USD 252 will stagger arrival and drop-off times or locations to limit contact between students as needed. In the course of the school year if other protocols to limit contact between cohorts and direct contact with parents are deemed necessary, USD 252 building administrators will make adjustments accordingly.

Staff Training

USD 252 directors and administrators will train staff on all safety protocols regarding safe use of facilities, PPE, sanitation, and personal hygiene so that all adults can model properly for our students.

USD 252 directors and administrators will conduct training virtually or ensure social distancing is maintained during training.

Sharing Facilities

At this time, USD 252 is not allowing any outside individuals or organizations to use any of our facilities. When, or if, conditions allow for shared facilities, USD 252 building administrators will require individuals/organizations to follow safe operations and social distancing.

TRANSITIONS

Transitions within USD 252 schools include arrival, dismissal, movement in the hallways between classes, to and from lunch, specials, restroom, breaks, and any other collective movement within the school building.

Best Practices:

USD 252 students and staff should travel between locations as little as possible. Procedures to decrease interaction between students shall be implemented by building administrators. Traveling in groups should only occur with stable student cohorts, when possible. Examples of this could include:

- One-Way Traffic
- Staggered release times from classes
- Visual cues in hallways to assist students/staff/visitors with proper social distancing, directional traffic, etc: decals on floor, tape, paint, carpet squares.

- **Front Facing Interactions:** students should face forward during transitions to prevent face-to-face interaction.

Open Doors as Possible to Reduce Spread of Germs on Doors

USD 252 classroom teachers will leave doors open (as permitted) as a way to reduce germs on the shared common surface of door knobs and handles that are touched.

Lockers and Classroom Cubbies

USD 252 office staff will assign lockers (secondary) to create social distancing as much as possible. Best practice for students will be to not share locker spaces and all lockers should be closed and locked when not in use.

USD 252 classroom teachers will assign classroom cubbies (elementary) to create social distancing as much as possible. Best practice for students will be to not share cubbies with classmates.

Restrooms

USD 252 faculty and staff will stagger the use of restrooms throughout the school day to create social distancing as much as possible and to reduce numbers of students in the restroom areas at once.

USD 252 custodial staff may, if necessary, reduce access to sinks and urinals to create social distancing as much as possible.

Movement Between Buildings/Classrooms

USD 252 staff will minimize students traveling between buildings to receive services, when possible.

USD 252 office staff will record dates, times, and locations for staff members working in multiple buildings (administrative, directors, and maintenance staff).

Special Education Staff

USD 252 special education staff will record the date and time when itinerant staff members (SPED related services) work with specific students.

USD 252 special education staff will minimize the distance that students/staff travel to receive services within the building.

EXTRA AND CO-CURRICULAR

USD 252 athletic directors will provide Covid-19 education to all coaches/sponsors, students, and parents.

USD 252 custodial staff, with direction from building administrators, will post signage regarding covid-19 prevention and safety, as well as post signs and symptoms of covid-19 throughout all facilities.

USD 252 coaching staff will maintain an attendance roster of all activities for contact tracing purposes.

USD 252 coaching staff will conduct health screenings on non-school days before student athletes participate. Individuals who exhibit any symptoms of Covid-19 will be excluded from activities and reported to the office.

USD 252 athletic directors will provide coaches/sponsors with hand sanitizer, tissues, gloves, face shields, and face coverings/masks as appropriate.

USD 252 athletic directors will follow district school closure and event cancellation procedures, in the event of an outbreak. Additionally, the athletic director will meet with all coaches and communicate needed information to the Lyon County Health Department, parents, and/or community members when necessary.

USD 252 students will be encouraged to take all practice/PE clothing home on a daily basis to be washed.

USD 252 athletes are encouraged to shower after each practice (may shower at home).

USD 252 athletes who are not feeling well should NOT attend practices or activities/games.

USD 252 athletic directors and coaches will limit the sharing of equipment, where possible. When student athletes do share implements (balls/equipment), coaches will model to students how to not touch eyes and mouth, as well as using hand sanitizer. Coaches will ensure that balls/equipment are sanitized between practice sessions and during the session as feasible.

