

Buchanan County R-IV School District
2020-2021
Covid-19 Return to School Plan



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A note on supporting data:

The district has used data from state officials, Buchanan County DHSS, the CDC, and the Missouri Department of Elementary and Secondary Education to create this plan.

Introduction:

As our community has dealt with the onset and disruption of the Covid-19 pandemic, many of our students have faced more diversity than any adult would wish upon them. In this ever-changing landscape, it is difficult to know what information to trust, maintain a sense of purpose, and find a way to cope with what seems to have become a battle between appropriate action and over/under reaction.

While the ultimate purpose of any educational system is to prepare students for life once they leave that system, there are multiple building blocks that must be considered to achieve that goal. One of those building blocks is safety. It is the goal and of the Buchanan County R-IV School District to provide a safe learning environment for all our students and staff. However, it is not our goal to establish a learning environment that is free of risk. A life that is risk-free is impossible to achieve and even before Covid-19 we operated with risk each school day. Some risk is good, some risk we tolerate because we know it is beyond our control, and many risks we work diligently to reduce.

This plan is designed to allow us to work diligently to reduce risk. We know that no single factor will remove the risk associated with Covid-19 in the public school arena. We know that the struggle with the virus is ongoing, difficult to predict, and quickly changing.

At the time this plan is written we also know, based on the most reliable data we can collect, that children are the least likely to manifest severe symptoms or transmit the virus.

If these statements about the virus are true, then why not start school as if nothing is happening? In response, we understand two things: The first is that our community is greater than just our student population and the second is the necessity to ensure a safe, but not risk free, learning environment. We want to provide as much safety as possible for our students in case the situation surrounding the virus changes. We want to be prepared if the evolving data surrounding the virus begins to point toward a higher risk to students for whom we care so deeply. We also want the larger community to know that we can be relied upon to be good stewards of their trust.

In this plan you will find strategies designed to prevent the spread of Covid-19 in the daily operation of our school district. You will also get a glimpse into a larger picture of how our school influences and is influenced by the close community of Southern Buchanan County. No one of list strategies that are individually 100% effective, we do feel that the steps we have outlined create an interwoven system of precautions that, when diligently applied, will minimize risk and allow us to care for our students, staff, and larger community.

It is our goal to find balance between the best education we can provide in safest possible learning environment.

Sincerely,

**Travis Dittmore
Superintendent
Buchanan County R-IV School District**

Organization of the Covid-19 Plan:

When possible this plan has been organized into risk levels. Experience has taught us that, while effective for preventing the spread of the virus, a complete closure of onsite learning is not best for the long-term needs of our students. This plan is organized to present a response to legitimate risk that is proportionate and appropriate.

Alternate Methods of Instruction

Also referred to as Distance Learning, this DESE-Approved plan allows a district to assign alternate learning tasks to students when a district must be closed for Covid-19 or inclement weather. When students complete these tasks, the district can be forgiven up to 36 hours of lost attendance time. This plan will be used by the Buchanan County R-IV School District if a closure due to Covid-19 must occur and can be found beginning on page 12.

Communication Methods:

Information regarding the district response to the Covid-19 risk will be communicated through the following methods and will originate from district administration:

- **Aptegy Communication.**
- **Updates posted on school website; www.bcr4.org**
- **Local Television stations.**
- **Local radio stations as with inclement weather.**

Information regarding distance learning tasks during the implementation of the Alternate Methods of Instruction plan will originate with the building principal and classroom teachers. Communication may include, but will not be limited to:

- **Aptegy**
- **Email to the student**
- **Phone calls to individuals when needed**
- **In-person sessions with safety protocols**
- **Whole class or individual online meetings**
- **Pre-recorded instructional videos**

Alternating Scheduling:

