

**Smith Center  
USD 237**

**Reopening Plan  
2020-2021**

**DRAFT 7-30-2020**

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## Purpose

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### Access and Equity

USD 237 will ensure an equitable and appropriate education for all students in all learning environments. The district will provide services to meet the needs of students from diverse populations including but not limited to: ethnic/racial identity, nationality, age, social class, economic status, abilities/disabilities, language, immigration status, sexual orientation, gender identity/expression, family type, religious/spiritual identity, emancipated minors, wards of the state, homeless youth, and incarcerated youth.

## Communication

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Students, staff, and families of USD 237 will receive communication from the district office and buildings. It is essential that families update their contact information (phone numbers, email addresses, addresses, and local emergency contacts) so that timely communication is received. Please contact the schools at 785-282-6609 for the High School and 785-282-6614 for the Grade School if any information changes throughout the year.

Information and updates will also be posted on the USD 237 Facebook, and USD 237 website, and our text alert system. A link on the main page will house all Navigating Change documents.

In the event of a positive COVID-19 case, the district office will provide notifications in cooperation with the County Health Department about the situation as required by law while maintaining the confidentiality of the parties involved.

## Health

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Everyone is responsible for doing their part to minimize the spread of COVID-19 in order to keep our campus open.

### Wearing Masks, Face Coverings and other

*Teachers, Students, and Staff:* Will follow the guidelines outlined within Executive Order 20-59.

<https://governor.kansas.gov/wp-content/uploads/2020/07/EO-20-59-Signed.pdf>

**\*Students will not be required to wear masks at recess, PE, or when engaged in other activities during which usage is unsafe or impossible to wear a face mask or face covering. Other times will be scheduled at the building level to allow breaks.**

**\* Students will not be required to wear masks if the face covering inhibits the safe participation in an educational activity (i.e. welding, auto shop, band, etc.)**

**At the sunset of the order, the district will work with county health and KSDE to develop and adopt a policy regarding face masks and coverings for Teachers, Staff, and Students**

Parents are required to provide a mask for their students. If a mask is not available, the district will provide a temporary one for the student for that day. Masks must be appropriate in content and abide by school dress code.

### Hygiene Measures

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Hand sanitizing stations are found in all classrooms and common spaces. Students will hand sanitize before entering each class and upon leaving each class, and must wash or hand sanitize a minimum of once every hour.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering your face for coughs and sneezes by utilizing your elbow or shoulder.
- Practice social distancing when possible.
- Avoid close contact (6ft for 10 minutes) with people who are sick.
- Training for all students and staff on the signs and symptoms of COVID-19.

### Temperature and Screening

All staff members and visitors will be screened daily by taking temperatures upon entry to a school facility and complete the COVID-19 questionnaire.

Students will be visually inspected by staff for signs of illness throughout the day and temperatures will be taken as students enter the buildings in the morning. Temps of over 100 degrees will be isolated for an acclimation period of 5-10 minutes before being scanned again to confirm a fever. As stated in the Building Student handbooks, a temperature of 100 degrees or higher will result in the student being sent home.

### Exclusions from School

- 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

\*Students and employees exhibiting any of these symptoms of COVID-19 without other obvious explanations are prohibited from coming to school and if at school will be sent home. Individuals will be isolated until they are able to leave school.

## Return to School from Close Contact and Travel Restrictions

A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts will follow **CURRENT** County Health Guidelines.

\*Current Guidelines for close contact cases is 14 days isolation without symptoms.

People having traveled from a location on the KDHE Travel-Related Quarantine List must quarantine for 14 days. A negative test result within the 14 day quarantine period does not affect the quarantine period and the person must finish the 14 day quarantine.

## Return to School After Exclusion

Positive student cases will be eligible to return after meeting the following guidelines.

**Amendments to these guidelines will be updated as County Health Guidelines are updated.**

Positive symptomatic cases may return if the following conditions are met:

- 1) Ten (10) calendar days have passed since symptoms first appeared AND
- 2) Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
- 3) Whichever criteria is longer. Meaning, a minimum of 10 days.

