

# USD 272 - Waconda Schools 2021-2022

## Safe Return to In-Person Instruction & Continuity of Services Plan Welcome Back!!

Having a safe and successful school environment has always been a priority at USD 272. As we return for the 2021-2022 school year we are working hard to return to a post-pandemic educational setting within our school district. To do this in a safe and efficient manner, we will need your help. If your student is not feeling well, call the school, keep them at home, and have them see the doctor. We have always had safety protocols for this and have kept in place some safety protocols that we implemented last school year. These safety protocols were kept because they were found to reduce the possible sickness of students and staff allowing students and staff to stay on-site and in-school. The safety protocols are outlined below:

We are planning for a three-tiered approach. Each level will be dependent on the situation as it presents itself in conjunction with both federal, state, and county agency's guidance/regulations. When making decisions, USD #272 will keep in mind the health and well-being of everyone involved.

### 1. School as Normal – On-Site and In-Person Learning: (GREEN)

The school day will be as normal as possible. Protocols from last year that will remain in place will be extra cleaning and extra hand washing opportunities, cohort groups can and will be used if necessary. **Families will not have the option to select Remote Learning for their student – All students will be On-Site with In-Person Learning.**

### 2. School Extra Safety Protocols – On-Site and In-Person Learning (YELLOW)

The district would move to this learning mode if unsafe health conditions would arise making it necessary though a mandate by local, state or federal agencies. These agencies may include Kansas State Department of Education, Kansas Department of Health and Environment, Mitchell County Commissioners, Mitchell County Health Department, and Osborne County Health Department. **During this phase, the district would return to wearing face covers/masks, social distancing, and extra safety precautions within our school buildings.** The district would do temperature checks before student's board buses and/or enter the school buildings. Hand washing with soap and water, using hand sanitizer, extra sanitation of our schools, and cohort student grouping would take place. During this phase, USD 272 would still be an On-site Learning Environment. USD 272 values our students and teachers learning in an In-Person environment. **Families will not have the option to select Remote Learning for their student – All students will be On-Site with In-Person Learning.**

### 3. School with Most Extreme Safety Protocols – School-Wide Remote Learning: (RED)

This phase will only be used if health conditions in our communities warrant this extreme measure. It would also be used if official state or county health officials advise/mandate us to reduce direct contact. The goal is for this to be in place for short periods of time. Not to exceed 14 consecutive school days. The goal of USD 272 is to keep everyone safe while remaining On-Site and learning In-Person within all of our school buildings.

# TRANSPORTATION PROCEDURES

## Bus Riding

1. Buses will be loaded back to front and unload front to back.
2. Bus seating will be assigned by the Transportation Director.
3. Social distancing will be observed as much as possible on buses.
4. Students who do not adhere to bus rules will be corrected and referred to the Building Principal if non-compliance continues.
5. All students riding buses will be picked up and dropped off at their regular locations, which are designated bus routes. If students need different pickup or drop off points, it will be the responsibility of parents/guardians to make travel arrangements.
6. All route buses will be fully sanitized after transporting students.

## Arrival to School

### 1. Students who ride the bus:

- PreK-5<sup>th</sup> grade students will be directed where to enter the Lakeside Elementary buildings by bus drivers and elementary staff.
- 6-11<sup>th</sup> grade students will enter the South Commons doors at the Lakeside Jr/Sr High School. Staff will direct them where to go before the school day starts.
- 12<sup>th</sup> grade students will enter the main East doors at the Lakeside Jr/Sr High School. Staff will direct them where to go before the school day starts.
- K-8<sup>th</sup> grade students will be directed where to enter the Tipton Community School building by the bus driver and staff.
- All students will social distance as best as possible when necessary.

### 2. Lakeside Elementary students who don't ride the bus:

Students dropped off at school or who walk to school will need to enter the main doors of the Lakeside Elementary building for their grade level.

- 4<sup>th</sup> and 5<sup>th</sup> grade students will enter the main doors of the South building.
- PreK-3<sup>rd</sup> grade students will enter the main doors of the North building.
- Staff will direct them where to go before the school day starts.

### 3. Lakeside Jr/Sr High students who don't ride the bus:

Students dropped off at school, who drive to school, or who walk to school will need to enter the main doors of the Lakeside Jr/Sr High building for their grade level.

- 6-11<sup>th</sup> grade students will enter the South Commons doors.
- 12<sup>th</sup> grade students will enter the main East doors.
- Staff will direct them where to go before the school day starts.

### 4. Tipton Community School students who don't ride the bus:

Students dropped off at school or who walk to school will need to enter the main doors of the building for their grade level.

- K-5<sup>th</sup> grade students will enter the main doors of the building.
- 6-8<sup>th</sup> grade students will enter the main doors of the building.
- Staff will direct them where to go before the school day starts.

