



Central R-III School District

Re-Entry Plan

Fall 2020

Release Date: 7/31/2020

## **School Re-Entry Introductory Information**

The Coronavirus (COVID-19) pandemic forced school districts across the nation to shut their doors in the Spring of 2020. The Central R-III School District closed as a precaution due to COVID-19 in March of 2020 and remained closed for the rest of the school year.

Central School District is committed to providing a high quality education for all students while prioritizing the health of our entire school community. We recognize the need for families to have options so they may determine the best learning environment for their student(s).

Additionally, school leaders understand the importance of implementing online learning in every classroom so students are more prepared to transition from face-to-face instruction to virtual learning should schools be forced to close again in the future.

Please note, all students will be enrolled for face-to-face instruction. Families wishing to register for online education will need to fill out the application (included in registration packets) and return it by **August 10<sup>th</sup>, 2020**. No late registrations will be accepted due to staffing decisions and placements. Online learning will follow the same Academic Calendar as face-to-face instruction.

No visitors will be allowed in our buildings without prior approval to begin the year. Should the recommendations from health officials change, we will relax the restrictions. Until then, we must limit the number of people coming in and out of our buildings to protect the health and safety of our students and staff. Social distancing will be regularly encouraged throughout our school buildings, however, we cannot guarantee social distancing will take place in classrooms and common spaces. The District's goal is to minimize contact through establishing consistent groupings. Students will have interactions with the same group of students each day to the best of our ability.

**It's important to point out, this re-entry plan is fluid because information regarding COVID-19 is everchanging. Elements in the plan could change frequently. All changes will be communicated to families through email, text, social media, and shared on the District's website under "Must See Stuff". We appreciate your patience as school leaders make decisions that are in the best interest of our school and community based on the latest information made available at the time.**

## **Table of Contents**

Introduction.....	2
Tiers of Operation.....	4
Early Childhood Programs (ECSE).....	5
Early Childhood Programs (Pre-K) .....	6
Elementary (Central and West Elementary Schools) .....	7
Secondary Education (High School and Middle School) .....	9
Screening/Safety Procedures.....	12
School Nurse Procedures.....	13
General Cleaning Procedures.....	13
Suspected Case of COVID-19.....	14
School Transportation.....	16
Staff Procedures.....	18
General Guidelines.....	20
Blended Instruction.....	21
School Closures.....	22

## Tiers of Operation

Central R-III will be using a tiered system for determining school closures and how instruction is delivered based on the current conditions related to COVID-19. **At this time, the District will begin the year in Tier 2.** Please understand a tier could be skipped based on current conditions and safety recommendations.



**Tier 1:** Normal School with  
NO COVID Protocols



**Tier 2:** COVID Protocols  
in Place, as Outlined in this  
Plan, as well as an Online  
Option for Students



**Tier 3:** Blended Learning,  
as Defined on Page 21, with  
Blue/Red Days  
Incorporating Face-to-Face  
& Virtual Learning



**Tier 4:** School Closure  
with Virtual and Online  
Learning in Place For All  
Students

## **Early Childhood Programs (ECSE)**

**Students are assigned to an AM or PM session.**

- Target class sizes will be 5-10 students per session.
- Necessary cleaning protocols will be implemented between the AM and PM sessions.
- Student attendance will be closely monitored.
- In ECSE classrooms, every best effort will be made to maintain stable groups (children will remain in one classroom for learning).
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Classroom protocols will include assigned seating and other measures to minimize contact.
- Schools will make reasonable best efforts to minimize risk, however, attending our schools in-person will introduce a greater risk for exposure.
- Individual school closures may occur as directed by the Superintendent for health and safety reasons. Please refer to the Central School Closures section (page 22) of this document for more information.

## **Early Childhood Program (Pre-K)**

**Students are assigned to an AM or PM session.**

- Target class sizes will be 12-15 students per session.
- Necessary cleaning protocols will be implemented between the AM and PM sessions.
- Student attendance will be closely monitored.
- In Pre-K classrooms, every best effort will be made to maintain stable groups.
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Classroom protocols will include assigned seating and other measures to minimize contact.
- Schools will make reasonable best efforts to minimize risk, however, attending our schools in-person will introduce a greater risk for exposure.
- Individual school closures may occur as directed by the Superintendent for health and safety reasons. Please refer to the Central School Closures section of this document for more information.