Positive Asymptomatic cases may return if the following conditions are met:

- 1) Ten (10) calendar days have passed since the date sample was collected AND
- 2) Symptoms have not developed.

**\*\*If symptoms develop during the 10- day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.**

# Attendance

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Daily attendance will be taken for all students regardless of learning site.

\*Students utilizing our remote program will complete the “Remote Learning Log” located in the appendices.

\*Students excluded due to illness or quarantine can and are expected to continue online when capable. Students participating in the online program while ill, will need to complete the daily log in order to be counted present.

# Classrooms

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- Classroom spaces will be arranged with student health and safety as the primary focus based on the age, content, and purpose of the class.
- Stable groupings will be established when possible.
- Students will transition in staggered groups. This includes recess and other movement throughout the day.
- Social distancing will be practiced when feasible.
- Supplies, manipulatives, and technology will be cleaned between class groups and sanitized daily.
- Hand-washing/sanitizing will occur upon entry and exit of any classroom.
- Sanitizing and disinfecting personal supply containers with cleaning materials and gloves will occur daily. Staff is responsible for making sure their assigned spaces are disinfected during the school day.

# Common Spaces and Facilities

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- Playground equipment (basketballs, frisbees, etc) will be assigned to classrooms and will not be shared between classes. Recesses will be scheduled to reduce the number of students on the playground and maintain stable groups. Frequently touched surfaces on stationary equipment will be cleaned between each group and at the end of each day. Students will be required to wash their hands at the conclusion of recess.
- Entrance and exit points will be designated for different groups to reduce congestion and promote social distancing.
- Other spaces such as the auditorium and gyms will not be used for large group gatherings. Virtual meetings and assemblies will be encouraged.
- Offices will be limited to essential business only.
- Lockers will be assigned with consideration to social distancing measures where available.
- Restroom breaks will be handled by classroom teachers to avoid large congregations of students.
- Automated water bottle filling stations will be available but push operated water fountains will be disabled.

# Extra Curricular Activities

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Decisions regarding activities will be determined by KSHSAA, KDHE, local health officials, school administration, and the USD 237 Board Of Education.

Students opting for the remote program will not be allowed to participate in Extra Curricular Activities. Students may participate in Co-Curricular (outside activities embedded in academic classes) activities where available. This will be determined based on guidelines from local, state, and National organizations.

## Food Service

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- No microwaves will be available for those bringing sack lunches
- All meals will be grab-and-go
- No self-service like fruit and veggie bars, salad bars, etc.
- All condiments will be pre-package
- 7-12 will utilize social distancing during lunch time.
- Due to space restraints, the elementary will be eating in their classrooms.

## Transportation

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Families are encouraged to transport their children to school if at all possible, however we understand that isn't an option for everyone; therefore, the following USD 237 transportation guidelines will be followed on buses and in passenger vehicles.

- Students who are symptomatic will be returned to the home if an adult is at the house, or will be supervised upon arrival until a responsible adult is present.
- The bus will be disinfected between each route and at the end of each day.
- All district staff will wear masks/face shields when it doesn't present a danger to students and staff, and must be screened prior to the start of each route.
- Due to the inability to enforce social distance on the bus and the intermingling of grade levels, students are required to wear face masks while riding the bus.



- Students will bring their own masks; however, appropriate masks will be provided if needed.
- Assigned seats will be required for all students with individuals from the same household sitting together.
- Students will be separated as much as possible. Families will sit together, no more than 2 per seat. Other students will be seated 1 to a seat as much as possible.
- Bus windows should be open as the weather permits.

## Visitors

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- Visitors will be limited and screened prior to entering the building and will be required to wear face masks.
- Visitors are encouraged to schedule appointments in advance.
- Lunch guests will not be allowed.
- Virtual options for meetings and conferences will be utilized if possible.
- No guest will be allowed past the main offices without approval by administration.