5. All students will be directed to breakfast, to their first hour classroom, or to their homeroom.
  - a. Students will social distance as best as possible.
  - b. Hand washing and hand sanitizer stations will be available for use throughout the day.

## **Elementary School Departure**

- Bus route students will be dismissed first.
- After School students and students riding to Glen Elder will be dismissed next.
- All other students will then be dismissed.
- Parents are not to congregate at the front door waiting for students to exit. Instead, they are encouraged to stay in their vehicles.

## **Jr/Sr High Departure Procedures & Sports Practice**

- Staff will monitor student dismissal from school.
- District coaching staff will supervise sports practice, and KSHSAA Policies, regulations and rules will be followed.
- Social distancing when possible while in the buildings is strongly encouraged.
- Teachers will dismiss per set dismissal schedule.

## **Staff Arrival Procedures**

- Lakeside Elementary faculty & staff will enter the appropriate staff doors of the building.
- Lakeside Jr/Sr High faculty & staff will enter the appropriate staff doors of the building.

## **Classroom Procedures**

- Teachers will be organized and have sub folders with lessons, classroom procedures and safety protocols ready for a substitute teacher.
- Classrooms will be locked when not attended by a teacher. Teachers need to report to their classrooms by 8:00 am so that their classroom is open for students to enter and they are supervised.
- Upon entry to the classroom, students may use sanitizer and then go directly to their seat.
- 9-12 student backpacks must be carried by the student to all classes throughout the day. Be sure to have writing utensils, calculators and any personal items with you in your back.
- Students are encouraged to have a water bottle.
- Teachers may allow time at the end of class to sanitize tables, wash/sanitize hands. Teacher responsibility to implement and enforce.
- Students will need to leave class in an orderly fashion. Social distance is encouraged as students transition to their next class.
- Student library use is important. Students need to follow library rules and social distancing when possible is strongly encouraged. Washing and/or sanitating of hands after handling library materials should take place.
- Each classroom will have a sanitizer dispenser, sanitation wipes, and disposable masks.
- Fill water bottles at bottle refill stations.
- No students in the teacher/faculty room. No students to the copier.

## **Halls**

- Everyone must follow the flow, even if it means they need to make a longer, less direct route. Watch and read signage in the buildings.
- Non-use items and locations will be marked.
- No gathering or loitering in the halls, lobbies or other school areas.
- Monitoring and supervision will take place in halls and throughout school buildings and parking lots at the Jr/Sr High School.

## **Bathroom**

- Passes should be limited in number at any given time.
- Sinks, urinals, water fountains, and stalls that are marked off are not to be used.
- Students should use good handwashing techniques and good hygiene practice.

## **Elementary Breakfast**

When a student arrives at school, they need to drop off their backpacks and coats in their classroom. 4<sup>th</sup> and 5<sup>th</sup> graders will put their backpacks and coats in their lockers. Then students will head to the lunch room. If a student is eating breakfast, they need to enter the serving line after washing or sanitizing their hands. Please practice social distancing and follow staff direction for seating.

- Breakfast eaters will be allowed in the cafeteria
- Students will wash or sanitize their hands before and after eating breakfast
- Students will be social distanced while seated at the tables when possible.
- In **YELLOW** Phase: Each spot will be marked with a piece of tape for quick seating. Students will be seated in assigned seats to help with contact tracing should the need arise.
- In **YELLOW** Phase: Children will wear their masks to the cafeteria and until they are seated at their spots. They will put them back on after finishing their meal.
- When finished, the 4<sup>th</sup> and 5<sup>th</sup> graders will read in the gym, and the rest of the students will stay in the cafeteria where they will have access to stories, Go Noodle, and other positive programs until it is time to go to class.

## **Jr/Sr High Breakfast**

When a student arrives at school, they will report to the Commons. If a student is eating breakfast, they need to enter the serving line and sanitize their hands. Please practice social distancing when possible.

## **Elementary Lunch**

Students will go and wash hands before eating or sanitize at the serving line. Please practice social distancing when possible. Students then will be directed where to sit to eat their lunch. When the students are finished, they will scrape their trays and bring their food trays to the kitchen window.

- Students that routinely bring sack lunches will be asked to pack a cold pack or warm pack and keep that lunch in the classroom.
- Students will wash and/or sanitize their hands before and after lunch.
- All lunch items, including forks and milk, will be put on the tray before it leaves the window area for each student/adult.
- Students will be socially distanced at the lunch tables when necessary.
- In **YELLOW** Phase: Each spot will be marked with a piece of tape for quick seating. Students will be seated in assigned seats to help with contact tracing should the need arise.
- In **YELLOW** Phase: Children will wear their masks to the lunchroom and until they are seated at their spots. They will be given or expected to have a second mask to put on for the remainder of the school day after returning to the classroom.
- In **YELLOW** Phase: There will be marked spots for children to stand on in the lunchroom for them to be able to quickly identify where they should stand to maintain 6 ft apart.