USD 252 coaches will:

- Engage in individual work as much as possible
- Encourage small group work as much as possible
- Limit number of times athletes are face to face as much as possible
- Encourage athletes to arrive/depart in individual cars.
- Avoid/limit share equipment/gear.
- Encourage students will park in designated areas only
- Encourage students to stay in their vehicles or in their own vehicles until coaches call/motion them down.
- Ensure that students do not congregate before or after sessions.

USD 252 music/theater teachers will consult NFHS information regarding instrument hygiene, adhere to spacing requirements for social distancing, utilize alternative classroom settings where appropriate, and ensure assigned seating in classroom/practice areas.

FACILITIES

USD 252 custodial staff will install clear barrier/sneeze guards for the following areas

- Food serving lines (already installed)
- Main office area for the secretaries: drop from the ceiling in front of each desk (plastic or plexiglass)
- Ticket takers: drop from the ceiling in front of each desk (plastic or plexiglass)

USD 252 custodial staff will have hand sanitizer dispensers available in the following areas:

- Entry to office areas and gyms
- Cafeterias
- Classrooms
- Commons areas

USD 252 maintenance staff will monitor and adjust ventilation as needed. Areas monitored include

- Utilizing air filters with a Minimum Efficiency Rating Value (MERV) of 13 or consider air purifier devices.
- Checking and changing HVAC unit filters frequently (not less than spring/fall)
- Opening available windows.

USD 252 custodial staff will monitor and adjust building water systems.

- Flush drinking water fountains daily
- Clean and sanitize drinking water fountains daily

USD 252 custodial staff will follow a daily cleaning and sanitizing schedule.

- Custodial schedules to include frequency, equipment, materials, and products to be used. Cleaning products that are listed as Novel Coronavirus (COVID-19) Fighting Products.
- Building administrators and custodial staff will sanitize high-touch, restrooms, office/health areas, isolation rooms, cafeteria areas, and commons areas daily.
- Custodial staff will clean athletic facilities daily.
- Custodial staff will install no touch hygiene products like soap and paper towels

USD 252 district staff will examine possibilities of installing UV lighting to replace non-functional lights.

USD 252 custodial staff has purchased and are using disinfectant sprayers in all attendance centers.

Grounds and Exterior Building Recommendations and Considerations:

- Playground equipment
 - USD 252 students are to wash their hands or sanitize immediately after each recess/activity class that includes equipment.

Building Access to Outside Groups or Individuals:

- Outside groups or individuals must have administrative approval. USD 252 administrators will evaluate the risks to students and staff and additional cleaning hours and costs.
- USD 252 Recreation Board will be allowed to utilize district facilities for recreation programming upon approval of the USD 252 Recreation Board and Lyon County Health Department.
- Outside volunteers to assist with instructional areas must be approved by the building administrator.

Outside Contractors and Vendors:

- Upon USD 252 administration approval, contractors and vendors will comply with all building level safety expectations.
- All outside contractors and vendors must check in, complete a health checklist, take their temperature and sign in at the office.

FOOD SERVICE

USD 252 believes that it is important to ensure all children have access to school meals, regardless of the learning environment. For the health and wellbeing of students, continuation and adaptation of meal service in some form should remain a priority. USD 252 will continue to adhere to all state (KSDE) and federal (USDA) guidelines and programs to ensure continuity of service for our students.

USD 252 staff will require students to wash/sanitize their hands prior to coming to the serving line.

USD 252 staff will position themselves in the doorway of the serving area to control traffic, ensure social distancing, and monitor students

USD 252 administration will post signage to encourage social distancing in line and serving areas.

USD 252 food service staff will replace communal condiments with single-use condiments.

USD 252 building administrators and food service director will provide grab 'n go items to continue the implementation of second chance breakfast within our secondary buildings.