# Instruction and Learning

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## Learning Environment

### Traditional On Campus Learning

**Students and staff attend on site with enhanced and mandatory health and safety protocols put in place.**

\*Occurs when No confirmed Cases are in the Building and/or at the discretion of County Health Guidelines

### Hybrid Learning

**Students spend part of their time in the classroom and part of their time learning remotely. Students may be targeted for stable groups and asked to attend on site in a controlled environment while also doing remote learning.**

\*Can occur when confirmed cases are in the Building, mass gathering limits are in place, and initiated with guidance from County Health

### Virtual Learning

**Students receive their learning remotely by USD 237 teachers.**

\*Students choosing this learning option will be enrolled for a 9 week commitment. Moving back to the classroom before the nine week commitment will only be allowed in the case of a Student Intervention or IEP team decision.

\*Students that move to the virtual learning environment due to illness or quarantine, will be allowed to come back to school following release from County Health and completion of requirements listed in the "Return to School After Exclusion" section of the document.

\*Occurs when multiple confirmed cases are in the building and spread is on the rise in the school district and evident of community spread.

## Instructional Technology

USD 237 will provide a technological device for each student in the remote courses and in the event of a forced hybrid/remote scenario.

\*Devices will be assigned to all students to limit sharing.

## Technology Support Staff

Greg Hobelmann  
[hobelmann@usd237.com](mailto:hobelmann@usd237.com)  
785-620-7054

Joshua Lanning  
[jlanning@usd237.com](mailto:jlanning@usd237.com)  
785-620-7675

Greg Koelsch, High School  
[gkoelsch@usd237.com](mailto:gkoelsch@usd237.com)  
785-620-7052

Michelle Stamm, Elementary  
[mstamm@usd237.com](mailto:mstamm@usd237.com)  
785-620-7053

## Assessments

All students will be assessed at the district level and at the state level, including remote learners.

Assessments will include NWEA (MAP Growth) testing and State Assessments.

STATE OF KANSAS

CAPITOL BUILDING, ROOM 241 SOUTH  
TOPEKA, KS 66612



PHONE: (785) 296-3232  
GOVERNOR.KANSAS.GOV

GOVERNOR LAURA KELLY

**EXECUTIVE ORDER NO. 20-59**

Requiring COVID-19 mitigation procedures in K-12 schools

**WHEREAS**, securing the health, safety, and economic well-being of residents of the State of Kansas is this Administration's top priority;

**WHEREAS**, Kansas is facing a crisis-the pandemic and public health emergency of COVID-19-resulting in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens;

**WHEREAS**, the United States Departments of Health and Human Services declared a public health emergency for COVID-19 beginning January 27, 2020, with now more than 3,698,000 cases of the illness and more than 139,000 deaths as a result of the illness across the United States;

**WHEREAS**, the World Health Organization declared a pandemic on March 11, 2020;

**WHEREAS**, a State of Disaster Emergency was proclaimed for the State of Kansas on March 12, 2020;

**WHEREAS**, on March 13, 2020, the President of the United States declared the ongoing COVID-19 pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to Section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5207 (the "Stafford Act");

**WHEREAS**, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

**WHEREAS**, as of this date, in Kansas there have been 21,965 reported positive cases of COVID-19 spread among 102 counties, including 299 deaths;

**WHEREAS**, after a steady trend of decreasing metrics, recent weeks have seen the numbers of COVID-19 cases, hospitalizations, and deaths spike across the nation, including a significant increase in cases in Kansas;

**WHEREAS**, this worrying trend of increased COVID-19 spread is a danger to the health and safety of every Kansan, and also presents a serious threat to reopening and reviving the Kansas economy;

**WHEREAS**, the safety and health of teachers, administrators, and students will be unnecessarily imperiled if schools reopen without commonsense mitigation measures in place;

**WHEREAS**, schools and the people in them interact with every corner of our communities, making spread of COVID-19 in our schools likely to lead to broader community spread;

**WHEREAS**, wearing a mask, social distancing, washing hands, and checking temperatures are proven and simple methods of mitigating the spread of COVID-19;

