

Knox County R-1



Re-Entry Plan

2020-2021

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Knox County R-I School District District Wide Re-Entry Plan Document

Introduction:

Our school and community were impacted in an unprecedented way by the emergency of the novel coronavirus (SARS-CoV-2), the causative agent of COVID-19. The closure of school from March 2020, to the end of that school year has caused us to have to rethink how our schools can continue to provide a quality education to all of our students. As we have moved through this pandemic, we have learned that children are less vulnerable to infection and are unlikely to become seriously ill with COVID-19. The profound negative impact of loss of in-person schooling on the well-being of children has been well-documented and thus we are prepared to return to school for the 2020-2021 school year with some added layers of protection.

However, we must be attentive to the fact that this public health crisis has not ended. Adults, particularly those who are older and those with underlying health conditions and students with underlying health conditions, are at increased risk of serious illness from COVID-19. We need to prepare our schools to reduce the chances that any child or adult will acquire the infection during the school day and be armed with a protocol to respond to a case of infection in a school. We should be poised to adapt to new information as it emerges, so that we can create the safest and most robust educational experience possible. Although planning for this “new normal” may create some inconveniences, if we work together as a community, we can increase the chances that our students, staff and faculty will stay healthy and we will reduce the chance of significant educational disruptions.

The Knox County R-I School district understands that face to face instruction is more effective for our students, and we want the students to be here at school to receive their education. Our plan is to have school here every day with every student in as normal a capacity as possible, however there may come a time when students have to stay at home. In those situations, the school will be delivering instructions remotely. **Parents and students, we need your help. To lessen the likelihood of extended remote learning our social distancing and mask wearing recommendations and requirements have to be followed.**

Suggestions in this document to add layers to protect students, staff members, and community members will center around the following:

- Screening for illness
- Social distancing to the extent possible
- Avoiding large gatherings
- Recommendations to wear masks
- Sanitizing and cleaning
- Procedures in the case of positive COVID-19 test

Entering the school building/Screening for illness

Students: More than ever, it is important sick children not be sent to school. Parents please use the most extreme caution when deciding to send or keep your child home. Parents will need to screen their students before they send them to school using established protocol.

Staff: Staff members will take a survey daily to be screened before they come to work.

Parents: Parents will be allowed in the building if they need to conduct school business. If you are simply dropping something off for your student, you will be asked to leave it in the front entrance. We are discouraging meal deliveries. If your students want to a pack a lunch, they can do so. In the event that meals are delivered, they will need to be left in the front entrance for students to grab when they go to lunch. There will be labels and pens for your use. We will have a locked box for money and checks. Please label everything. If any item is time sensitive, please call the office with those details. Parents are asked to call ahead to have a student dismissed, and the student will be escorted out to you. If parents must enter the building, they will take a brief survey and have their temperature checked in the front entrance.

Visitors: Visitors will not be allowed in the building unless they have school business to conduct and have permission to enter the building. If the visitor must enter the building, they will take a brief survey and have their temperature checked before they are allowed to enter.

Social Distancing and Avoiding Large Gatherings to the Extent Possible

On school buses: Social distancing on our buses would make it hard to transport every student to school. We suggest that parents, drop off and pick up their students if possible, to reduce the number of students riding the buses. For that reason, we will allow parents to drop off their students at 7:15 a.m. Please drop them off at the elementary doors. Student will go to the elementary gym. The State is asking us to put measures in place to be able to contact trace all our students as much as possible. Therefore, students that ride our school buses will all be given a seating arrangement with family members sitting together. Parents will also be asked to establish their students' morning and afternoon riding schedules for the year and those will not be allowed to change through the school year. If a student needs to go to a different location after school, other than what was originally arranged, then the parent will have to make arrangements to pick their student up. **Students will not be able to switch buses, nor will bus passes be issued for students to ride other buses.**

In the classroom: In classrooms, where possible, student desks will be in lines facing the same direction, spaced out as far as permitted, and students will be assigned seating arrangements.

Breakfast/Lunch: Shifts will be staggered and only every other seat at each table will be utilized. Students will social distance to the extent possible while in the lunch line. Only 2 students will be allowed in the serving area at a time.

Recommendations for Wearing Face Masks

Students

On School Buses: Because of the difficulties of social distancing on our buses, and the amount of time students and bus drivers are on the bus, we are requiring that the students in grades 4 through 12 wear face masks, and highly recommend that students in pre-k through 3 wear masks while on the bus.

In the school building: Students in grades 4 through 12 will be required to wear face masks, and we will highly recommend that students in pre-k through 3 wear masks.

Staff

Bus Drivers will be required to wear face masks while students are on the bus.

Food Service Personnel will be required to wear face shields or masks when preparing food, serving food, and cleaning in the kitchen.

