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**USD 298**

**REOPENING PLAN  
FOR SCHOOLS**

**2020/2021**

## **FROM THE SUPERINTENDENT**

To the parents, guardians, faculty and staff:

I cannot even begin to express my gratitude for your patience, your insight, and your support as USD 298 tackles yet another “never before seen” situation for our schools. Little did I know when I excitedly accepted the job as Superintendent of Schools, that we would be facing such interesting and trying challenges.

I am grateful for a Board of Education that believes in me and my team. I am grateful for a community that believes in the value of education for our students. I am grateful for a faculty and staff that is willing to work on plans that have profound effects on students. I am grateful for a team of administrators that work tirelessly to help craft plans like this document. And last, but certainly not least, I am grateful for a district office staff that helps me understand my new community, provides honest and valuable insight into planning for this upcoming school year, and also works long days to provide the best possible overall education operations for our district.

It is my goal to continue to push towards excellence in our schools. We have much to do, especially with the COVID-19 challenge added to the mix. However, I am fully confident that we will make great strides in many areas of our district. I commit to you to be transparent in our district dealings, to be honest at all times (brutally honest if need be), and to listen to the concerns of all stakeholders. We are in this together. I firmly believe that as the school district goes, so goes the community. Also, as the community goes, so goes the school district. We are partners in continuing to be the best in both education and community that we can be. I am excited for the journey! Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Scott Crenshaw

Superintendent of Schools

In response to our ever changing situation with COVID planning and direction from government entities, this reopening plan is meant to act as a framework for administration and staff as we look forward to a new school year. There are too many variables to create an all-inclusive written plan. While we have tried to put together a plan that covers a majority of the situations, we understand that things will continue to change, causing us to revisit and revise this plan as the school year progresses.

It is the goal of USD 298 to provide the safest possible environment for students and staff as we get back to the business of education. Our goal is not to be restrictive in our plan, nor to be complacent. We have looked at data from several sources including the Kansas Association of School Boards, Kansas Department of Education, Center for Disease Control, Kansas State Department of Health and Environment, our local County Commission, County Health Officials, and County Attorney.

USD 298 is not a stand alone entity. We are required to abide by the directives of many agencies. In these uncertain times, many agencies are in disagreement with policy and protocol for schools. Given this fact, as directives, Executive Orders, or County Commissioner resolutions change, so may this reopening guide change as well.

This guide is broken down into specific areas for your reference. USD 298 reserves the right to change these plans and policies at anytime, without notice, based on the information that is received from authorities, or by needs determined by the USD 298 Board of Education, the Superintendent of Schools of USD 298, or the Administration of Lincoln Junior Senior High School and Lincoln Elementary School.

## **GENERAL INFORMATION**

Parents and guardians are our first defense in preventing exposure to the COVID virus. It is the expectation of USD 298 that parents and guardians will closely monitor their students' health.

COVID is spread mostly by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface, then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand washing, staying home when sick, environmental cleaning and disinfecting are important principles. Fortunately, there are a number of actions that school staff can take that can help lower the risk of exposure to and spread of COVID-19 during school sessions and activities. (Centers for Disease Control and Prevention [CDC], 2020)

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face covering may be challenging for students (especially younger students) to wear in all-day settings such as school. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students and students' families on proper use, removal, and washing of cloth face coverings. (CDC, 2020)

It is the recommendation of USD 298, but not a mandate, that face coverings be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult.

## **Symptoms of COVID-19**

People with COVID-19 have reported having a wide range of symptoms—from mild symptoms to severe illness. Children have similar symptoms to adults and generally have mild illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or above)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Headaches

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. (CDC, 2020)

**Given this information, we feel that it is critical that the front line of defense be at the home. Parents/guardians must monitor symptoms and the presence of a fever to reduce the risk of disease spread within the school. It should also be understood that if a student is found to have a fever or other COVID-19 symptoms, they will be required to leave the building in the care of a parent or guardian. Parents or guardians must be quick to react if a student needs to be picked up. Students must not linger at school awaiting a ride home.**

**Please check your student's temperature and review symptoms every morning prior to bringing your student to school, or allowing your student to ride the bus.**

## **USE OF FACILITIES**

Given the inability to control our facilities and maintain a level of cleanliness and disinfection, all USD 298 indoor facilities will be closed to outside entities until further notice. This includes clubs, community activities, community access to the gym and weight room, and all other activities that are not directly related to the function of USD 298.