**WHEREAS**, the State of Kansas must remain flexible to account for the evolving nature and scope of the unprecedented public health emergency posed by COVID-19, while also taking simple steps to give our schools the best chance of operating safely;

**WHEREAS**, for the aforementioned and other reasons, and in recognition and furtherance of my responsibility to provide for and ensure the health, safety, security, and welfare of the people of the State of Kansas, requiring simple spread mitigation measures in K-12 schools is necessary to promote and secure the safety and protection of the civilian population; and

**WHEREAS**, in these challenging times, this Administration will do whatever it can to avoid immediate dangers to the health, safety, and welfare of Kansans.

**NOW, THEREFORE**, pursuant to the authority vested in me as Governor of the State of Kansas, including the authority granted me by K.S.A 48-924 and K.S.A 48-925(b), (c)(1), and (c)(11), in order to ensure that K-12 schools can operate as safely as possible and mitigate the spread of COVID-19, I hereby direct and order the following:

1. K-12 public and private schools shall require all students, faculty, staff, vendors and other visitors to public or private K-12 school attendance centers to cover their mouth and nose with a mask or other face covering at all times except as described below:
  - a. While eating;
  - b. While working—other than to prepare food or meals—in a room or office that is (1) not open to students or visitors and (2) in which all individuals present can maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity;
  - c. While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering;
  - d. Children who are not students and are 5 years of age or under—children age two years and under in particular should not wear a face covering because of the risk of suffocation;
  - e. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering—this includes persons with a medical condition

for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;

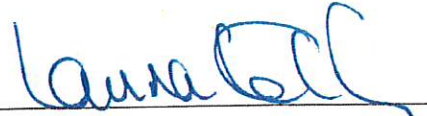
- f. Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
  - g. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines; and
  - h. Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.
2. Throughout all public or private K-12 school buildings or facilities individuals shall maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity.
- a. This requirement does not apply to in-person instruction in classrooms when masks or other face coverings are worn.
3. Hand sanitizer shall be made available in all public or private K-12 classrooms and shall be made conveniently accessible throughout other areas of K-12 public or private school buildings or facilities. Students and faculty shall sanitize their hands at regular intervals throughout the school day and no less than once every hour.
4. Individuals entering all public or private K-12 attendance centers shall have their temperatures checked before entering the building for the first time each day.
5. Definitions:
- a. "Mask or other face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.
6. Nothing in this order shall restrict, limit, or supersede the Secretary of Health and Environment's authority to make isolation, quarantine, or other orders as necessary to respond to escalating or worsening conditions in any local jurisdiction.
7. As currently permitted pursuant to state law, the Attorney General, county attorneys, and district attorneys enforcing this order should use their discretion and consider the totality of the circumstances as they determine appropriate enforcement actions.

8. This order should be read in conjunction with other executive orders responding to the COVID-19 pandemic that are still in effect and supersedes any contrary provisions of previous orders.

This document shall be filed with the Secretary of State as Executive Order No. 20-59. It shall become effective August 10, 2020, and remain in force until rescinded or until the statewide State of Disaster Emergency extended by House Bill 2016 enacted during the June 2020 special session relating to COVID-19 expires, whichever is earlier. This order may be extended or modified as circumstances dictate.

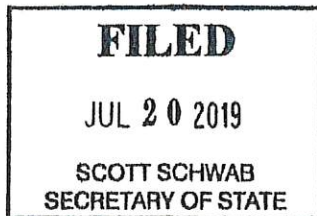
THE GOVERNOR'S OFFICE

BY THE GOVERNOR



DATED

7.20.2020



Secretary of State



Assistant Secretary of State

# Remote Learning Daily Log

Date: \_\_\_\_\_ USD: \_\_\_\_\_

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student grade: \_\_\_\_\_ School: \_\_\_\_\_

Name of teacher(s) who made contact today: \_\_\_\_\_

CLASS	ACTIVITY	ASSIGNMENTS COMPLETED		TEST TAKEN		TOTAL MINUTES
		Y	N	Y	N	

I certify that I am enrolled and participating in courses offered through the USD listed above.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that my child is enrolled and participating in courses offered through the USD listed above.