USD 252 staff will utilize, when necessary, a variety of spaces around the school to allow students more space while consuming meals (ex. Cafeteria, gym, classroom, outdoors if weather permits). If other spaces are utilized, proper cleaning/sanitation/disinfection processes, as well as refuse collection, will be formed

USD 252 staff will tape off the seats to allow for social distancing, when using standard lunch tables.

USD 252 staff and students will develop a protocol to ensure disinfecting tables/seating areas between serving periods is completed every school day

USD 252 staff will provide a separate location for dining for high risk students upon request.

USD 252 technology director will update the point of sale system to go to a no-touch system for 2020-2021.

USD 252 food service director will work with district administration to determine possible needs for weekend/holiday meal options.

USD 252 food service and district administration will develop a Grab n Go option for students that are attending school remotely during the school year.

TRANSPORTATION

USD 252 drivers will sanitize frequently touched surfaces, including hand railing, student bus seats and surfaces commonly touched by the operator will be sanitized between each route.

USD 252 drivers will open bus doors and windows during cleaning to improve air circulation.

USD 252 drivers will take individual student's temperature as they board the bus. If the student has a fever of 100.4 or higher and/or does not have the pre-checklist, the student will not be allowed to ride the bus.

USD 252 students will sanitize their hands before boarding the bus.

USD 252 drivers/coaches/sponsors will create assigned seating for students on all routes/activities.

USD 252 drivers will have individuals from the same household sit together, whenever possible.

USD 252 drivers will fill the bus seats at the back of the bus first, and then load to the front to avoid students walking past each other in the aisle.

USD 252 drivers will unload students from the front of the bus first to avoid students walking past each other in the aisle.

USD 252 drivers will spread students out as much as possible whenever the bus is not at capacity.

USD 252 drivers will open the windows while transporting students to improve air circulation, whenever possible.

USD 252 building administrators will minimize loading times by prestaging students for bus transportation home.

USD 252 staff will transport medically fragile students in a separate vehicle when stated in individual student health plans, IEP, and etc.

USD 252 transportation department recommends social distancing between students at all bus stop areas and for parents to stay in a vehicle until their student(s) disembark from the bus.

USD 252 drivers will wear masks when proper social distancing is not possible i.e. loading and unloading of the bus.

USD 252 drivers will participate in a health pre-screener before each work shift.

USD 252 drivers will develop route schedules that minimize the amount of time that students are on a bus. Have students exit the bus as soon as possible to enter a school or staging into their classrooms, unless the rapid exit causes students to congregate prior to entering the school building.

CHILDCARE AND EARLY CHILDHOOD

USD 252 will conduct childcare/EC student/staff screenings prior to arrival each day.

- Temperatures of students, staff, and limited visitors will be taken prior to entry to school.
- Staff will conduct screenings with students/parents and self daily.

USD 252 childcare/EC students and staff 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. School districts should be familiar with the symptoms of COVID-19 based on KDHE guidance (See Appendix A: Coronavirus vs. Cold vs. Flu vs. Allergies). 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

USD 252 childcare/EC classroom screenings will be done at each classroom door or at the entry point for each location. Parents are expected to drop children at each classroom door or at the entry point for each classroom. Parents and visitors will be limited within the stable environments. Childcare and preschool classrooms will follow all other exclusion factors as stated in the operations section of this document.

USD 252 childcare/EC classrooms will post signs outside the entrance restricting entry to anyone with symptoms of illness.

USD 252 childcare/EC staff will wear a mask.

USD 252 recommends that PreK-3 and PreK-4 students wear a mask.

USD 252 childcare/EC staff and students must wash/sanitize hands upon entry of room/arrival.

USD 252 childcare/EC staff and students will be required to wash/sanitize their hands at least every hour during the day.

USD 252 childcare/EC staff will reinforce other healthy practices, including frequent hand-washing, avoiding touching mouth, nose and eyes as much as possible.

USD 252 childcare/EC staff will meticulously follow diaper changing procedures and bathroom cleanliness.

