

**LEETON R-X  
SCHOOL DISTRICT**

**RETURN-TO-  
SCHOOL PLAN**  
*IN RESPONSE TO COVID-19*

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As Leeton School District plans for re-entry this fall, the main consideration is providing educational excellence for all our students in a safe and healthy environment. This pandemic has caused us to consider new ways to educate our students while still providing authentic educational experiences. Leeton R-X School District will safely reopen schools and activities for the 2020-2021 academic year aligned with our District Goals and Beliefs. Classes will begin on August 25th. The action level that we begin will depend on the recommendations from the Johnson County Community Health Department at that time.

The plan is extensive and was developed with feedback from our parents, community, staff members, the U.S. and Missouri Departments of Elementary and Secondary Education, Johnson County Community Health, Missouri Association of School Administrators, Missouri School Board Association, EdCounsel, Missouri Department of Health and Senior Services, and multiple school leaders across the state. Although it is our preference for full in-person instruction, it might be necessary to modify our educational environment to accommodate a hybrid or virtual schedule.

Although substantial planning and collaboration have taken place to develop this plan, the district is prepared to make modifications and adjustments to accommodate any changes necessary to meet the constant changes due to COVID-19. Detailed information regarding our different educational plans and procedures are available in this document. Additional information will be communicated throughout the academic year. We appreciate your understanding and patience as we are dedicated to providing excellent educational experiences during these challenging times. We are - Bulldog Strong!

### **Leeton R-X District Commitments**

- The **health and safety** of our students, staff, families, and community is our top priority.
- Every decision made will take into consideration the latest guidance and direction from local, state, and federal authorities on **operational considerations** during the school day.
- Leeton R-X School District will provide the **highest quality instruction** to all students regardless of the circumstances.
- Leeton R-X School District will support the well-being of **each student** and **every program**.

District Administrators, Board of Education, and Staff Members will work to monitor information and data from health authorities, data from internal district operations, and state and local officials in order to determine actions at school facilities in response to community spread of COVID-19.

# LEETON R-X DISTRICT COMMITMENT 1

The health and safety of our students, staff, families, and community is our top priority. Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities.

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## General

- Students and staff will be asked to maintain recommended social distance when feasible.
- Daily temperature checks of all students at school will not be performed due to the expectation of daily self-evaluations by parents or guardians. However, each building has been provided no-touch infrared thermometers for screening symptomatic students and staff and/or when the District enters into a Level 2 and beyond.

## Student Health Protocols

- All students (or parents of younger students) should do a daily self-evaluation prior to coming to school or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate social distancing, hand hygiene, and respiratory etiquette.
- All students should regularly wash their hands when reporting to school and after using the restroom.
- All students will be trained on proper handwashing techniques and participate in scheduled hand-washing times throughout the day.
- All students should maintain recommended social distancing from others. If this is not possible face covering may be used.
- Students in grades Kindergarten through 12th grade will wear face coverings (masks or shields) during significant and substantial transmission levels, including in the classroom (see included chart).
- Students' individual needs will be addressed on a case-by-case basis.

### Employee Health Protocols

- All Leeton R-X employees will be required to complete self-screening daily.
- All employees shall know, understand, and practice methods to protect themselves and others from COVID-19 at work.
- All must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees shall regularly wash their hands when reporting to work and after using the restroom.
- All employees shall maintain the recommended social distancing from others. If this is not possible face covering may be used.
- All employees shall use non-medical grade face masks, covering nose and mouth, while in indoor common spaces during Level 2 and beyond.
- Employees who return to work after exhibiting fever shall have their temperature taken at work for three consecutive days.

### COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, the District will consider the following questions:

Has the individual recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

### Close Contact

This section refers to “close contact” with an individual who is lab-confirmed to have COVID-19, as defined by the Missouri Department of Health & Senior Services and Johnson County Community Health Services.

*For clarity, close contact is defined as:*

- *being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or*

- *being within 6 feet face-to-face for a cumulative duration of 15 minutes, while not wearing a mask or face shield;*

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

The screening will occur regularly for staff and students who have been identified as being in close contact with a lab-confirmed case. An individual presenting symptoms will be isolated, evaluated, and sent home.