## **Elementary (Central and West Elementary)**

- All students in K-5 will be expected to attend face-to-face. If attending face-to-face due to a medical condition of the student or family member is not possible, an opportunity to enroll in the online learning program will be provided. The program will be tied directly to Central Elementary or West Elementary teachers. They will use a combination of District adopted resources and District approved technology programs. A student choosing the online option must remain in the online program for the entire semester.
- In-person classes will be taught in a more traditional format. However, students will begin using an online platform, such as Google Classroom and/or Edgenuity, intermittently throughout the school day in order to prepare for a temporary school closure. Students will become accustomed to working on the District virtual platform. If a temporary school closure occurred due to increased health and safety concerns, in-person classes would immediately transition to virtual learning and remain in place until reopening.
  - Temporary school closures may occur by building as directed by the Superintendent for health and safety reasons. Please refer to the Central School Closures section of this document for more information.
  - Students who begin in-person classes will be transferred to virtual learning with their teacher in the event of a school closure.
  - Students who enroll in online learning at the start of the year/semester will remain in the that same program regardless of a closure.
- K-5 grading practices will remain the same as the previous school year. Students will continue receiving grades even if a school closure occurs.
- In grades K-5, every best effort will be made to maintain consistent groupings.
  - Consistent groupings will be maintained at breakfast and lunch.
  - Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
  - Classroom protocols will include assigned seating and other measures to minimize contact.
- Elementary Special Education Services
  - All special education students will be provided instruction relative to their IEP goals.
  - A student's case manager will work with families to ensure that the IEP is being met.

- The student's services will be provided in a pull-out and/or push-in model to ensure the student's IEP goals are being addressed.
- If Central closes a school or the District due to health and safety concerns, students will continue to receive their services from their special education teacher per Form G of the IEP.
  
- Elementary Section 504 Services
  - Section 504 plans will continue to be implemented. If needed, the 504 team may reconvene to adjust accommodations and modifications.
  
- Elementary EL (English Learner) Services
  - EL students will receive direct support from their EL teacher.
  - If Central closes a school or the District due to health and safety concerns, students will continue to receive their services from their EL teacher.
  - The student's services will be provided in a pull-out and/or push-in model to ensure the student's goals are being addressed.
  
- Physical Education
  - Classes will engage in outdoor activities as much as possible.
  - Social distancing will be managed as much as possible and activities will be used which limit close contact with others.
  - Students will be provided their own equipment for class when possible and equipment will be regularly disinfected.
  - Handwashing before and after physical activity will be required.

## **Secondary Education (Central Middle and High School)**

- All students in grades 6-12 will be expected to attend face-to-face. If attending face-to-face due to a medical condition of the student or family member is not possible, an opportunity to enroll in the online learning program will be provided. The District will be using the online program, Edgenuity, to provide instruction. A staff member will be assigned to each student to communicate and monitor progress. A student choosing the online option must remain in the online program for the entire semester.
- Students will have access to the courses they had already requested for the 2020-2021 school year, provided those classes are offered through Edgenuity.
  - If original course requests are not able to be offered in an online setting, the school counselor will work with the student and family to select an alternate course.
- In-person classes will be taught in a more traditional format. However, students will begin using an online platform, such as Google Classroom and/or Edgenuity, intermittently throughout the school day in order to prepare for a temporary school closure. If a temporary school closure occurred due to increased health and safety concerns, in-person classes would immediately transition to virtual learning and remain in place until reopening. Students will become accustomed to working with the District virtual platforms.
  - Temporary school closures may occur by building as directed by the Superintendent for health and safety reasons. Please refer to the Central School Closures section of this document for more information.
  - Students who begin in-person classes will be transferred to virtual learning in the event of a school closure.
  - Students who enroll in online learning at the start of the year/semester will remain in the program regardless of a closure.
- 6-12 grading practices will remain the same as the previous school year. Students will continue receiving grades even if a school closure occurs.
- Secondary Special Education Services
  - All special education students will be provided instruction relative to their IEP goals.
  - A student's case manager will work with families to ensure that the IEP is being met.
  - The student's services will be provided in a pull-out and/or push-in model to ensure the student's IEP goals are being addressed.

