

District Re-Entry Procedures and Guidelines for Teachers and Students



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Adopted August 4, 2020

Montgomery County R-II School District 2020-21 School Year

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Mrs. Laura Yelton, Montgomery County Health Department Administrator

Plan Development Guidance Documents

MSBA Re-entry and Re-opening of Schools

Montgomery County Health Department

Missouri Department of Health and Senior Services

Missouri Department of Elementary and Secondary Education COVID-19 Information

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

Reopening Schools Decision Tree

Return to School Roadmap

CDC Framework for Mitigation

CDC Guidelines

Guidance For Opening Up High School Athletics and Activities

CDC Covid-19 Seminars

District Mission

Lifelong Learners, Productive Citizens!

Team Purpose

School re-entry and re-opening provides an opportunity to review practices and policies. This document offers guidance on how Montgomery County R-2 can consider approaching the many components of “opening up” or re-entering our schools and facilities. The recommendations presented in this document are intended as guidelines to consider, and to address coordinated approaches, to *safely* return to academic, extracurricular and athletic activities. Aligning these with district strategic goal areas allows for encompassing all planning aspects. This document is intended to hold hope for the best and provide a plan for managing risk, and will be adjusted as conditions change, in order to do our best for this learning community. **The re-entry plan of the MCR-II School District may be amended at any time. Any changes will be shared with the MCHD for approval.**

Immediate and Current Essential Procedures**

Required Re-entry Criteria For Any District Program

- Employees will complete the 2020 Daily Staff Sign-in Sheet and daily student attendance percentages will be reported to the MCHD (by building).

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- ❑ The district may convene students in group sizes predetermined by the local health department for the purposes of academics and noncontact extra-curricular activities. Physical distancing of at least three (3)-six (6) feet will be practiced as recommended.
- ❑ ***Each employee will have their temperature taken when entering any campus facility per the current guidelines from MCHD. Employees with a temperature of 100.4 degrees will be asked to return home per guidance from MCHD and CDC. Students could have their temperature checked daily, if directed to do so by MCHD. Students with a temperature of 100.4 degrees will be asked to return home per guidance from MCHD and CDC.***
- ❑ ***Employee/students that have been released from quarantine from a laboratory confirmed COVID-19 case, must follow the following guidelines:***
 - ❖ ***At least 10 days (from when the symptoms began) have passed since symptoms first appeared AND at least 24 hours have passed since the last fever without the use of fever-reducing medications, AND other symptoms have improved hours before returning to work/school if they have been diagnosed with COVID-19. An employee/student who has been exposed to Covid-19 should not come to work/school before checking with their local health department for recommendations.***
- ❑ Employees will have the option to wear a face mask or other PPE when engaging with students or in the presence of students per the current guidelines from MCHD. Staff that work one on one with students must utilize a mask or face shield. Students are not required to wear masks; however, if it is parent preference or doctor recommended it will be allowed. (Parent provided). Staff that travel between district buildings will be required to wear a mask or face shield daily.
- ❑ Outside businesses that provide services to our students (example PT/OT), will be required to wear masks or face shield daily.
- ❑ Employees/students should sanitize with approved sanitizer (60% alcohol) or wash hands immediately after entry into any district facility and wash hands frequently per guidance from MCHD and CDC. Staff should utilize hand sanitizer when it is not possible to wash hands. Hand sanitizer will be placed in the entry way to each building and in every classroom for student and staff use.
- ❑ A district employee will be responsible for communicating with parents/guardians when a student driver is sent home with a temperature over 100.4 degrees or when they are demonstrating any of the COVID-19 symptoms that exclude a student from participating in the activity entered the facility to attend.

Re-entry Requirements for Athletics and Activities

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The intent of the summer activities plan is to serve as guidance for the Montgomery County R-2 School District sports and activity programs. We are providing these plans to begin the process of getting our students back to somewhat of a normal summer activity routine.

The primary goal at all times is the health and safety of our students and instructors. Parents/Guardians-We want your students to participate only if you feel it is safe to do so. If you do not want them to attend these voluntary activities, please let the coaches know your child is interested in the sport/activity, but due to current circumstances, you would prefer to wait before allowing your child to participate.

All information listed is subject to change based on state and local guidelines.