Parent, guardian or responsible adult's signature: \_\_\_\_\_ Date: \_\_\_\_\_





# COVID-19

## CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
 <b>Fever</b>	<b>Common</b> (measured at 100 F or higher)	<b>Rare</b>	<b>High (100-102 F), can last 3-4 days</b>	<b>No</b>
 <b>Headache</b>	<b>Sometimes</b>	<b>Rare</b>	<b>Intense</b>	<b>Sometimes</b>
 <b>General aches, pains</b>	<b>Sometimes</b>	<b>Slight</b>	<b>Common, often severe</b>	<b>No</b>
 <b>Fatigue, weakness</b>	<b>Sometimes</b>	<b>Slight</b>	<b>Common, often severe</b>	<b>Sometimes</b>
 <b>Extreme exhaustion</b>	<b>Sometimes</b> (progresses slowly)	<b>Never</b>	<b>Common</b> (starts early)	<b>No</b>
 <b>Stuffy nose</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
 <b>Sneezing</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
 <b>Sore throat</b>	<b>Rare</b>	<b>Common</b>	<b>Common</b>	<b>No</b>
 <b>Cough</b>	<b>Common</b>	<b>Mild to moderate</b>	<b>Common, can become severe</b>	<b>Sometimes</b>
 <b>Shortness of breath</b>	<b>In more serious infections</b>	<b>Rare</b>	<b>Rare</b>	<b>Common</b>
 <b>Runny nose</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
 <b>Diarrhea</b>	<b>Sometimes</b>	<b>No</b>	<b>Sometimes**</b>	<b>No</b>

For more information: [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus)

\* Information is still evolving.

\*\* Sometimes for children.

# RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

## CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.



*Note: Lingerin cough should not prevent a case from being released from isolation.*

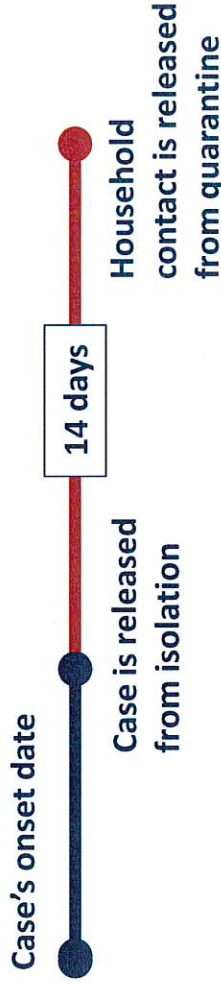
### Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

## HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the case has been released from home isolation (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.



*This means that household contacts may need to remain at home longer than the initial case.*

### Examples:

- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.

## NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.



# USD 237 | 2020-2021 CALENDAR

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4-5 Enrollment  
 17 Fall Sports Begin  
 17-28 Teacher In-service  
 31 First Day of School

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

25 In-Service 8-12 P/T  
 Conference 1:30-7:30  
 No School  
 26 P/T Comp Day  
 No School

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day No School

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of 3<sup>rd</sup> Nine Weeks  
 No School Teacher Flex Work Day  
 15-19 Spring Break

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Teacher In-service  
 16 End of 1<sup>st</sup> Nine Weeks  
 27 Dismiss @ 2:00 P/T  
 Conference 2:30-8:30  
 30 P/T Comp Day

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2-5 Easter Break  
 No school  
 8 JH Track Meet  
 Dismiss @3:00  
 13 Redmen Relays  
 Dismiss @ 2:30

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25-27 Thanksgiving Break

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 Graduation  
 21 Last day of school  
 Dismiss @11:30

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 End of Second Nine Weeks  
 Dismiss at 11:30  
 22 Christmas Break 12/23/20 to 1/3/21 No School

Teacher Days 177  
 Student Days 165.5  
 Start Time: 8:10 am  
 Dismissal: 3:30 pm

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Classes Resume