- If Central closes a school or the District due to health and safety concerns, students will continue to receive their services from their special education teacher per Form G of the IEP.
- Secondary Section 504 Services
  - Section 504 plans will continue to be implemented. If needed, the 504 team may reconvene to adjust accommodations and modifications.
- Secondary EL (English Learner) Services
  - EL students will receive direct support from their EL teacher.
  - If Central closes a school or the District due to health and safety concerns, students will continue to receive their services from their EL teacher.
  - The student's services will be provided in a pull-out and/or push-in model to ensure the student's goals are being addressed.
- Performing Arts
  - Classes will be reorganized to emphasize social distancing and may require reductions in typical class sizes. This will potentially include alterations to traditional class expectations. Playing instruments, singing, and/or acting scenes may only happen in small groups, while other students complete online activities and work.
  - Students will use their own equipment to avoid sharing. When this is not possible, appropriate cleaning and sanitizing will take place. Teachers will demonstrate proper hand washing and cleaning of tools, equipment and media so that students can properly clean shared items when appropriate.
- Visual Arts
  - Classes will be organized to emphasize social distancing.
  - Students will use their own equipment to avoid sharing. When this is not possible, appropriate cleaning and sanitizing will take place. Teachers will demonstrate proper hand washing and cleaning of tools, equipment, and media so that students can properly clean shared items when appropriate.
- Physical Education
  - Classes will engage in outdoor activities as much as possible.
  - Social distancing will be managed as much as possible and activities will be used which limit close contact with others.
  - Students will be provided their own equipment for class when possible and equipment will be regularly disinfected.
  - Handwashing before and after physical activity will be required.
  - Locker room procedures will be updated to provide appropriate social distancing.

- Library Media Services
  - Access to Central library media centers will be available for individual and small groups of students. Social distancing rules will be followed.
  - Safety measures will be enacted to clean and sanitize circulated materials.

## Screening/Safety Procedures

- Students and staff are asked to stay home and report the absence to the school office or supervisor if they:
  - have tested positive for COVID-19;
  - have been diagnosed presumptive positive for COVID-19;
  - are awaiting COVID-19 test results; and/or
  - exhibit one or more symptoms of COVID-19 based on CDC guidance that is not otherwise explained. These symptoms include but are not limited to:
    - a fever of 100° or higher without fever-reducing medication
    - cough;
    - shortness of breath or difficulty breathing;
    - chills;
    - repeated shaking with chills;
    - muscle pain;
    - headache;
    - nausea/vomiting;
    - diarrhea;
    - sore throat; and/or
    - new loss of taste or smell.
  
- Siblings or Other Students in the Household
  - If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his/her siblings or other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.
  
- Self-Quarantine
  - If a student or employee has recently had close contact with a person with COVID-19 symptoms, been diagnosed with COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the District may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.
  - Those allowed into the school buildings may be screened.
  - At this time, it is not planned to temperature check students and staff each day upon entrance to school. If a student visits the nurse, temperature checks and additional screening may be implemented as needed.
  - Students and staff may be asked screening questions each day prior to arrival at school. The collection method is still being developed at this time. Individuals at risk will be redirected for additional screening.

- Those who are identified as having COVID-19 symptoms will be instructed to wear an appropriate mask, use hand sanitizer, and go to a designated area to be picked up by families and sent home.
  - Individuals suspected of being exposed to COVID-19 may be excluded from entry into the building and the student will be escorted out.
  - Staff assisting with COVID-19 symptoms/screening will be supplied with appropriate PPE.

### **School Nurse Procedures**

- Central Nursing staff providing health care will be provided with appropriate PPE.
- Central nurses regularly maintain a log of health room visits. The name and phone number/address of all persons seen with fever and new cough will be recorded. Due to student privacy, these records are not public. However, information may be shared with the Health Department as appropriate.
- The St. Francois County Health Department will provide guidance on students and staff who have had contact with people who are suspected of COVID-19 positive.

### **General Cleaning Procedures**

- Buildings and buses will be thoroughly cleaned at least once a day, including the use of foggers.
- Bathrooms will be disinfected throughout the day.
- Other frequently-touched common surfaces will be cleaned throughout the day.
- Playgrounds will be disinfected at least once a day.
- Teachers will have a spray bottle of disinfectant to wipe down desks and tables throughout the day.
- Traditional water fountains will be disabled. The District is in the process of installing bottle filler stations in the buildings. Students will be expected to bring a water bottle with them to school.
- Technology devices such as computers and Chromebooks that are used by multiple students and/or employees will be disinfected after each use.