### **Individual Presents Symptoms At School/Work**

When a student has displayed symptoms of COVID-19, an assessment will be administered to determine if and when a student needs to be sent home. A student who reports feeling feverish will have their temperature taken.

Students who are ill will be separated from their peers and should be picked up no later than 1 hour from the time the District contacted the student's parent/guardian.

Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Staff members displaying COVID-19 symptoms will follow District protocols including isolation from students and other staff members.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the District will notify all teachers, staff, and families of all students in the district if a lab-confirmed COVID-19 case is identified among students, teachers or staff. While there are shared spaces within the District, case by case decisions will be made regarding the level of impact on students and staff in order to maintain a safe and healthy learning environment.

### **Individuals returning to school/work after Positive Report**

Any individuals who themselves either:

- are lab-confirmed to have COVID-19; or
- experience the symptoms of COVID-19 (listed above)

Must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least 10 days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

In the case of a lab-confirmed test or an individual experiencing the symptoms of COVID-19 (listed above), the parent/guardian or staff member must report this information to the appropriate administrative office in order to complete appropriate communication with others who may have been exposed.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:

- obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, or
- receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/mobile-testing.php>

Any individual who returns after a COVID-19 positive test must be cleared through the administrative office on the day of return and have temperature monitored at school for three days following return.

### **Protocols for Face Coverings**

The use of face coverings will reflect the rate of community transmission of COVID-19 and the health recommendations associated with each level. The District will rely on guidance from the Department of Health Services and Senior Services (DHSS), Johnson County Community Health Department, and/or executive orders or directives from Governor Mike Parson or local city officials to determine the community transmission level and use of face coverings. The District will utilize an alert system to inform students, parents, and staff of the community transmission level and when face coverings must be worn.

Community Transmission Levels

# LEETON R-X SCHOOL DISTRICT COVID-19 ACTION LEVELS

<b>LEVEL 1</b> Minimal Transmission	<b>LEVEL 2</b> Moderate Transmission	<b>LEVEL 3</b> Significant Transmission	<b>LEVEL 4</b> Substantial Transmission
<p>Staff and students self-screen daily for COVID-19 symptoms prior to arrival</p> <p>Face coverings optional and social distancing followed</p> <p>Teach and reinforce health hygiene</p> <p>Increased opportunities for hand hygiene</p> <p>Water fountains closed with bottle filler stations available</p> <p>Maintain frequent cleaning and disinfection of commonly touched surfaces and areas</p> <p>Communicate with parents to keep sick students at home</p> <p>Extracurricular activities permitted</p> <p>Restrict outside visitors and guests to essential services only</p> <p>Continue to monitor attendance and communicate with local health authorities</p>	<p>Intensify cleaning and disinfection of commonly touched surfaces and areas</p> <p>Face coverings strongly encouraged for students on campus and required if using school transportation services</p> <p>Temperature checks before students enter school buildings and/or transportation</p> <p>Consider alternate methods of movement within the building and decreased group activities</p> <p>Consider postponing non-critical gatherings and events</p> <p>No outside visitors</p>	<p>Limit/postpone all non-critical gatherings and events</p> <p>Consider staggering or extending start times and dismissal times</p> <p>Implement multiple social distancing strategies for gatherings, classroom, and movement through the building with extended school dismissals</p> <p>Consider closing buildings where there are high concentrations of reported COVID-19 symptoms or known lab-confirmed cases</p> <p>Mandatory face coverings for all</p> <p>Consider limiting number of students on campus</p>	<p>District facilities will be restricted and all district events will be postponed/cancelled</p> <p>Most education will be conducted via distance learning</p> <p>Maintain close coordination with local health officials</p>