Maintenance and IT Staff will be required to wear protective gloves when disinfecting the building and to wear face masks when social distancing is not possible around adults and students.

Teachers, Paraprofessionals, Secretaries, and Administrators will be required to wear face masks when social distancing is not possible around students and adults.

School Nurse will be required to wear protective gloves and face mask when in close contact with adults and students.

Sanitizing and Cleaning

Students: Students will be educated on appropriate hand washing as well as encouraged to clean hands and sanitize frequently.

Staff Members: Staff members will help educate students on appropriate hand washing and sanitizing. Staff members will also encourage students to clean hands and sanitize frequently and do so themselves.

Parents/Visitors: Parents and visitors walking in the building will be asked to sanitize hands, fill out survey in entryway, and wear a mask before they will be allowed to walk in the building.

Other Changes

Water Fountains: All the water fountains have been turned off but bottle fillers will be operational. Students will be asked to bring water bottles to school with them with their names on them.

Upon arrival to school:

Elementary students will report to their classrooms.

High School and Middle school students will report to designated areas.

Extra and co-curricular activities While we are all anxious to return to something approaching "normal" when it comes to extracurricular activities, it is important to understand a single case of COVID in our extracurricular organizations will likely cause a complete shutdown of that activity of no less than 3 weeks. While there are some philosophical differences in our approach to this disease, it is our position that the following strict guidelines give us the best possible chance of having a complete and somewhat normal school year.

Based on coordination with the Knox County Health Department, the following standards are established with regard to extra-curricular activities:

- There will be separate gates for home and visiting spectators to enter facilities, and we will not collect entry fees from spectators. Spectator seating will be separated by community (home and visitor).
- We are eliminating concessions services for our home activities for the foreseeable future.
- Coaches will mask at all times when social distancing isn't possible.
- We will encourage social distancing and masks for spectators using signs and public announcements. In the event these steps prove inadequate, Knox County R-1 Schools is within its rights to limit spectator attendance based on MSHSAA guidance.
- The softball bleachers are closed to public seating.
- Teams will not congregate in dugouts and locker rooms unless all players and coaches are masked.

In addition, based on MSHSAA guidance, the following guidelines are also in place:

- Sideline personnel will socially distance at all times when not masked.
- Knox County R-1 is not waiving attendance requirements to maintain eligibility. Students who do not feel comfortable learning at school will not be eligible to compete in extracurricular activities.
- If a student-athlete presents a positive screen (temperature, symptoms, etc.), that individual will begin a 14 day quarantine pending receipt of a doctor note or completion of the 14 day quarantine. At the completion of the 14-day quarantine, the student-athlete will return to play using the 7-day MSHSAA protocol.
- If a student-athlete presents a positive **test**, that individual will quarantine in accordance with local health care guidance. The student-athlete will return to play using the 7-day MSHSAA protocol. Any individual who had close contact, direct

contact, or direct contact with secretions will immediately enter a 14-day quarantine and return to play using the 7-day protocol.

- Managers will not fill water bottles. Players will manage and use only their own water bottles.
- All bus riders will wear masks, to include all coaches, players, and drivers. Parents may transport their own children to and from away games after coordinating with the coach and signing a waiver document no later than 1 day prior to the scheduled event. Student-athletes are still responsible for arriving at the same time as the bus.

Changes from Nurse Kathy:

I will be limiting my school health office to 2 students at a time to maintain social distancing. I have reorganized my office and medication/treatment room. The treatment room will now function as an isolation room. I will care for your child when needed, as always, but I will also be checking temperature and assessing for signs of COVID -19 on all students who come to the nursing office for assistance. I will wear a mask while interacting with students and will also sanitize my office after each student encounter. Middle school students and high school students that feel ill and request to see the nurse will wear their face mask before proceeding to the nursing office, as they will walk through more than one building. Masks will be available in the classrooms and offices.

If a student has a fever or any signs of COVID-19 they will be required to wear a mask and wait in the isolation room until picked up from school. The student will be walked out to their pick-up person. The pick-up person should wait outside the elementary building and will not be allowed to enter the building to decrease the number of people in and out of the school.

Teachers and staff will also be assessed for illness as needed.

Procedures in the case of positive COVID-19 test

In the event that someone in our school community tests positive. The school district will work closely with the health department to determine the course of action. Contact tracing will be used to determine whether or not the incident is isolated. From that determination the school will make a decision to only dismiss those individuals that could have been impacted or close school for a period of time and go to remote learning.

Contact Tracing

Definition of a Contact - a person that has had close contact (direct contact or within 6 feet for 15 cumulative minutes or longer) with an individual who is symptomatic or confirmed positive for COVID-19.

