

# Healy Schools USD 468

## Safe Return to School Plan

The purpose of this document is to provide the framework for Western Plains schools to reopen during this time of COVID-19 pandemic following the guidance document provided to schools from the Kansas Department of Education (KSDE) *Navigating Change: Kansas Guide to Learning and School Safety Operations*. Following the KSDE format this local document will be structured following the structure and tiers provided for us and will be responsive to the changing needs of the community concerning education and public health needs.

While this document may contain the framework of a formal and approved plan, changes are likely to occur to the document as new information is received from the Kansas Department of Health, local Public Health Officer, and the Kansas Department of Education.

### *Navigating Change: Kansas Guide to Learning and School Safety Operations*

“This guidance document, “Navigating Change: Kansas’ Guide to Learning and School Safety Operations,” was created to help support schools as they begin to formulate their plans for re-entry into the 2020-2021 school year. Nearly 1,000 Kansans, including policymakers, health officials, educators and stakeholders, worked on this document, including identifying the professional development needs of educators. “

<https://www.ksde.org/>

The guidance document looked at the two overarching questions concerning school operations (how we conduct the school each day) and instruction (learning environment and academics).

1. How do we keep students, educators, and community members as safe as possible? Operations
2. How do we ensure each student is learning and being supported regardless of the learning environment we are operating within? Instruction

There are a myriad of questions and concerns within each of these questions. Western Plains will attempt to plan for the three learning environments as set forth in the Navigating Change document.

**\*On-Site Learning Environment:** students and teachers will be in school with or without social distancing practices put into place.

**\*Hybrid Learning Environment:** students would be spending part of their time in the classroom and part of their time learning virtually from home.

**\*Remote Learning Environment:** students would be doing all of their learning from home and not entering the school building at all.

The learning environment will depend upon the current health assessment of the community and county as determined by the Public Health Officer. The Board of Education and/or Superintendent of Schools may at any time put into place guidelines that may be more stringent than those of the County Health but never less than the minimum requirements put in place by the County Health Department. At this time, the metrics for the county indicate that Western Plains USD 106 may open its doors with safety protocols in place for **On-Site Learning**.

## **On-Site Learning** (Our goal for starting and remaining On-Site protocols) Tier 1 protocols

School will be in session for all at 100% capacity with students and staff in-buildings.

### Safety/Precautions

#### Health

- Temperatures will be taken daily for all students and staff. No student or staff member will be allowed to stay at school if they have a temperature of 100.4F or more.
- Temperatures will be taken more than once a day if symptoms present during the day. We have purchased new contactless thermometers for this purpose. Parents will be encouraged to check temperatures at home before bringing children to school. Sick children **MUST** remain home.
- If a student becomes ill during the day or you need to pick your child up from school early for an appointment, please call the office. We will sign your child out and bring them to the door for you.
- All students who become sick during the day must be picked up immediately.
- Students required to be sent home for being sick at the school must stay home for an additional 24-hour period that is symptom free.
- If students exhibit symptoms of COVID-19 they will need to be checked by their doctor and or the county health department. It will be up to the county health department if they deem necessary any contact tracing or contact verification procedures.
- Parents will be required to keep their contact information current as well as emergency contact information up-to-date.
- If a staff member presents during the day with any symptoms they will be asked to remove themselves from school and follow procedures necessary by contacting their doctor and or the county health department.
- All persons within the building will be required to sanitize their hands (or wash them) upon entering the building and once an hour during the day. Non-touch sanitizers will be located around the building.
- All tops from waste paper baskets or trash receptacles have been removed to eliminate a high-touch area.
- Light switches will be turned on and off only as needed and by adults only to reduce a high-touch area.
- Teachers will be required to keep their classroom doors open, as appropriate, to reduce the need for a high-touch area of doorknobs.
- As much as possible 'stable' groups will be formed and remain together throughout a time period including paraprofessionals within a classroom or traveling with the same classroom.
- Each person will have their own water bottle. The bottle will be filled at the beginning of the day. Refills will be at the motion-activated bottle filler.
- Water fountains will be turned off. This will eliminate a high-touch area.
- All hard surfaces that are likely to be touched will be cleaned during the day at least once.

Social Distancing where available and appropriate

- Students will maintain their own desk areas within the classroom.
- Students will be seated facing the same direction and not towards each other.
- Soft surfaces, where possible, have been removed. Carpets and limited soft seating will be sanitized by custodial staff as needed.
- Transition time will be staggered as much as possible to reduce the time in the hallways with other students and/or staff.
- Junior High and High School students who transition from class to will have the same desk work space from day-to-day labeled.
- Visual marking will be placed on sidewalks outside to help students enter the building through the south front doors daily in a physically distanced manner with staff available to wave them in as appropriate.
- Visual markings will be on the floor as a visual guide for students moving through the hallways for physical distancing spaces.
- Locker room lockers will be limited according to the instructions of the PE teacher and the coaches as needed.