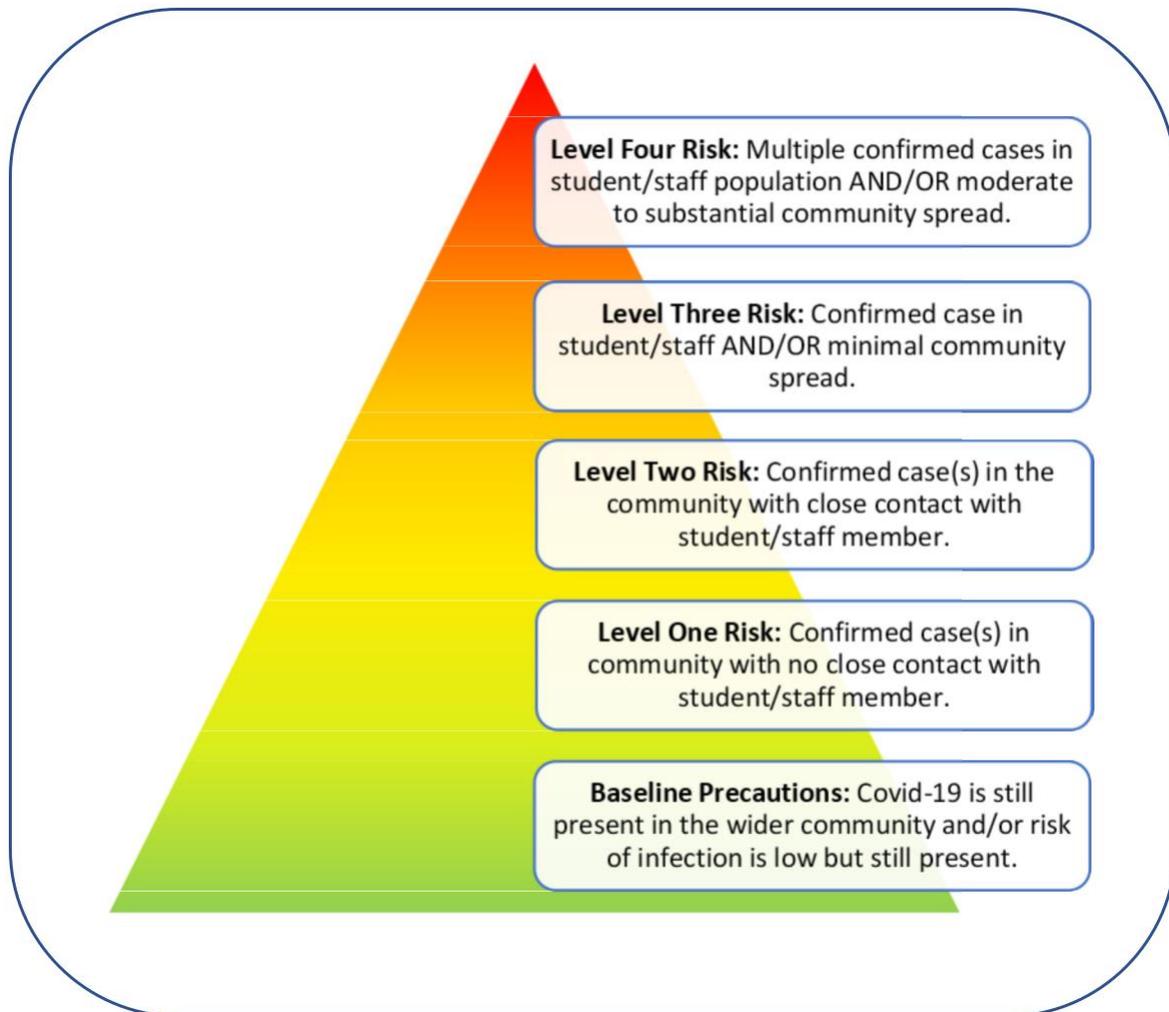
While this plan attempts to allow for all contingencies, it is possible that the district will have to explore methods not defined in this plan in order to ensure safety for students and delivery of instruction. It is the intent of the district to have all students attend school each day. However, it is possible that with a level three or higher risk that an alternating student schedule will be implemented instead of closing school completely. An alternating schedule will be structured similar to the following model:

- **Homework and instructional packets will be provided.**
- **Students will have distance learning tasks to complete in lieu of in-class instruction.**

It is also possible that an individual class or group of students may be placed online during a significant quarantine of students or staff.

Risk Assessment and Response

The following pyramid presents categories of risk to the school environment and how the district will most likely respond. As the risk to a student or staff-member in the classroom increases, so will the level of prevention.



All risk levels are contingent upon the number of positive cases and close contact. Close contact is defined by the CDC as within six feet of an infected individual for more than 15 minutes. Additionally, it is the goal of the district to facilitate social distancing where possible and substitute for social distancing when not possible. The district is always in regular consultation with Buchanan County DHSS.