Face Covering Protocols in the School Setting

# LEETON R-X SCHOOL DISTRICT FACE COVERING PROTOCOLS IN SCHOOL SETTING

<b>LEVEL 1</b> Minimal Transmission	<b>LEVEL 2</b> Moderate Transmission	<b>LEVEL 3</b> Significant Transmission	<b>LEVEL 4</b> Substantial Transmission
<p><b>SOURCE CONTROL MEASURES:</b></p> <p>Face coverings optional</p> <p>Practice social distancing</p> <p>Follow standard infection protocols</p> <p><b>TRANSMISSION PRECAUTIONS:</b></p> <p>Practice standard universal precautions when coming into contact with blood, bodily fluids, secretions, and excretions.</p>	<p><b>SOURCE CONTROL MEASURES:</b></p> <p>Face coverings highly recommended for all staff, students and visitors, especially when social distancing is difficult, including in classrooms.</p> <p>Implement increased social distancing measures</p> <p><b>TRANSMISSION PRECAUTIONS:</b></p> <p>Use of face mask, shield and gloves, by school nurse when in close contact with suspected case of COVID-19 (fever plus symptoms)</p> <p>Use of face mask or shields and gloves by staff at high risk for coming into contact with blood, body fluids, secretions, and excretions</p> <p>Placement of face mask on student or staff with fever plus symptoms of COVID-19</p>	<p><b>SOURCE CONTROL MEASURES:</b></p> <p>Face coverings required for all staff, students, and visitors. Exceptions may be made for very young children (PK) and some students with special needs.</p> <p><b>TRANSMISSION PRECAUTIONS:</b></p> <p>Use of face mask, shield and gloves, by school nurse when in close contact with suspected case of COVID-19 (fever plus symptoms)</p> <p>Use of face masks or shields and gloves by staff at high risk for coming into contact with blood, body fluids, secretions, and excretions</p> <p>Placement of face mask on student or staff with fever and/or symptoms of COVID-19,</p>	<p><b>CAMPUS CLOSURE IMMINENT</b></p>

\*Face coverings will be provided by the district



\*\*Please note, it may be impractical for students and staff to wear masks or face shields while participating in some activities. When it is impractical for students and staff to wear masks or face shields during those activities, social distancing guidelines will be implemented. Students' individual needs will be addressed on a case-by-case basis.

## LEETON R-X DISTRICT COMMITMENT 2

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.

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### Arrival/Dismissal/Transitioning

#### **Arrival**

- Multiple entry points will be established (i.e. elementary students will enter via the elementary entrance; MS/HS students will enter through the circle drive double doors, entrance by the weight room, or the main entrance by the library).
- Parents may drop their child(ren) off at the appropriate entrance but will not be allowed to walk their child(ren) into the building.
- If necessary, students will report straight to the classrooms.
- All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to limit the size of student groupings.

#### **Dismissal**

- Multiple exit points will be established.
- Students will be released straight from their classrooms whenever possible.

#### **Transitioning**

- The transitioning of students will be limited, as feasible, during the school day.
- Considerations will be made at all levels based on student needs.
- Students and staff will follow protocols for face coverings.
- Staff and signage will be posted to reinforce physical distance expectations.

### Meal Service

All cafeteria staff will use PPE while performing job responsibilities and will be trained to practice health and hygiene regulations. Visitors will not be allowed during breakfast/lunchtime. Cafeterias will be disinfected regularly. Students will use hand sanitizer or wash hands before entering the cafeteria serving area.

## **Breakfast**

- Only students eating school breakfast will be allowed in the cafeteria seating area in the mornings.
- Students will be seated with appropriate social distancing.
- Cafeteria and serving areas will be cleaned as students transition.
- Students will eat breakfast in classrooms, outdoor seating areas, and the gymnasium as needed.

## **Lunch**

- Students will utilize the cafeteria for lunch on a limited basis.
- Students may eat in various locations throughout the building to maximize social distancing (i.e. cafeteria, classroom, outdoor spaces, gymnasium, etc.).
- Cafeteria, serving, and eating areas will be cleaned between uses.

## **Transportation**

As a response to COVID-19, Leeton R-X School District encourages all families, with the ability to do so, to transport children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. For this reason, students utilizing bus transportation will be required to utilize face coverings.

- At the bus stop, bus riders should social distance themselves 6 feet from each other while waiting to board the bus.
- Students (or parents of younger students) will conduct self-assessment to determine symptoms of COVID-19 prior to riding a school bus
- Bus seating will be assigned
- All students will use hand sanitizer upon boarding the bus.
- All bus drivers will wear a face covering.
- All students (age-appropriate) will need to use non-medical grade face masks, provided by the district, covering nose and mouth while riding the bus.
- Buses will be loaded from back to front, subsequently, buses will be unloaded from front to back when arriving at the school.
- Each bus will be sanitized between routes.
- Transportation staff will be trained in proper sanitation procedures.
- All Leeton R-X School District vehicles will be equipped with sanitation and cleaning supplies.
- Families are encouraged to transport their children to and from school whenever possible.