## **GENERAL POLICIES/PROCEDURES**

All water fountains will be closed EXCEPT for the water bottle filling stations in some water fountains. Students are expected to use refillable water bottles.

The requirement for hand sanitation every hour will be addressed in the classrooms. Hand sanitizer will be provided to each classroom for use. Students are encouraged to bring their own hand sanitizer. The use of hand sanitizer will reduce the inability to monitor social distancing in a bathroom for hourly hand washing.

There will be specific areas designated for students who show symptoms of COVID-19 or have a temperature of 100.4 or above upon entrance to the school. This area will be the holding area for students until parents/guardians pick them up.

If students are choosing to wear masks, faculty should be aware of the need for mask breaks and allow them when social distancing can be assured.

## **TRANSPORTATION/BUS SERVICE**

USD 298 will require students riding the bus to have their temperature checked at boarding. A student with a temperature of 100.4 or higher will not be allowed to ride the bus. Hand sanitizer will be provided to students who board the bus by the driver upon entering and exiting the bus. Students should sit apart as much as possible and masks are recommended, but not mandated, if social distancing cannot be maintained on the bus. Students from the same home will be allowed to sit together. Buses will be disinfected after each trip that transports students to and from school.

## ARRIVAL TO BUILDINGS

Each building (LJSHS and LES) will have temperature scanning locations (utilizing a non-contact thermometer) designated by the building administrator. A student with a temperature of 99.6 - 100.4, will have a second temperature taken with a more sensitive oral thermometer. Any student with a temperature of 100.4 or above will be given a mask and placed in a designated room, away from other students and staff. Students with a fever will be required to return home immediately. All students that are transported on buses will enter a designated door apart from the temperature scanning location since those bussed students have already been checked for fever.

## OFFICE PROCEDURES

Visitors to any USD 298 office must be temperature checked and wear a mask. There will be no visitors beyond any office without a valid educational reason. Plexiglass barriers will be provided to office and library staff for added safety measures.

## CLASSROOM SETTINGS

**Lincoln Junior Senior High School:** It is recommended, but not mandated, that masks must be worn where social distancing cannot be maintained. Classroom desks will be wiped down with disinfectant by the faculty at the end of each class period. Hand sanitizer will be provided for faculty to dispense to students upon arrival and every hour thereafter until the end of class. It is encouraged that classes take place outside if feasible for instruction. This allows social distancing, eliminating the need for masks, and provides a fresh air setting for students.

**LJSHS will be placed on a full block schedule for the 20/21 school year.** This action will reduce the number of transition times by 50%, keeping students out of the hallways and apart as much as possible.

**Lincoln Elementary School:** It is recommended, but not mandated, that masks be worn where social distancing cannot be maintained by all students receiving instruction from the age of 4 and older. Classroom desks will be wiped down with disinfectant by the faculty at the end of each class period. Hand sanitizer will be provided for faculty to

dispense to students upon arrival and every hour thereafter until the end of class or the end of the school day. It is encouraged that classes take place outside if feasible for instruction. This allows social distancing, eliminating the need for masks, and provides a fresh air setting for students.

## **RECESS AND SPECIALS (LES)**

Recess and all Specials classes should be outside if the weather permits. This will allow students to spread out without the use of masks while also getting fresh air during this time (KSDE).

## **P.E./CHOIR/BAND**

It is recommended that all P.E./Choir/Band classes meet outside of the building whenever the weather permits.

## **LUNCH PERIODS**

Building administrators will develop plans for lunches that give the students the best opportunity to socially distance during the lunch period. Outside lunch settings will be utilized as much as possible if weather permits.

## **REMOTE LEARNING**

Should the need arise for a student to utilize remote learning, the following expectations will be in place. According to the Kansas State Department of Education, remote learning must meet the following criteria:

1. Students must work for a minimum of 6 hours per day.
2. Parents must keep a time card of student work identifying the subject matter and time on each subject.
3. Parents must sign and submit the time card of student work to the building office every week. Students who do not meet the minimum expectation of 6 hours a day are considered absent and may be classified as truant (KSDE).
4. Students are expected to maintain the same level of curriculum as in the regular classroom.



5. Students are expected to take the same assessments as students in the regular classroom.
6. Students will have daily contact with a teacher from their building to maintain school work and to aid the student with assignments or questions.
7. Students who need to utilize remote learning will not be allowed to participate in any school activities. This includes KSHSAA activities as well as school specific activities such as dances, or club activities.
8. Students who need to utilize remote learning will not be allowed to transition back to onsite learning except at a 9 week break or a semester break in order to maintain continuity of the learning environment.