Baseline Precautions:

Students and staff will be asked to participate in the following preventative measures each day school is in session. These preventative measures will be used until such a time

that the district, in consultation with DHSS and state authorities, determines that a higher or lower level of precaution is necessary. These precautions will begin August 10, 2020 for all students, staff, families, and community members who come into contact with the district facilities.

Family Support:

If a district is to be successful, it is essential for families to support school efforts whether they be academic or directed at other services. This plan is no different and families play a key role in controlling the spread of the virus in the school setting. Families are asked to keep sick students away from the school setting in order to help us maintain a safe and healthy learning environment. Specifically, students exhibiting a temperature of 100.4 degrees or more will not be allowed to attend class. If a student shows symptoms at any time during the school day families may be contacted so the sick child can be picked up and given supervision at home by family members.

Attendance:

While the district understands the deep-felt concern many have regarding the start of school, the district is taking significant steps to ensure a safe learning environment is created for students and staff. It is due to our ability to implement safety measures and consultation with local health officials that we will be implementing normal attendance policies for students and staff unless they are placed on mandatory quarantine.

Attendance-Students:

Student absences due to mandatory quarantine will be accommodated as long as students are able to complete coursework and online tasks. According to our current attendance policy, excessive student absences can be reviewed by committee and can be forgiven for severe health issues or extenuating circumstances. It is likely absences due to mandatory quarantine will be forgiven if appropriate evidence is supplied.

Attendance-Staff:

Staff participating in mandated quarantine will be placed on administrative leave and will suffer no loss in leave time or pay pending their completion of professional responsibilities. If a staff member becomes too ill to perform their expected duties, sick and personal leave will need to be used to offset a loss in pay.

Student Arrival: Starting the school day

Bus Transportation: students will be asked to wear masks on the bus and may be screened prior to entering school facilities. Students will also be assigned seats to create physical distancing.

Screening (required): All persons entering the district buildings may be screened for fever and the following items linked to Covid-19 spread:

- Chills

- **New cough**
- **Shortness of breath**
- **New sore throat**
- **New muscle aches**
- **New headache**
- **New loss of smell or taste**

Any student exhibiting a fever of 100.4 degrees or more upon arriving at school, or any time throughout the school day, will not be allowed to attend class and will be sent home. Students exhibiting any combination of other symptoms may also be sent home depending on severity or combination of symptoms.

Breakfast-Elementary: Students will go to their classrooms to check in. Students registered for breakfast will eat their respective classrooms.

Breakfast-High School: Students eating breakfast will be allowed to go to the cafeteria for breakfast. Other students will go to the old or new gym depending on where they are assigned

Instructional Time: The classroom setting

Classroom-Elementary:

- **Whole-class, daily attendance.**
- **Masks will be optional and initially supplied by the district upon request. The district will may mandate masks depending on the risk within the**
- **school setting. Spacing of student desks to allow physical distancing.**
- **No sharing of personal materials, resources, or technology.**
- **Essential class items may be shared with frequent cleaning.**
- **Students will wash hands during transitions to and from the classroom.**
- **Desks will be cleaned by students, teachers, and custodial staff 3x daily.**
- **Students will be assigned personal Chromebooks.**
- **Classroom doors should remain open to reduce touch-surface**
- **transmission. Physical contact such as high fives and handshakes should be eliminated while baseline or more restrictive precautions are in place.**

Classroom-High School:

- **Whole-class, daily attendance.**
- **Masks will be optional and initially supplied by the district upon request. The district will mandate masks during hallway passing times.**
- **No sharing of personal materials, resources, or technology. Essential**
- **class items may be shared with frequent cleaning.**
- **Students will wash hands whenever able.**
- **Desks and tables will be cleaned by students and classroom staff at the end of each hour.**

- Students will be assigned personal Chromebooks and asked to take Chromebooks to each class and home with them.
- Classroom doors should remain open to reduce touch-surface transmission.
- Physical contact such as high fives and handshakes should be eliminated while baseline or more restrictive precautions are in place.

Specials and Recess-Elementary:

Each elementary class will attend specials independent of other classes while baseline or more restrictive precautions are in place. Likewise, numbers of students attending recess simultaneously may be reduced through scheduling.