## **Suspected Case of Covid-19**

In the event of a suspected case of COVID-19, the following protocols will be followed:

### **Scenario**

- An employee or student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The employee or student will be temporarily separated from others.

### *Employee*

- The employee and/or school nurse will notify the building principal/direct supervisor.
- The employee will contact their primary health care provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The Health Department will also contact the employee and conduct a risk assessment (contact tracing). If the employee resides in a county other than St. Francois, then the residing county health department will contact the employee.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.
- Return to work will be communicated by the building administrator/supervisor to the employee. This will be approved by the county health department involved.

### *Student*

- The school nurse will contact the parent/guardian. When the parent/guardian arrives, the nurse will encourage the parent/guardian to have the student tested. The nurse will offer to assist the parent/guardian with making phone calls to the healthcare provider.
- The nurse will also notify the building administrator and Assistant Superintendent of Special Services to discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent/guardian.
- The Health Department will then contact the parent/guardian and conduct a risk assessment (contact tracing).
- The parent/guardian will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the student began isolation measures.

- They will direct the parent/guardian on what the student and any other person at possible risk of being infected with what to do.
- Remittance to school will be communicated by the building administrator to the parent/guardian.

### **Additional Steps**

1. If the employee has been told to self-isolate, he/she should contact his/her/their direct Principal/supervisor. If the student has been told to self-isolate, the family will be requested to call the school. The school will check to see if there are siblings or other family members in Central R-III School District.
2. The Principal/supervisor will contact the appropriate Central Office Administrator. This administrator will contact the Superintendent. The Superintendent will advise the Board of Education.
3. Superintendent will consider initiating the following Positive COVID-19 Protocols:
  - a. Central will consider closing the building temporarily for cleaning/sanitation.
  - b. Superintendent or his designee will contact the Health Department for additional guidance.
  - c. Central will work with the Health Department to provide any official communication regarding a COVID-19 case within the District while abiding by all Health Insurance Portability and Accountability Act (HIPAA) guidelines.
  - d. The building principal/supervisor will follow-up with the staff member or family of the student.

## Student Transportation

Bus transportation will still be provided. Due to the difficulty of social distancing on buses, any parent who can provide transportation may well want to do so. Students will have assigned seats on the bus.

- Students are asked to not load/ride the bus if they:
  - have tested positive for COVID-19;
  - have been diagnosed presumptive positive for COVID-19;
  - are awaiting COVID-19 test results; and/or
  - exhibit one or more symptoms of COVID-19 based on CDC guidance that is not otherwise explained. These symptoms include but are not limited to:
    - a fever of 100° or higher without fever-reducing medication
    - cough;
    - shortness of breath or difficulty breathing;
    - chills;
    - repeated shaking with chills;
    - muscle pain;
    - headache;
    - nausea/vomiting;
    - diarrhea;
    - sore throat; and/or
    - new loss of taste or smell
- Bus drivers will watch for continued coughing or other symptoms and may request a student sit in a designated area on the bus.
  - The bus driver will immediately alert the school administration upon arrival.
- The bus driver will sanitize seats between use and buses will be fogged daily.
- The front row seats will be used at the discretion of the driver and administration.
- Bus drivers will not work if they are sick.
- Bus drivers will wear masks.
- If a student has transportation written into their IEP plan, the IEP team will make the most appropriate decision for those students.
- **Loading/Unloading**
  - Avoid congestion as students load and unload buses.

Students will be loaded from the back to the front by bus stop as much as possible in order to minimize contact and risk while loading and unloading.

- Students will have assigned seats.
- Same households may be required to sit in the same row or in close proximity to each other.
- Students must remain in their seat facing forward and must refrain from touching others.

## **Staff Procedures**

### **Daily Self-Check**

- Staff are asked to stay home and report the absence to the school office or supervisor if they:
  - have tested positive for COVID-19;
  - have been diagnosed presumptive positive for COVID-19;
  - are awaiting COVID-19 test results;
  - or exhibit one or more symptoms of COVID-19 based on CDC guidance that is not otherwise explained. These symptoms include but are not limited to:
    - a fever of 100° or higher without fever-reducing medication
    - cough;
    - shortness of breath or difficulty breathing;
    - chills;
    - repeated shaking with chills;
    - muscle pain;
    - headache;
    - sore throat; and/or
    - new loss of taste or smell.
  