Definition of a Probable - a person who has traveled into an outbreak region or circumstance or has been in known close contact with a positive case, and is symptomatic

Definitions of Individuals in Contact Tracing:

Person A - person who becomes probable or a confirmed COVID-19 positive case

Person B - person who is a contact (see above definition) for Person A

Person C - person who is a contact for Person B

How Contact Tracing Works

Whenever a Person A is discovered, local health department officials will contact trace back to anyone who is considered a Person B. Contacts of Person B will not be subject to contact tracing.

1. Person A is probable or has a positive COVID-19 test result
2. Person B is notified by trained contact tracer and asked to quarantine for 14 days starting from the last day he/she was potentially exposed.
 - If Person B becomes symptomatic at any point in the 14 days quarantine period, then Person B becomes a Person A and should follow established guidelines.
 - If Person B remains symptom-free during the 14 day quarantine period, then Person B may return to school or work.
3. Person C is notified by Person B that Person B has been exposed to a Person A
 - Person C should self-monitor for symptoms, but should continue his or her normal daily routine.
 - If Person B becomes probable or tests positive for COVID-19 and Person C meets the definition of a contact, then Person C will become a new Person B if they meet the definition of a contact.

Re-Entry Information for the Elementary

Transportation:

Students in grades PreK-5 are required to wear masks while on the bus.

Arrival:

Students dropped off by parents no earlier than 7:15 in the morning, will wait in the gym. Students will not be allowed to go to classrooms before 7:50.

Breakfast: (7:50-8:15)

Breakfast will be offered in the Morning Meeting room, as tables and chairs will be set up for students to eat at. Students will be spaced out and monitored, then sent back to the classroom, once they are done. Morning helpers will be in to help students with breakfast and to help sanitize afterwards.

Classroom Expectations:

Masks are recommended for students in grades PK-3. Teachers will wear masks when they are not able to social distance from their students.

Masks are required for students in grades 4-5. Students will be expected to wear them while in the hallways. When the teacher is delivering whole group instruction, students may be able to lower/remove masks. Teachers and students participating in small group instruction with their teacher will be required to wear their mask.

Supplies/Manipulatives:

Each student will need to have and use their own school supplies. The school will provide all non-personalized supplies to classroom teachers. Students should keep these items in their desks and not share them with other students.

When using math manipulatives, they will need to be divided into individual groups and bagged for students to use prior to the lesson/activity. If materials have to be shared, they need to be wiped off or sprayed down (sanitized) before the next group uses them.

Recess Expectations:

Same grade levels will be allowed to be on the playground at the same time. If two different grade levels are on the playground at the same time, they will have to split up with the younger grade-level having priority over the upper playground.

Recess and playground equipment may be used. Hand washing after playing on the playground should become normal practice.

Cafeteria Expectations:

Tables will be assigned for each class. Classroom teachers will also have a seating arrangement for their students with an empty seat between each student. Tables will be wiped down between groups.

High School/Middle School Student Re-opening Plan

Transportation

- Students are required to wear masks while on the bus.
- Students will have assigned seats.

Arrival

- Students need to eat breakfast upon arrival and report to their designated locations. Unless actively eating, masks should be worn.
 - MS students: West bleachers in gym
 - HS students: East bleachers in gym, library, or cafeteria

Class Time

- Students will sanitize their hands in and out of each class.
- Students will wear their masks unless teacher establishes social guidelines are being met.
- Students will wipe down their desk area at the end of each class.

Passing Time

- Students will be required to wear their masks during passing time.
- Students are allowed to wear backpacks to eliminate locker traffic.

Lunch

- Shifts will be staggered. Only every other seat will be used.
- Some teachers may choose for their classes to return to their classrooms to eat.

End of Day

- Students will wear their masks as they proceed to the bus.



Alternative Method of Instruction - Enrollment Form

During the COVID-19 pandemic, we have been faced with many challenges. As a district, we pride ourselves on providing the best education possible, to our students. Distance Learning is available as an alternative method of instruction during the 20/21 school year. If Distance Learning is chosen, the student is enrolled in this alternative method of instruction for one semester. At the end of the semester, the family may choose to opt out of Distance Learning and return to regular school. During this time, your child's teacher will record videos/lectures and post them to the LMS (Learning Management System) that they are using. Your child is to complete all work that is assigned just as if they were at school. With this choice comes the following responsibilities for both students and parents.

Students will:

- Access lessons for all classes
- Engage in and complete lessons/learning/assessments as directed by teacher(s)
- Engage in small group discussions/activities with other classmates/teacher
- Contact teacher(s) with questions about activities and assignments
- Complete all diagnostic assessments iReady, Dibels, MAP, etc.
(Dibels - will be an in person assessment)
- Submit assignments within a timely manner and receive grades for the work that is turned in. **Work that is not turned in will receive a zero.**
- Students will not be able to participate in extracurricular (Music programs) or after school activities (Maker Space, Activity Nights, etc.).