## **Jr/Sr High Lunch**

Students will wash hands before eating or sanitize at the serving line. Please practice social distancing when necessary.

## **Sick Individual Protocols**

Students who arrive for school and are found to have a temperature of 100.4 or higher will be placed in a separate area and supervised by staff while parents/guardians are being contacted to pick up their child. Students will be allowed back to their classes after they are fever free for 48 hours.

If a staff member comes to the building and is found to have a temperature of 100.4 or higher, they will return home and call administration immediately. Staff will not enter any further into the building and will not return to work until they are fever free for 48 hours.

## **Symptomatic Individual Protocols**

**Students:** If students develop symptoms throughout the day, they will be sent to the office with an explanation as to what symptoms they are showing. A staff member will take them to the quarantine room and assist from there. The students' desk/table area will be sanitized immediately. Teachers will have sanitizing wipes in their classroom. The School Nurse will assess the student and determine if they must go home. If the student is sent home, teachers will gather learning materials needed and will take them to the office area. A Chromebook and learning materials will be sent with the student so learning can continue from home.

**Staff:** If symptoms develop throughout the day, they will call the office for someone to cover their room and go to the quarantine room to be evaluated (temp taken, etc.). If needed, they will be sent home, and a substitute will cover their classes for the remainder of the day or until they get home to teach remotely (if able and applicable). Custodians will sanitize the classroom before class continues.

## **Employee or Student Exhibiting COVID-19 Symptoms**

If an employee or student exhibits COVID-19 symptoms, the employee/student must remain at home until he or she is symptom free for 48 hours (2 full day) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The district will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 48 hours (2 full day). Employees may be requested to provide a doctor's note clearing them to return to work.

If a student becomes ill during the day, they must be picked up. If they exhibit symptoms of COVID-19, they will need to be checked by their doctor and/or the county health department. The student will quarantine in a separate room until they are picked up. It will be up to the county health department, if they deem necessary, any contact tracing or contact verification procedures.

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.

## **Functional Daily Protocols**

Students will travel to their destination using a planned route to avoid congestion. All persons will avoid loitering in the hallway.

- Backpacks and coats will be placed in lockers or in designated areas in the classrooms. Students will take turns to visit lockers, and teachers will send students out systematically to allow for social distancing.
- Individual water bottles are recommended for every child.

## **What Stays and What Goes**

- Homework and resources (Chromebooks, textbooks and notes) may be sent home.
- At the elementary level, Chromebooks will be kept at school unless approved by the principal.

## **Jr/Sr High Sports**

Each sport participant will be required to follow the same guidelines as the academic portion of school. Social distancing is strongly encouraged when appropriate, and everyone should have his or her own water bottle. Students bringing PE or sports bags to school will be directed on where it will be placed at the beginning of the day to avoid crowding at lockers or in locker rooms. The use of lockers during practice and or PE will be acceptable.

## **Elementary School Recess**

Students may be assigned to stay in sections of the playground to avoid crowding. Please note that playgrounds are not freely open to the public while school is in session; however, they may be enjoyed by the community outside of school hours.

## **Visitors to School (All Buildings)**

While we do not want to discourage your involvement with your student and their education, we would request that we keep our buildings as stable in the number of people as possible throughout the day. All during the day pick-ups and drop-offs will require you to wait outside the building or at the office front desk. A staff member will bring your student to you.

Drop off and pick up before and after school will remain the same assigned doors. The students will need to come out to you for all grade levels. We will need to restrict parents coming into the building to wait for students.

USD 272 believes strongly in the learning experiences that field trips and student activities give to students. The district administration team will evaluate each request on the basis of student learning situation, number of students, location, indoor or outdoor, and student and staff safety. The Mitchell County Health department and/or the Osborne County Health Department may be consulted for medical/COVID-19 information and guidance. Final decisions on field trips and student activities approvals rest with USD 272 Administration and Board of Education. This process will be re-evaluated as needed.

## **Exclusion from School**

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. The current known symptoms are:

- Fever (100.4 or higher)
- Chills
- Rigors
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- Lower respiratory illness (cough, shortness of breath or difficulty breathing)
- New loss of taste or smell
- Diarrhea

### **Covid-19 Vaccinations, Testing, and Contact Tracing**

USD 272 strongly encourages each family to contact the Mitchell County Health Department and/or the Osborne County Health Department for up-to-date vaccination information. All persons who qualify to be COVID-19 vaccinated are encouraged to do so. Communication between families and the school will be vital for another successful school year ahead.