USD 252 childcare/EC food/meals:

- Gloves AND masks must be worn when handling/serving food.

- EC staff will serve all meals and snacks, children will not serve themselves family style.
- Children are not required to brush their teeth after meals.

USD 252 childcare/EC classroom environments will be kept as stable cohorts.

- EC staff will rotate through classrooms to maintain ratio and instruction.
- EC staff will care for children in small stable groups. Children should be kept in the same group with the same provider/staff every day. Ideally, this means groups of the same 10 or fewer children/staff, if/when possible.
- Children and staff assigned to a classroom should try to remain in their designated rooms/units (avoid co-mingling or sharing space), including during drop-off/pick-up, indoor/outdoor activities, and meal times.

USD 252 childcare/EC classroom sign in: Staff members will sign children in/out of classrooms each day.

USD 252 Childcare/EC classrooms will put away toys that are unable to be cleaned.

- Sensory table play or water play will be limited.
 - Individual water/sensory play is acceptable
- Playdough will not be shared amongst children in care.
 - Individual, named containers will be utilized.

USD 252 cots/cribs will be stationed 6 feet apart, toe to head, as room allows.

USD 252 childcare/EC classroom social distancing opportunities:

- Provide “sitting spots” on carpet for whole group instruction times.
- Spread out arms length or 6 feet if appropriate.
- Spread children out at tables when eating or during small group instruction.
- Stagger play times in gym and recess when appropriate.
- Children should be facing forward when allowable.
- Rearrange the room to promote individual play and set up more individual play activity stations.
- Solo Play will be encouraged as much as possible by staff and play areas will be spread out as space allows to promote social distancing.
- Plan instructional deliveries that reduce and/or remove sharing items.

USD 252 childcare/EC staff will intensify cleaning/disinfecting of classrooms.

- Wash all tables after each use, play, eat etc
 - HIGH TOUCH AREAS, SHARED AREAS
- Sanitize door knobs, light switches, counter tops, electronics, etc FREQUENTLY
- Surfaces should be disinfected with bleach water
 - change it daily
- Set aside toys placed in mouths until sanitized
- Disinfect toys everyday
 - Kitchen toys, cars, anything played with for the day
 - Dip/spray in bleach water at end of day and set out to dry
 - Minimize toys available
 - Sanitize during nap time
 - Disinfect outside toys

USD 252 childcare/EC staff will consider the importance of comforting crying, sad, and/or anxious young children and they often need to be held. To protect themselves, providers should consider:

- Wearing an oversized, button-down, long sleeved shirt.
- Keep long hair up off the collar in a ponytail.
- Washing their hands, neck, and anywhere touched by a child's secretions.
- Changing the child's clothing if secretions are on the child's clothing. The provider should then change their button-down shirt, if there are secretions on it, and wash their hands again.
- Placing contaminated clothes in a plastic bag until washing it in a washing machine.
- Providers, like children in care, should have multiple changes of clothing on hand.
- Conversations about a child's day are encouraged to be done by phone with parents/guardians. Daily notes or progress reports are other recommended ways to support information sharing and social distancing.

USD 252 Childcare/EC classrooms will provide a separate isolation location.

- Location: Daycare Office, close door until child is picked up by caregiver.
- Contact parent/caregiver immediately.
- A list of children will be available for each unit.
 - First and last names, phone numbers will be readily accessible.
 - Names will be provided to HD of staff/child who are sick and staff/child who came in contact while in the center.

INSTRUCTION

Staff Expectations

USD 252 teaching staff will prepare for a blended learning model for the 2020-2021 school year. This model will meet the needs of students whether they are face to face in the building, learning remotely, or a hybrid of the two.

USD 252 teaching staff will organize their classroom materials, resources, lessons, and assessments within the Google Classroom platform. The district will provide a Google Classroom template that every class will use for the ease of student use.

USD 252 teaching staff will utilize Google Meet/Hangout for remote learning with students within their classroom as this will be the only tool supported by the district.