## **Campus Organization/Procedures**

It is our promise to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines.

- All Leeton R-X School buildings will operate on a schedule to limit student transitioning during the instructional day as needed.
- When permitted, student gatherings will be held outdoors.
- Water fountains will not be accessible. Students should bring a water bottle to school to fill at the bottle filling stations.
- Outdoor play and learning will be encouraged

#### **Staff and Student Training:**

- Pre-Return to School Training - Staff expectations and protocols shared with staff prior to the start of the year to ensure understanding and preparedness to align with this plan.
- First Day Training/Orientation - On the first day of school, Leeton R-X School District will provide instruction to students on appropriate hygiene practices.
- Cleaning Crew Protocols - Custodial and maintenance crew will be trained in comprehensive cleaning and disinfection methods.

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone stays safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

In the classroom setting:

- Students will be seated with as much separation as feasible without disrupting the educational experience.
- Considering the age and developmentally appropriate students, the use of masks in classroom settings will be encouraged.
- Face coverings will be worn by all staff as laid out in this plan. Leeton R-X School District will adhere to any Federal, State, or County executive orders which may require face coverings at all times.
- Visual reminders of distancing requirements will be used in all classrooms such as, marking off areas for common spaces and distancing best practices.
- Shared materials will be limited and cleaned between uses.

#### **Health and Hygiene Practices**

- Hand sanitizer will be at the entrances of each facility and classroom.
- Buildings will have structured times for student handwashing.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and at the entrances.
- Building systems will be adjusted to allow as much fresh air circulation as possible.

### Campus Cleaning Plan

- Buildings will be cleaned throughout the instructional day.
- Custodial staffing will be scheduled to allow for ongoing cleaning of touch surfaces during the instructional day.
- Classrooms will be equipped for cleaning between changing student groups.
- Each classroom and common area will be supplied with sanitation supplies to maximize cleanliness from space to space.
- Cleaning products will be properly stored when not in use.
- Deep cleaning will occur each day after school hours.
- Each classroom and restroom will be cleaned/disinfected at the end of each day. Custodians may wear masks and will wear gloves during work hours.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- Alcohol-based hand sanitizing will be located throughout the building in common areas as well as in each classroom.

### Extra-Curricular/Non-Academic Activities

- Hand sanitizer and sanitation supplies will be available in gym areas and equipment will be sanitized on a regular basis.
- Athletics and Extracurricular Activities will be conducted in alignment with MSHSAA guidelines.
- Locker rooms will be utilized with social distancing expectations in place. Locker rooms will be sanitized after each class.
- Bus travel will follow the transportation guidelines provided within this plan.
- The use of face coverings should be implemented as feasible and as outlined above.
- Spectator attendance at games and contests may be limited and notification will be made based on current health department guidelines.
  - Outdoor activities/events: Spectators permitted; must follow social distancing and mask ordinance when required by the local health department.
  - Indoor activities/events: Spectators permitted; must follow social distancing and mask ordinance when required by the local health department.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.

- All students participating in practices or events not following a regular school day will be checked for symptoms of COVID-19 before attending or participating in any team event.
- All spectators will be asked to self-assess for symptoms of COVID-19 prior to entering the event; temperature checks may be conducted.
- Periodically, all participants will stop and use hand sanitizer and all equipment will be sanitized before the event resumes.

### **Visitors/Deliveries/Miscellaneous**

- To limit exposure, informal campus visits will be restricted. (including during meal time).
  - Essential meetings will be done by appointment or through a virtual format.
  - In the event an individual visits a campus, they must be approved through administration and pass a screener with temperature monitoring to access a school campus.
  - Approved individuals who proceed beyond the reception area will follow specific COVID-19 guidelines as outlined in the plan.
  - Visitors and staff will adhere to safety protocols including physical distancing for meetings.
  - Cleaning/disinfecting will occur after each meeting.
- All visitors entering the building must sanitize hands upon entry and will remain in the building vestibules.
- To ensure the safety of students and staff, all outside items will be left at the building offices (i.e. food, gifts, doordash, etc.).
- The use of field trips to enhance the educational experience must be approved by administration and will comply with the guidelines included within this plan.