Lunch-All Grades:

Four lunch shifts will be utilized in order to accommodate social distancing in the lunch room and provide adequate time for lunch. While spaces of six feet may not be available in the lunchroom, students will be spaced as much as possible. Kitchen staff will be required to wear masks or face shields when in close proximity to each other and while serving food.

- 3 shifts as usual at Rushville Elementary School
- Hillyard's Student's served as shift #1 at DHS
- MS students & HS Band Students served as shift #1A at DHS
- Remaining HS students served as shift #2 at DHS

Staff hours:

Because of additional student supervision, teacher hours will be changed to 7:30 a.m. to 3:15 p.m. This time change reflects additional morning supervision or other morning responsibilities such as screening.

Athletics:

At this time, the district athletics programs will be managed during a time of COVID-19 precautions. We will share information as it becomes available. Student participants, families, and other community members should be prepared for any of the following to occur:

- Spectator screening including temp checks and screening questions.
- Limited spectator attendance.
- Requirement for spectators to wear masks.
- Quarantining of athletes who come into contact with an infected player from our team or another schools team.
- Cancellation of games due to low player numbers or school closures.

Risk Levels and Response:

While levels of risk will most likely remain consistent, steps taken during each level may vary based on need. Steps listed below are the most likely interventions to be used during each risk level.

Level One Risk:

Confirmed case(s) in community who has had no close contact with student/staff member.

- Baseline precautions in place.
- Consultation with healthcare officials.
- Monitor situation for impact on school and length of risk.
- School will remain open and school related services will continue.
- School related events will most likely continue.

Level Two Risk:

Confirmed case in community who has had close contact with student/staff member.

- Baseline precautions in place.
- Consultation with healthcare officials.
- Monitor situation for impact on school and length of risk.
- School will remain open and school related services will continue.
- School related events will most likely continue.
- Accommodate absenteeism of staff and students due to mandated quarantine.

Level Three Risk:

Confirmed case in student or staff AND/OR minimal community spread.

- Consultation with healthcare officials.
- Monitor situation for impact on school and length of risk.
- The district may engage in district wide short-term closure for disinfecting and to clearly determine risk. Baseline precautions in place.
- The district may place a class or small group of students on AMI for delivery of instruction.
- The district may activate AMI for a short term, placing all district students on distance learning for delivery of instruction.
- Possible use of an alternate schedule for students to increase physical distancing.
- Accommodate absenteeism of staff and students due to mandated quarantine.

Level Four Risk:

Multiple confirmed cases in students or staff AND/OR moderate/substantial community spread. Closure may be mandated by outside agencies.

- **Consultation with healthcare officials.**
- **Monitor situation for impact on school and length of risk.**
- **Extended closure of school based on consultation/mandates for cleaning and safety.**
- **The district will activate AMI, placing all district students on distance learning for delivery of instruction.**
- **Accommodate absenteeism of staff and students due to mandated quarantine.**
- **If possible continue food service through delivery and pickup.**

Level Three and Four Closure:

Decision to close:

The decision to close is made by the superintendent, designee, or state official after consulting with area health care providers and/or need has been established.

Length of Closure:

The amount of time the district will be closed due to Covid-19 will be based on risk and any mandates from the state or local governments. A level three closure will most likely last only one to three days while a level four closure may last significantly longer.

Building Access:

All staff may have normal access to all areas of the building but should not congregate in any area or in any way that might contribute to contagion. Community members, non-emergency services, and students may enter and exit for specific, short-term tasks. No one should congregate in the facilities in any area or in any way that might contribute to contagion. All personnel should implement physical distancing or wear masks when entering the building.

Due to limited building access, no screening will be done during closure.

Regular Education Services:

Coursework will be handled according to the district's AMI plan.

Special Education Services:

Special education services will be modified for distance learning and governed through a student's IEP.

Certified Teaching Staff:

Teaching staff will be paid regular wages and are expected to check in with students and families as defined by the AMI plan and administrative recommendations. Teaching staff may be asked to keep office hours and regular hours of contact. Working schedules for teachers will be determined through collaboration with the building principal.

Paraprofessionals, lunch staff, secretaries, nurse and bus driver These positions will work a modified schedule and duties for full time pay.

Bookkeeper, maintenance, and superintendent

These positions will work a regular schedule for regular pay.

Building principal

Will be onsite as needed and will be responsible for supervising online instruction.