DEFINITIONS:

Contact Sports/Activities: Football, Basketball

Limited Contact Sports/Activities: Marching Band, Baseball, Softball, Volleyball

Non-Contact Sports/Activities: Cross Country, Golf, Sideline Cheer, Track and Field, Academic Bowl.

GENERAL INFORMATION

- This information is subject to change between phases depending on the current state and local guidelines.
- Parent consent waivers must be signed and turned in to your Coach/Director before participation can occur.
- All students will enter at one common designated entrance. A coach/sponsor or designated school employee will let the students in and log entry/exit times along with temperature readings.
- If you are not feeling well please stay home! If a temperature reading is of 100.4 or higher, the student will be sent home and parents will be notified.
- Social distancing rules will be enforced, and number of participants will be limited based on a 15:1 player/coach ratio for the sport/activity during workout sessions to ensure proper supervision.
- No Locker Rooms or dressing areas will be provided. Students will need to arrive to the activities in their athletic attire.
- No shared water coolers, jugs, water fountains, or food will be allowed. Students will need to bring their own hydration drinks. Designated restrooms will be available but limited to one person at a time.
- The summer activities/training sessions are NOT required to be part of any activity. They are voluntary sessions provided by our coaches/sponsors for students who wish to participate.

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- These events are only for school-sponsored activities involving incoming 9-12 grade students/coaches and current 2020-21 senior activity participants listed on previous spring rosters. Middle School participation will be considered and discussed near the end of the 1st timeline.

June 15th-July 5th

(For students entering grades 9-12)

WEIGHT ROOM TRAINING:

Starting June 15th students may return to indoor/outdoor conditioning. The weight room will offer 4 sessions 6am, 7am, 8am, & 7pm on Mon, Wed, & Friday. Total number in each weight room session will be less than 20 and no groups bigger than 10 individuals. Coaches will be on hand to supervise split groups.

Example for Weight Room: If there are 20 participants and 2 groups of 10, only one group of 10 will be allowed in the weight room at a time. So one group of 10 could use the track for agility training while the other group of 10 is working inside the weight room. After a period of time, the groups will then switch locations.

All equipment will be wiped down and sanitized between each group activity. A daily sign in log will be kept identifying the date, time (in & out), and name of student along with temperature readings.

SPORT/ACTIVITIES TRAINING:

Due to Physical Distancing, guidelines and the amount of supervision needed to ensure these recommendations are being followed, we will limit participation to a 15:1 player/coach ratio.

Softball/Baseball- This includes the use of batting cages and field for individual hitting/throwing activities using social distancing guidelines.

Basketball/Volleyball: Non-contact individual drills only, using social distancing guidelines.

Football: Limited to non-contact individual drills only, using social distancing guidelines.

Band/Academic Bowl/Cheer/CC/Track: Must maintain a 6ft distance (when possible). Cheer activities would not be allowed to perform stunting routines during this period.

July 6th-July 26th

(NUMBER OF STUDENTS ALLOWED IN A SESSION, GRADE LEVEL, AND RESTRICTIONS WILL BE RE-EVALUATED AND SET PRIOR TO JULY 6th)

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INCLUDING MS INCOMING 7th & 8th Grades

WEIGHT ROOM TRAINING:

Weights Activities would remain unchanged using same guidelines unless there are new updated recommendations by state or local agencies.

SPORT/ACTIVITIES TRAINING:

Softball/Baseball- This includes the use of batting cages and field for team hitting/throwing activities also allowing inter-squad scrimmages maintaining 6ft social distancing when possible.

Basketball/Volleyball: Continuing to following 6ft guidelines when possible but more team-oriented activities/drills and or competitions. Depending on the current situation, the possibility to compete in restricted organized competitions with other MSHSAA sponsored schools.

Football: Limited contact teamwork using dummies/pads. Examples include running plays on air, o-line/d-line on air, working on alignments and team positioning while continuing to maintain physical distancing guidelines when possible.

Band/Academic Bowl/Cheer/CC/Track: Maintain a 6ft distance when possible. Cheer stunting activities allowed.

July 27th-August 9th

(NUMBER OF STUDENTS ALLOWED IN A SESSION, GRADE LEVEL, AND RESTRICTIONS WILL BE RE-EVALUATED AND SET PRIOR TO JULY 27th)

FALL SPORTS WOULD BE IN THEIR 7 DAY DEAD PERIOD BEFORE PRACTICE BEGINS STARTING MONDAY AUGUST 3rd. WINTER AND SPRING COULD HOLD ACTIVITIES

Current July 6th-July 26th guidelines will stay in place during this time but the possibility of team scrimmages, competition, and full contact activities will be discussed by state and local agencies to determine the situation during that time.