### Classroom & Instruction

Classroom instruction will be as normal as possible within the classroom.

- Desks are placed at physical distancing so when seated students and staff are apart by 6-foot.
- Seating will be assigned for as many classrooms as possible to prevent the need to sanitize between movements in a self-contained classroom.
- Group work will shift to an online environment when possible even within the classroom.
- Times that require the staff/student work to be less than 6' apart, staff will be masked for each other's protections.
- Students will not be allowed to share items.
- All school supplies will be kept separate to eliminate a high-touch item.
- Seating will be sanitized between classes for those classes that change during the day, such as, specials and junior high/high school classes.
- Classrooms will contain either carpet spots or floor tape for a physical distancing visual.
- Teachers will be required to continue using the technology formats for students to practice in case of remote learning situations that may be required later in the school year.
- Instruction will occur for students including video-watching processes, software programs being utilized for practice, and navigating the classroom interface.
- Students who are not available to be On-Site will be given the opportunity for the same materials as students attending On-Site.
- Fall trips will not be held this year. As much as possible, staff will be providing activities within the district/building for the themes of fall field trips such as pumpkin patch. Spring field trips will be re-evaluated at a later date.

### Cafeteria

- \_\_\_ Seating in the cafeteria during breakfast will be with family units together or separated individually, as needed, and physically distanced from other family groups.
- \_\_\_ Seating in the cafeteria will be by classroom and physically distanced.
- \_\_\_ Visuals will be placed on the floor for physical distancing guides.
- Staff will be masked and gloved to help students with their food trays.
- \_\_\_ The cafeteria will be closed to guests until further notice unless arrangements are scheduled in advance.

#### Transportation

- Transportation will continue to be provided with safety protocols in place.
- Students will have their temperature taken and symptom related questions asked before boarding the vehicle.
- Students with a temperature of 100.4 or higher will not be allowed to board the vehicle. Parents should remain until temperatures are taken to ensure the student is allowed to board the vehicle.
- Students will be required to sanitize hands and put on a mask before boarding a vehicle and wear the mask for the entirety of the trip if 6 feet social distancing cannot be maintained within the vehicle.
- Students will need to spread out in the vehicle as much as possible with family units seated closer together.
- Failure to keep and wear a face mask will be cause for removal from the transportation list.

#### Visitors

- While we want to encourage parents to be active in the education of their child and a member of the educational team of their child(ren), our goal of keeping the learning environment in our buildings as stable as possible.
- \_\_\_ Drop-off for school and pick-up after school will require that parents and guardians remain outside the building.
- \_\_\_ Please feel free to call to schedule appointments with teaching staff or administration as needed.
- \_\_\_ If you have a need to come into the building for a meeting, we ask you to abide by the posted signage of calling so we can meet you at the door, answering the questions concerning your entry, taking your temperature (if needed), sanitizing your hands, and wearing a mask while in the building.

## Hybrid Learning

- School will be in session for all at 100% capacity with students and staff in-buildings.
- This option will be used on a very limited basis, if at all. Considering our class sizes, we are able to conduct a classroom learning environment with social distancing and limited mask-wearing to a high degree of expectation.
- All the same rules and procedures in the On-Site Learning environment will be in place and implemented.

## Remote Learning

Remote learning is an option for students whose families find it necessary for health related reasons to choose to be educated at home. Distance learning expectations will be similar if not the same to those requirements in class.

Families who chose this option of learning will be required both meet with the school building principal. The meeting must be attended by both the student and parent to review requirements of the option and officially sign on as a remote learning student. A similar meeting is required to change the placement of the student if that is needed

Student logs of time and educational activities are required by the Department of Education and must be maintained by the student to receive credit for academic work during remote learning. These logs must be made available to Department of Education auditors.

As required by the Kansas Department of Education students must make daily contact with teachers to be counted as present. Otherwise, the day is an absence and an eventual truancy report by law would be filed if remote contacts requirements are not met.

In the event school buildings are required to be closed for any amount of time during the school year, we will shift to an electronic format/packet delivery.

Western Plains will strive to make the transition to remote learning as smooth as possible with the timelines and restrictions we will be given. We will not make these decisions on our own by order of the county or state health departments/governor's office and in conjunction with our local board of education as needed. Reminder: The Governor cannot close schools in the same manner that was done last Spring without the approval of the State School Board. Due to this, there may be a delay in the closing of school which we will use to help students and families transition.

There will be different requirements should this happen again. According to the current guidance, attendance requirements will not be waived. We will be required to maintain daily contact with students, attendance will be monitored and taken daily as if students are in school, and students will be expected to do the assignments given to them.