Student Meals

The district will offer lunches through delivery and pickup services as long as risk to students and staff can be minimized.

Student Activities

Depending on the situation, events may be canceled until school reopens. Cancellation will depend on results of contact tracing and actual infection.

Additional Details:

Any additional details regarding closure will be communicated through normal channels. These may involve alternating attendance days or special events not otherwise covered in the plan.

BCR-IV AMI PLAN

PURPOSE: The purpose of this document is to create a framework for modified instruction via distance education during a short or long term school closure. This document will provide the basic information and steps planned by the Buchanan R-IV School district regarding communication and expectations for staff and students in the event of a school closure.

DECISION: The Decision to implement the AMI Plan will be made by the Buchanan County R-IV School Administrators. The administration team will communicate with each other and decide if it is appropriate to enact the AMI Plan due to a school closure.

COMMUNICATION: Once the administrative team has decided to enact the AMI Plan the administration will communicate their intentions with the staff first. Communication with staff will occur in the following manner:

1. Staff Aptegy Text
2. Staff Email

Once the Staff has been notified of the details of the AMI Closure-Communication with the community will commence. Communication with the Community will occur in the following manner

1. School District Aptegy Announcement
2. Individual Class Remind Texts by teachers
3. Notice placed on the School Website.
4. Student Group Email to individual classes.

STAFF EXPECTATIONS: On days when the AMI Plan is implemented, the following expectations will be established for the staff of BCR-IV:

1. Teachers are expected to communicate with students via email, remind text, google classroom, google meet, or other approved communication means.
2. Teachers are expected to post assignments for their students. In all ages where appropriate, google classroom will be the preferred manner of communication. For students too young or otherwise unable to access online resources independently teachers can communicate assignments with the families of students.
3. Teachers are expected to be available to help students and communicate with them during the regular school day.
4. Teachers are expected to be available to communicate with school administrators as needed.
5. Teachers are expected to continue to grade, monitor the completion, and monitor the quality of student work during the day. Teachers should report students on 2-week grade checks if he/she is not completing his/her assignments.
6. Teachers are expected to have alternate methods of instruction planned for any student who might not be able to have access to technology.

7. Teachers will work from either home or their classroom, depending on the situation and need.

STUDENT EXPECTATIONS: On days when the AMI Plan is implemented, the following expectations for students have been established.

1. Students are expected to use their school provided Chromebook or device to communicate with their teachers. This could include emails, threaded discussions, Aptegey texts or zoom meetings.
2. Students are expected to look on Google classroom to find their assignments for the day and to complete them on the day they are assigned.
3. Students are expected to attend any teacher led Google meeting that they have required.
4. Students are expected to turn in their daily work.

SPECIAL EDUCATION:

1. Minutes of service will be established in each students IEP.
2. AMI Methods of Instruction for each student who requires IEP minutes will be established by the IEP and placed in the student's IEP.

SHORT TERM VS. LONG TERM CLOSURE: During a short term closure of 1 or 2 days, the plan above should be sufficient to continue with adequate education. Should the AMI Be required for a longer period of consecutive time the following additional measures will be considered:

1. The school may bring students needed materials from the school.
2. The school may establish a pick up period or procedure for students and families to acquire necessary materials from school(s).
3. Teachers may enact set, daily office hours.
4. Teachers may be required to daily or weekly contact all families of their assigned student groups.

RESOURCES: Below is a list of possible digital resources that can be used in accordance with our AMI plan.

1. Google Classroom- All classes grades 1-12 will have a Google Classroom site set up which will be used in accordance with the normal daily classroom schedule. Students will be taught how to use Google classroom through the Google Platform and will have assignments distributed through Google Classroom even during face to face instruction.

2. Possible Methods of Instruction may include, but not limited to:

a. Math

- i. Engaged NY**
- ii. Embarc**
- iii. Zearn**
- iv. Kahn Academy**
- v. Paper resources sent home.**

b. ELA

- i. Wit & Wisdom**
- ii. Really Great Reading**
- iii. Dreamscape**
- iv. Scholastic**
- v. ELA assignments through Google classroom.**
- vi. Paper resources sent home.**
- vii. Research projects**
- viii. Other on-line resources**

c. Science & History

- i. Research projects**
- ii. Paper resources sent home.**
- iii. Other on-line resources**

Revised August 14, 2020