August 10th

1st Scheduled day of High School Fall sports practices.

Additional guidelines from the Montgomery County Health Department could be added at any given time. If so, these athletic plans would be amended to reflect those changes.

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Per MSHSAA Guidelines, any student or coach that tests positive for COVID-19, must comply with any protocol set by MSHSAA and the MCHD. Students would be required to have the MSHSAA COVID-19 return to play form completed and signed by a licensed medical professional (this could also be completed by the MCHD), before the athlete may return to practice or play. Also, any staff or student that tests positive or is quarantined (due to a close contact), must be cleared by the MCHD (form can be found in the APPENDIX).

Ongoing and Future Essential Procedures and Guidelines For Consideration

District Wellness/Health

Health Services Inventory/Supplies Review

- PPE (gloves, masks, gowns, goggles, face shields)
- Touch-free thermometers-District could require that all students and staff have their temperature be checked daily, before they enter the given building.
- Sanitizers, cleansers, hand soap, tissues
- Masks or shields will be available to all employees
- Touchless water bottle filling stations
- Touchless feature on all toilets and urinals

Health Services/Facility Review

- Provide a separate room for students/staff who might have COVID-19 or other communicable disease and are waiting for pickup as recommended. The room needs to be disinfected frequently and restricted to authorized staff and students. Each of our district buildings will have a designated area for those students to be placed.
- Determine if an area separate from the nurse's office is necessary to care for students that need suctioning, tube feeding and nebulizers to minimize contact with potentially ill children.
- Ensure furniture and other surfaces can be easily disinfected. Classrooms should have no carpet or cloth furniture.
- Ensure trash cans and other receptacles are no-touch.
- Examine equipment such as thermometers to determine if adjustments need to be made to increase sterilization and minimize chances of reinfection or if new equipment is needed.
- Update standing orders and nursing office procedures as recommended by MO DHSS, MCHD and CDC.
- Review procedures for inhalers and nebulizers in the school setting per MODHSS and CDC recommendations.

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- Review health screening procedures per recommendations by MODHSS.
- Review immunization records.
 - Notify all parents of students who are not immunized or do not have a legal exemption on file that the student will not be allowed to attend school until those immunizations have been completed or the first dose of an ongoing immunization is received.
- Contact all parents with students on health plans as indicated and determine if they need to be revised to address minimizing infection. Examples:
 - Examine the care of students with respiratory illnesses and the administration of nebulizer treatments or suctioning.
 - Revise medication schedules to minimize the number of students in the nurse's office at one time as indicated.
- Prepare lists of medical/dental resources to share with families as needed.
- Prepare information on MOHealthNet eligibility to provide to families.
 - When requested a daily health report will be prepared and submitted to the superintendent or central office.
 - Communicate with state and local health departments.
 - Verify where staff and students can be tested for COVID-19.
 - Obtain current information and tools that help students, families and staff self-screen for COVID-19 illness.
 - Notify the health department when students or staff absences drop below predetermined threshold.
- If a Montgomery County citizen tests positive, the health department is notified. The MCHD would then immediately start a contact investigation on the positive person. This would include finding all close contacts inside and outside of school. A close contact is someone who has been with the lab confirmed COVID patient for 15 minutes or greater and within a 6 foot distance of them for that amount of time. **Employee/students that has been released from quarantine from a laboratory confirmed COVID-19 case, must follow the following guidelines:**
 - ***At least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since the last fever without the use of fever-reducing medications, AND other symptoms have improved hours before returning to work/school if they have been diagnosed with COVID-19. An employee/student who has been exposed to Covid-19 should not come to work/school before checking with their local health department for recommendations.***
- The MCHD department would need quick access to the positive student/teachers schedule and the seating charts in all classes to help determine who the close contacts are for contact tracing purposes

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- If the MCHD confirms that the MCR-II School student or staff member test positive for COVID-19, all MCR-II district buildings and facilities will be closed according to MCHD recommendations and guidelines. This will allow the district to sanitize properly.

