

Lebo School 6th-12th Grade



Reopening Guide
2020-21

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Creating a Safe and Welcoming Environment

Our #1 priority at Lebo Schools is to provide a safe and welcoming environment for our staff and students. As a staff, we will strive to build positive relationships and connections with our students and families. We will continue to provide high quality instruction to meet the needs of your child to ensure they are successful. Several changes have been made and more changes will likely be made as we receive guidance from KSDE, local health department, and USD243 Administration. We appreciate your support and understanding during these unprecedented times. Together, we remain Lebo strong!

Masks:

Masks will be worn by all students and staff in our building. An exception will be made while lunch is being consumed. Teachers have been encouraged to allow for outdoor mask breaks when possible. Thank you for doing your part to help ensure the safety of our students.

Employee and Student Health Screenings:

- Employee and student health screenings will be conducted before entering the building
- Temperature Check Stations will include one checker at each entry point. Staff and students will have their temperatures taken and asked a series of questions relating to symptoms. Sanitizer and masks will be provided at each entry point
- Each point of entry will have walkie-talkies to call for assistance.

Student Arrival

- Doors open at 7:30AM
- There will be multiple points of entry to help with congestion in the schools
- Points of entry are will be:
 - High School Office door (south Sid of school: All breakfast-eaters
 - Bus Entry door (west side of school): Bus riders and drivers
 - Flag Pole doors (South Side of school): walkers and drop-off middle and high school students (not eating breakfast)
- Entry points will be manned until 7:55. Students who arrive **After 7:55** must enter through the High School Office.
- Once students enter the building all non-breakfast eaters will proceed to the big gym,

- 'Morning Seats' - will be assigned seats within each grade band (stable group). Students will sit in this seat every morning between 7:30 and 8:00. Every student will be assigned a seat.

Quarantine Room

- Our quarantine room will be where ill students will go during the time they wait for parent pick-up. The old office room on the middle school floor will be designated for this purpose.
- These students will NOT wait in the office after parent contact has been made. Students either showing a fever of 100.4 F or multiple (2+) other symptoms of illness will be carefully moved to the quarantine room and supervised until parents can pick them up.

Handwashing

- All students will wash hands during the first hour every morning and every hour thereafter they will either wash their hands or use sanitizer.
- All teachers will go over washing protocol.
- A proper hand washing how-to video will be shown.

Transitions:

- During transitions, middle school students and high school students going to an ag class (only) will use the flagpole stairs for their transition.
- High School (not going to or returning from ag) will use the west set of stairs.
- Students will be allowed to use the restroom or refill water bottles during class.
- The bell schedule will be adjusted for this year to 2-minute passing periods to lower the number of students in the hallway.

Green = Move normally with bells.

Yellow = Bells turned off. Junior High would release 2 minutes early for every class. Classes where middle school grades are transitioning to high school instructor → the instructors will communicate their transitions.

Orange = Half off student population in school. Bells turned off. Jr High would release 2 minutes early for every class. Classes where middle school grades are transitioning to high school instructor the instructors will communicate their transitions.

Red = Most students will be remotely learning. The few students who are still receiving instruction in the building will be accompanied by teachers during school hours.

Lunch:

- Students will wash hands with the classroom teacher before proceeding to lunch.
- The lunch room schedule has been altered in order to allow for social distancing, to minimize numbers of students, and maintain stable groups.

6th Grade (lunchroom) 11:10-11:30
7th Grade (lunchroom) 11:20-11:40
8th Grade (lunchroom) 11:30-11:50
9th Grade (lunchroom) 11:40-12:00
10th Grade (lunchroom) 11:50-12:10
11th Grade (lunchroom) 12:00-12:20
12th Grade (lunchroom) 12:10-12:30

Green = Students will social distance with their grade.

Yellow and **Orange** = Assigned seating to minimize contact (stable group).

Red = Lunch will be provided to families in need.

Dismissal:

Students will be dismissed in staggered groups using multiple exits.

Green:

High School

- Nonathletes = dismissed in groups and will exit the building out of the flagpole doors.
- Bus riders will go to the bus doors.

- Athletes: volleyball, cross country, and football players will be dismissed in groups when coaches are ready for their release.

Junior High

Green:

- Football (Mackunas) - Leave at 2:20 and will be dismissed from school out the bus/driver door.
- Volleyball (Peek and Sullivan) - 2:20 and will be dismissed to the gym for practice.
- P.E. and Cross Country (Hadley) - Report to assigned 'morning seat' in the gym and then released to go to the locker room.

Yellow

- All Jr, High students will go to their assigned 'morning seat' in the gym and will be sent to locker rooms to change by class.

Orange

- Only half of the student population will be in attendance. All Jr, High students will go to their assigned 'morning seat' in the gym and will be sent to locker rooms to change by class.

Red

- During red level restrictions most students will be remote learning. The few students who are still receiving instruction in the building will be accompanied by teachers during school hours.

Athletics:

- All athletes will have temperatures checked and wash hands before practice per KSHSAA regulations.
- No sharing of towels, clothes, or water bottles.
- Masks will continue to be worn if watching film, sitting on the bench, etc.
- See Usd #243 Athletics and Activities Guide on the district web page.

Cleaning Regime:

- All staff have been trained as to what and when surfaces of high touch zones are to be cleaned, sanitized, or sterilized based on level of restrictions.
- See custodial cleaning and disinfecting guidelines for more details.

Class Outside Protocol:

- Masks will not be required when outside following the 6-foot social distance rule. Masks will be worn in situations where the social distancing is not possible, including holding class outside of the school building.
- For safety reasons, all teachers must notify the office when moving a class to an outside location.

Library/Media:

- Library staff has been trained on proper handling of books.
- Every Coffey County Library card holder has access to free touchless materials through Hoopla and Libby apps.
 - These apps will be installed onto all school computers.
- **Books:**
 - The book drop (designated receptacle at school library) will be open and available to students and teachers.
 - Each teacher will also have a designated receptacle for returns in their classrooms.
 - Gloves will be used when handling returned materials.
 - All returns (housed in a separate designated quarantine area) will be held for 72 hours before handling and returning to circulation. Materials will only be checked in once per day.
 - After emptying returns or materials, hands will be properly washed following protocol.
- **Surfaces:**
 - Tables, counters, and door handles will be cleaned periodically throughout the day.
 - High touch surfaces will be cleaned between stable group rotations.
 - Computer keyboards will be covered and swapped out after each use.

*** This is a fluid document and it is subject to change.*