USD 252 teaching staff will teach from their classroom each day, regardless of the delivery model and whether or not there are students within their classroom. Adjustments in report and leave times may be necessary to adequately supervise students.

USD 252 teaching staff with school age children will be allowed to bring them onto campus in the case of remote learning, provided that they follow proper social distancing guidelines and don't disrupt instructional delivery of the teaching staff.

USD 252 will follow specific "bell" schedules for the 2020-2021 school year. Classes will be organized so that instruction can be delivered once whether live or remotely.

USD 252 teachers will utilize Planbook to ensure that their lessons are aligned with the Essential Elements (EE).

Curriculum Standards/Resources/Rubrics from State

**BYOC (Build Your Own Curriculum) should have elements listed below if courses are complete

*** EE (Essential Elements) may not match exactly to standards that you prioritized in BYOC

Social Emotional Learning Guidance- SECD+SEL= SEG

Social Emotional Character Development+Social Emotional Learning =
Social Emotional Growth

Standards- Essential Elements (EE)

These essential elements will support USD 252 educators as they consider ways to develop, refine and/or implement a comprehensive and balanced approach to meaningfully assess student learning in a competency-based model. This guidance is best conceptualized by thinking of it from the perspective of assessing student learning through three areas: performance based assessments, use of rubrics, and use of/interpretation of performance levels through “I can” statements.

USD 252 classroom teachers will utilize priority learning targets tied to their standards to accomplish mastery or competency based learning of the material at the appropriate depth of knowledge (DOK)

Standards- Specials and CTE (Career and Technical Education)

USD 252 K-12 music and physical education teachers will utilize materials from the KSDE Navigating Change document as well as their standards that are stored within their courses in BYOC.

USD 252 CTE classroom teachers will utilize materials from the KSDE Navigating Change document as well as their standards that are stored within their courses in BYOC.

Grading Considerations

USD 252 faculty will follow USD 252 Handbook regarding student grades, regardless of the type of blended learning the student is experiencing (face to face, remote, etc.)

USD 252 faculty will consider translating Competency Scores to our local grading system as they feel comfortable. Further training will be available as needed.

USD 252 faculty will continue to accommodate/modify curriculum and instruction to ensure equal access to the general education curriculum and opportunity to demonstrate mastery of concepts.

USD 252 faculty will be strongly encouraged to use the following delivery models:

Inquiry Learning/Problem-Based Learning (PBL)
Personalized Learning
Nature-Based Outdoor Learning

Flipped/Blended Learning
Play-Based Learning
Co-Teaching
Differentiated Learning
Small Group/Cooperative Learning

USD 252 classroom teachers will utilize instructional examples provided by KSDE in the Navigating Change 2020 document that are organized by grade band, allowing teachers a starting point for developing lesson plans with the foundation of essential elements.

Student Expectations

Attendance in school is crucial to long term success both within the academic model and in the real world. For the 2020-2021 school year, USD 252 will uphold our attendance policies within our handbook. Whether a student is learning in the building or from home, the expectation is still the same.

- Grades will be updated in Infinite Campus (The administration is exploring options to integrate the Google Classroom. Students in grades 6-12 are expected to check their grades regularly.)
- Students in grades 6-12 will utilize Google Calendar instead of using a school issued planner.
- Students will receive communication through their district assigned email.

USD 252 students receiving remote instruction are expected to be in attendance/logged in to Google Meet and Google Classroom according to the traditional schedule. Students are expected to maintain the same behavioral expectations including dress code as outlined in the student handbook. In addition, students are expected to engage with the classroom teacher (establish a learning environment free from distractions - seated upright, ready to learn). Teachers will take attendance each day for both face to face and remote learning.

If a student is sick and cannot attend remotely, parents will need to follow the same protocol for any absence as outlined in the student handbook.

Instructional Delivery Models

Traditional, Blended, Remote (Must implement all three simultaneously). **All models** will utilize Google Classroom AND follow a traditional daily schedule. Teachers will need to be available before and after school during the contract day as well as advisory and other designated student support times.