## LEETON R-X DISTRICT COMMITMENT 3

The Leeton R-X School District  
will provide the highest quality  
instruction to all students  
regardless of their  
circumstances.

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### Face-to-Face Instruction

Students in the Leeton R-X School District will have the opportunity to attend school and receive instruction via face-to-face format for the 2020-2021 school year. This scenario will include an instructional platform that involves in-person instruction as well as the use of Google Classroom (district-wide) for specific instructional areas. This will ensure that students are familiar with the virtual platform in the event we have to quickly switch to an all-virtual setting.

Several **operational considerations** (detailed above) have been identified to prevent and mitigate the viral spread inside the school setting during face-to-face instruction.

Plans include:

- Implementation of student/employee health protocols
- Adjustments to the District's arrival/dismissal procedures
- Adjustments to the cafeteria, transportation, and the District's organizational procedures
- Implementation of health and hygiene practices with increased cleaning and signage
- Adjustments to protocols for visitors, deliveries and student gatherings

### Virtual Instruction

In preparation for the 2020-2021 school year, the Leeton R-X School District will also provide instruction via virtual format for students who have enrolled in virtual learning. Virtual learning platform(s) (including course offerings) will be selected by the district and shared with parents prior to the start of the school year.

Virtual instruction in the 2020-2021 school year in the Leeton R-X School District will

look vastly different from virtual instruction during the Spring semester closure. Students must have access to the following:

- Broadband internet access
- Laptop or desktop computer for use during normal school hours. A device can be checked out from the District by completing the technology agreement form. Insurance for these devices is available, but optional, for a one-time \$50 fee.

Please note, the following also pertain to students interested in virtual instruction:

- Eligibility requirements through MSHSAA will exist for students who participate in extracurricular activities. Students must meet all of the following:
  - Students must be enrolled in Leeton School District and must take a minimum of two credit-bearing, seat-time classes for a minimum of 1.0 unit of credit at the high school.
  - Administration confirms the student is enrolled in courses taken outside of the district (dual credit, vo-tech, and work-study) which brings the student up to the academic credit requirements outlined by MSHSAA.
  - All classes must be completed with a passing grade of 60% and above by the close of the district's semester to retain eligibility for the current and following semester, per the Leeton MS/HS Student Handbook.

\*Please refer to MSHSAA By-Law 3.3 for eligibility requirements for extracurricular eligibility:

<https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>

- Students enrolled in virtual instruction due to COVID-19 will not be eligible to participate in district-sponsored extra-curricular activities.
- Virtual instruction enrollment is required to participate in virtual instruction. The enrollment window will be shared with parents/guardians. Once the window closes, enrollment will be determined on an individual basis and must be approved by District administration. Students who enroll in virtual learning will remain in that placement the entire semester.

If you would like to enroll your child in virtual learning through the Leeton R-X School District, please click below for the virtual instruction enrollment form. The form will be open **July 24-31, 2020** to allow time for student's virtual schedules to be generated. This is a lengthy process. If you do not enroll your child by July 31st, we will assume your child will attend face-to-face instruction at the Leeton R-X School District. Please feel free to reach out to a District Administrator if you have any questions regarding this plan.

Virtual Instruction Enrollment Form: <https://forms.gle/LbKn44JSJigE1WxU6>

## LEETON R-X DISTRICT COMMITMENT 4

The Leeton R-X School District will support the well-being of each student and every program.

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### **Social/Emotional Needs**

Along with the implementation of several health and safety protocols to address student and employee needs, Leeton R-X School District will also address the social and emotional needs of students and staff.

Plans include:

- Provide leveled professional learning opportunities on social/emotional learning (SEL) and trauma-informed classrooms.
- Provide leveled in-class instructional opportunities on social/emotional learning, following specific SEL competencies (Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making).
- Adjust curriculum to support digital and social milestones.
- Develop/implement mental health supports for students and employees.

Again, we hope this information answers your questions. We sincerely appreciate the patience and grace you have extended us as we work through these unprecedented times.