USD 272 is approved to administer a Covid-19 rapid test to staff and students who are exhibiting symptoms of Covid-19. A completed written permission form must be filled out and signed, and a verbal permission must be given before the USD 272 Nurse will administer the Covid-19 rapid test. Without both the written and verbal permission, this test will not be performed.

USD 272 will continue to partner with KDHE, Mitchell County Health Department, and Osborne County Health Department to coordinate Covid-19 response and recovery efforts in reporting, contact tracing, and requiring isolation and quarantine when students and/or staff test positive for Covid-19.

### **Accommodations for Children with Disabilities with Respect to Health and Safety Policies**

All services are intended to support the child accessing the general education curriculum with their non-disabled peers to the maximum extent possible. In general, it is expected that children with exceptionalities will access instruction and services in the same manner as their peers, except when the student's IEP or 504 team determines additional modifications or accommodations are needed. Services should be provided as outlined in each student's IEP or Section 504 Plan.

### **Services to Address Student Academic Needs**

USD 272 has and will continue to offer an After School program for elementary and junior high students throughout the school year. Student Success and Jump Start programs are also offered throughout the summer. These programs, along with MTSS tiered interventions, are designed to address student academic needs, close learning gaps, and promote learning success for all students.

### **Students' and Staff Social, Emotional, & Mental Health**

USD 272 has partnered with High Plains Mental Health Center to provide students, staff, and families with social, emotional, and mental health services. Additionally, USD 272 employs a social worker who provides these services in our school buildings on a regular basis.

### **Questions, Comments, or Concerns**

If you have any questions, comments, or concerns about USD 272's Safe Return to In-Person Instruction and Continuity of Services Plan, please contact the district office at 785-781-4328 or email Superintendent Jesse Janssen at [jesse.janssen@usd272.org](mailto:jesse.janssen@usd272.org).

# CDC Guidelines for Correct Wearing of Masks

## How to Wear and Take Off Your Mask

Accessible link: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/diy-cloth-face-coverings.html>

### How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your face and mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily



### Wear a Mask to Protect Yourself and Others

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings, especially when you cannot stay six feet apart from people who don't live with you

### How to Take Off Your Mask



Untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



Fold outside corners together



Wash hands immediately after removing

### Other Ways to Protect Yourself

- Stay at least 6 feet away from others
- Avoid crowds and places with poor ventilation
- Wash your hands often
- Get a vaccine when it is offered



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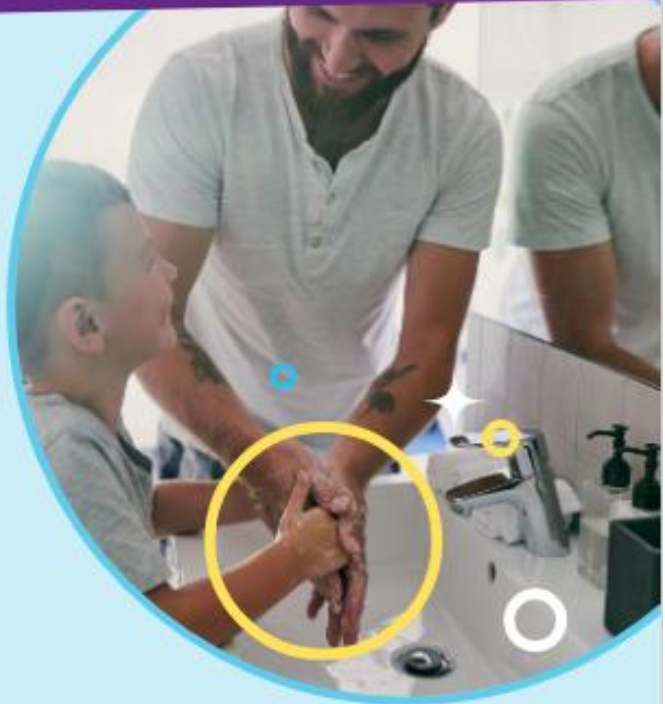
[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



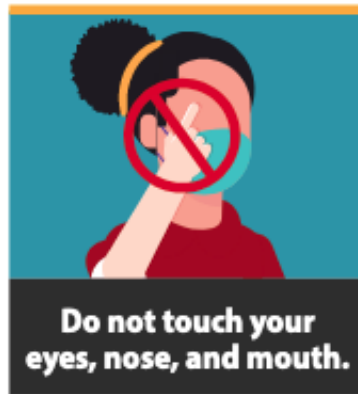
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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# Stop the Spread of Germs

Accessible version <https://www.cdc.gov/coronavirus/2019-nCoV/community-schools-child-care/day-systems-screening.html>

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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