Because we as a district are being proactive in preparing for all three learning models, district teachers will share ownership of their Google Classrooms with their content peers so as to assist in coverage in the case of staff testing positive, needing to quarantine, substitute shortages, etc. (examples, both 1st Grade teachers in the district, both HS English teachers).

- **Traditional** (on campus instruction) following KSDE & LCHD guidelines.
 - Elementary
 - M-F (8:00am -3:25pm)

- JH/HS
 - A/B Day Rotation (8:00am-3:25pm)
- **Blended** - Mixture of on campus instruction and remote learning
 - This type of learning is simultaneous with students learning face to face and other students learning remotely by family choice or as needed due to quarantine measures.
 - Common platform used in both models - Google Classroom - Template created for all courses.

Remote Learning

This type of learning will come into effect if an outbreak occurs within one or more of our attendance centers. This would go into effect if deemed necessary by district administration, LCHD and/or KSDE. The percentage of students who would switch to remote learning could vary due to the situation surrounding the outbreak. For example, if one district attendance center has a small outbreak contained within a cluster (example, 2nd Grade), that grade level would switch to remote learning while the rest of the attendance center remains face to face.

Widespread remote learning could occur if the number of staff/students who tests positive or are required to quarantine due to close contacts, renders face to face learning not possible as determined by district administration, LCHD and/or KSDE. Below are some examples of what widespread remote learning could look like utilizing dynamic schedules to allow varying numbers of students on campus if necessary.

25% Capacity Face to Face could look like this:

- Elementary
 - Monday- Last Name A-D
 - Tuesday- Last Name E-L
 - Wednesday- Last Name M-R
 - Thursday- Last Name S-Z
 - Friday- SPED/At Risk Populations
- JH/HS
 - Monday- Last Name A-D
 - Tuesday- Last Name E-L
 - Wednesday- Last Name M-R
 - Thursday- Last Name S-Z
 - Friday- SPED/At Risk Populations

50% Capacity Face to Face could look like this:

- Elementary
 - Monday-Friday AM- Last Name A-P
 - Monday-Friday PM- Last Name Q-Z
- JH/HS
 - Monday-Friday AM- Last Name A-P
 - Monday-Friday PM- Last Name Q-Z

75% Capacity Face to Face could look like this:

- Elementary
 - Monday/Tuesday - Last Name A-P
 - Wednesday/Thursday - Last Name Q-Z:
 - Friday - Remote for Tier 1; On Campus for Tier II, III
- JH/HS
 - Monday/Tuesday - Last Name A-P
 - Wednesday/Thursday - Last Name Q-Z:
 - Friday - Remote for Tier 1; On Campus for Tier II, III
- SPED/At-Risk Populations
 - As outlined in IEP/504
 - As needs are determined

In the event that it is determined that face to face learning is not possible, the attendance center(s) would switch to 100% Remote Learning.

SPECIAL EDUCATION

In general, it is expected that children with disabilities will achieve competencies with the support of special education services, related services and supplementary aids and services specified in an Individualized Education Program (IEP) or 504 Plan. In addition, IEP teams have authority to modify curriculum, provide appropriate accommodations, and to set educational goals to enable children with disabilities to make appropriate educational progress in light of each child's unique circumstances. The modified curriculum and educational goals set by an IEP team for an individual child with a disability might be different than the outcomes expected of other students.

For those students who are medically fragile, the district nurse will review all individualized student health plans prior to the beginning of the school year and communicate with parents and staff regarding best practices.

PROFESSIONAL DEVELOPMENT

During the summer of 2020, USD 252 administrative staff met, utilizing committee input from staff, to ensure that our district professional development plan for the 2020-21 school year aligned with the following:

- District Goals
- District Strategic Plan
- KSDE Accreditation Process
- KSDE Redesign Process
- KSDE Guide to Learning and School Safety Operations (Draft 7/9/2020)

USD 252 staff will be given a copy of the 2020-21 In-Service Plan prior to the beginning of the school year.