- Employees should not come to work under any circumstances if they are sick and should leave work immediately if they start to feel ill.
  
- Self-Quarantine
  - If a student or employee has recently had close contact with a person with COVID-19 symptoms, or diagnosed with COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the District may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

### **Masks**

- If preferred, staff may bring their own face covering or one will be provided. Face shields will be available for staff.
  
- Food service workers will be required to wear masks in the serving area.

## **Social Distancing**

- Central will continue to monitor health department recommendations regarding social distancing.
- Do not congregate in public spaces like restrooms, break rooms/kitchens, or hallways.

## **Additional Cleaning Guidelines**

- Every building will have additional hand sanitizer stations and every classroom will have hand sanitizer.
- Clean hands and disinfect frequently touched items/surfaces.
  - This may include after coughing or sneezing, eating and handling food, or touching things in “common” areas in the building.
- Consider regular “hand washing” breaks in the classroom.
- Cleaning supplies will be available for use in classrooms to assist in maintaining good health etiquette.

**Additional information will be provided to staff at a later time.**

## **General Guidelines/Information**

- Only employees and approved volunteers required for student instruction or services will be allowed in the building during school hours. This includes all essential staff, parents/guardians (when necessary), and District personnel.
- Visitors will be asked to follow the social distancing and PPE recommendations from the CDC at the time of their visit.
- All visits from non-essential staff (vendors, local businesses, etc.) will be scheduled with the respective building administrator. When this is not possible, these individuals will have access by appointment only and will follow social distancing and PPE recommendations.
- Parents/guardians should contact the school prior to visiting if they do not have a scheduled appointment.
- To support the work of our custodial staff and their efforts to disinfect and maintain a safe building for the students and staff, we will have the following guidelines for school access after the school day and during the weekends:
  - We will still allow facility rentals on a case-by-case basis.
  - School administration must approve all after school events and groups will have to adhere to the social distancing and gathering recommendations at the time of the event.
  - We will post reminders at entryways not to enter the school if experiencing signs of illness.
- In order for a student to participate in extracurricular activities, he/she must attend traditional face-to-face school.

## **Blended Instruction**

- If the District transitions into Tier 3, teachers will deliver a blended instructional program, with students receiving in-person instruction, alternating with virtual instruction.
  - For example, students in Group Red would receive in-person instruction on Monday, Wednesday, and Friday, with virtual instruction on Tuesday and Thursday. Students in Group Blue would be the opposite whereas they would receive in-person instruction on Tuesday and Thursday with virtual instruction on Monday, Wednesday, and Friday.
  - Red and Blue would alternate days from one week to the next.
- The teacher will assign curriculum related lessons and activities via Google Classroom and Edgenuity.
- Teachers will track completion of assignments on a weekly basis and provide feedback to students.
- Virtual instruction and assignments will cover the same standards as in-person instruction/assignments.
- Virtual assignments will be required and graded as assigned.
- Assessments will be administered in-person to every extent possible.
- Hotspots are available on each campus parking lot for students without internet access at home. The possibility exists to add additional hotspots around the community if needed.
- Training will be provided to all students on how to access assignments and virtual instruction. In addition, tutorials will be posted on our school website for parents to access as needed.
- The District will work with all parents that need additional assistance with virtual instruction.
- Breakfast and lunch will be available for pick up on the days a student is not in school due to Blended Learning. Locations on all meals will be announced at a later date.

## **Central R-III School Closures**

The decision to close Central R-III School District may be made as a means to prevent further spread of an epidemic, or in response to high student and/or staff absenteeism. The Superintendent will make individual school or District closure decisions in consultation with the Board of Education, District Administrative Team, and the St. Francois County Health Department. Current local, state, and federal guidelines may also impact school closure decisions.

### **Possible School Closure Trigger Points:**

- Student absenteeism - when it is not economically prudent to keep the school(s) open;
- Staff absenteeism - when the number of staff available to supervise and instruct students drop below what is necessary to maintain a safe learning environment;
- Confirmed case(s) of COVID-19; and
- To protect the public health and safety as advised by local, state, or federal officials.

**If schools close, instruction will transition to virtual/at-home learning for all students. Students who enrolled in online learning at the start of the year/semester will remain in that program regardless of a closure. Students will be given grades during virtual/at-home learning. Teachers will report to their buildings on the normal school schedule.**