Parents/Guardians will:

- Monitor and/or review lessons with their children
- Always communicate questions or issues with the teacher first
- If the issue cannot be resolved at the teacher level, then contact the principal.
- Report student illnesses following our school illness policy
- Support students with remote learning as needed.

- Provide transportation for their child(ren) to there designated time to complete their diagnostic assessments.
- Understand that work not completed or turned in can result in a zero. Not turning in completed work can result in a non passing grade, which can result in either failing a class or retention.

In signing this document, you are agreeing to the terms listed above and understand that failure to comply with this agreement can be considered educational neglect.

_____ **Student Name** _____ **Date**

_____ **Parent Signature** _____ **Date**

_____ **Principal's Signature** _____ **Date**

If your child has an IEP or 504 plan, we require the signature of the Special Education Director

_____ **Special Education Director** _____ **Date**

You have the opportunity to change your mind until September 4, 2020.

Knox County R-1



Virtual Instruction Contract

The purpose of virtual instruction is to help students obtain a high school diploma and prepare for post-secondary education or the workforce. At the same time, it gives students the opportunity to explore technology as a tool for learning. The class will follow the same semester timelines as the traditional classroom version of the course. However, students are to complete the course requirements independently within those timelines. Because of the nature of online courses, it is important that the student and parents agree to commit the time and energy needed to complete it successfully. There are set criteria for this class that must be met in order for the student to receive credit.

Student Readiness

Student success in an online course is dependent on many factors. Academic ability, reading skills, computer skills, habits of mind, parent support, and technology access are among these essential factors. This document must be signed by the student, parent/guardian, high school principal. If the student has a 504 Plan or IEP, a signature from the district Special Education Director or their designee must also be provided.

The following readiness factors should be considered prior to enrollment in an online course:

Academic Ability: Much of the content of an online course is conveyed through written material. It is therefore important students have strong analytical reading skills (proficient or advanced ELA scores on standardized assessments are recommended).

Computer Skills: Students should be comfortable working with a computer, navigating a website, and downloading/uploading documents. Students must be comfortable accessing and reading information on a computer for long periods and have some basic ability to troubleshoot technical issues that may be encountered.

Habits of Mind: Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from home. Students must be committed to managing assignment due dates and asking for help when they need assistance. Students must access the course on a daily basis and check email regularly for communications from the teacher.

Parent Support: Parent/guardian support is important to the success of online students. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance as necessary as well.

Technology Access: Students are responsible to maintain their school-issued iPad. Students will need access to high-speed internet. If access to high-speed internet is an issue, the school is able to issue hot spots.

Student Expectations

Ethics: Online students are expected to complete their own work at all times. If a student breaks this code of ethics, the Ethics Policy will be enforced, which will result in no credit for the assignment, assessment, or course. Violation of this section may result in the student being removed from the course and not receiving credit. A student must also read and acknowledge the district Acceptable Use Policy regarding technology and the internet.

Communication: Students must also check email regularly for messages or updates from the instructor. It is the student's responsibility to contact the instructor should difficulties completing the coursework be experienced. Parents/guardians should also be in frequent contact with the instructor and inform him/her of any concerns with the course or learning problems that arise.

Attendance: Once a student is enrolled in a course, they must log into the course regularly. Students who are enrolled in the district's virtual learning are expected to attend class regularly, and be active in the course; this means actively engaged in course activities including viewing content and completing assignments and assessments. Courses are designed for students to be actively engaged with the course work at least one hour per day per course, or more if needed to maintain pace for course completion by the end date. If a student does not stay on pace for course completion it is their responsibility to make up the time needed to complete the course on time. If a student fails to complete the course by the end date indicated below, the student will be in jeopardy of failing the course.

Parent / Student Acknowledgement

Student: I have read and I am aware of the above criteria for online course readiness. I accept the responsibility for the preparation needed to complete this course. I am aware that I must be active in the course in order to stay on pace for course completion by the end date: I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process. I understand that if I do not meet the above stated criteria I may be in

jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

I understand I am not eligible to participate in any school sponsored activity. After September 4th, I am aware that once I opt to go to virtual instruction, I will not be able to enroll for in-person instruction until the beginning of the next semester. I understand I must participate in any school wide assessment including both i-Ready and MAP/EOC

Parent: I am aware of the above criteria for online course readiness, and agree to help my child work to be successful in all online learning courses. I am aware of attendance requirements for my child, as well as daily work requirements and end dates. I understand if my child does not meet the above stated criteria they may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

Student Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Principal:Signature _____ Date: _____

Special Education Director or designee: _____ Date: _____