- **District Communication**

Effective and ongoing communication is a critical component before, during and after any school crisis. Implementing specific communication procedures and protocols will allow staff, students, families and the community to safely re-engage in the education process. It is recommended that schools follow the RPIE model (Research, Planning, Implementation and Evaluation) for their communication efforts.

Communication Procedures Development:

- Who: Identify who (or what department) will issue information to key audiences. A central point of contact is vital to assuring key messages are accurate and consistent.
- What: Determine central and supporting messages.
 - The central message must always be tied to student safety
- When: Determine when information will be shared.
 - Prior to the schedule for releasing information is determined, all school employees will work with their supervisors who will in turn work with the primary district communication point of contact to vet and send information.
- How: Determine which communication tools will be most effective in reaching primary audiences.
 - Understand that individuals receive and react to information in a variety of ways.
 - It is recommended that all vital information be shared at one time to reduce confusion, misunderstanding, and anxiety.
 - Keep all information in a central clearinghouse (website) with clear links.
 - Determine primary means to release information
 - Website (one spot on website)
 - Email
 - Text Alert(s); possibly one with COVID-designated information
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets Re-entry
 - Use communications methods that accommodate persons with hearing and visual impairment.
 - Work with community agencies, local government, Chamber of Commerce, Rotary, Kiwanis, etc. health related groups (including hospitals/clinics), and higher education to provide consistent and factual messaging that reaches a broad audience.
 - All communication regarding COVID-19 should be carefully designed to counter discrimination against or stigmatizing any person.

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Create a method for parents/students and employees to contact the LEA outside regular business hours when they have symptoms of or have been exposed to COVID-19.

Internal District Communication

- Directors and Building Administrators
 - Information from Superintendent Leadership Team and Re-Entry Planning team disseminated with building administrators and directors after each meeting or update
 - Communicate plan for educating building administrators or directors about updated procedures and guidelines
 - Ongoing timeline and collaboration for action steps to be completed for procedures and guidelines
 - Building administrators and directors communicate to appropriate staff necessary updated procedures and guidelines
 - Information to directors and building principals notifying of any external communication that will go out to parents/guardians, students, and the public. (In-person or email)
- District Staff
 - Notification to district staff of any external communication that will go out to parents/guardians, students, and the public regarding re-entry procedures or guidelines. (Staff email)

Parent/Guardian Communication

- Information to parents notifying of extracurricular or academic activity, or school start date. This will be sent via School Messenger, placed on district Facebook page, and in the local newspaper.
- Information on the health and safety measures the LEA is taking to ensure students can return to facilities and school buildings safely
- Health protocols: The LEA will work closely with the head district nurse, along with the local health department, to develop appropriate safety protocols for students and others entering school facilities
- The expectations of parents and students if the School Building Closure/Distance Learning Plan or the Alternatives to School Building Closure Plan is implemented
- Basic information on COVID-19 and measures families can take to stay safe when not at school, and any follow up procedures after attending a facility or school.
- Clear direction in student handbooks on when to keep a student home and the process for notifying the school.
- The importance of mandatory immunizations and locations where they can be obtained, as well as the importance of flu vaccinations. (See 167.637, RSMo., applicable to public schools).

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- Information on trauma-informed practices. (See 161.1050, RSMo. (applicable to public schools) and DESE's Missouri Model for Trauma-Informed Schools: Parent and Caregiver Resource Guide)
- Helping children cope with stress and tragedies. (See the National Association of School Psychologists).
- Availability of community resources. Examples:
 - Mental health resources
 - Food security
 - Medical/dental providers
 - Health insurance
 - Economic aid
 - Housing assistance

Student Communication

- Put up posters in all buildings and provide other messaging on hand washing and covering coughs and sneezes. (See MDH posters on coughs and hand washing in Appendix)
- Clear rules and expectations communicated and taught regarding facility use, extracurricular or academic activity.
- Public schools must ensure child abuse and neglect posters are in a public area of the school and in each student restroom. (See 160.975, RSMo)
- Provide students information on suicide prevention hotline(s). Examples:
 - The Crisis Text Line MOSAFE 741741
 - The National Suicide Prevention Lifeline
- Provide students information on the Missouri school safety tip line: Courage2Report

Public Communication

- Post reminders at entryways not to enter the school if experiencing signs of illness.
- Provide information on district exclusion rules on the district's webpage and in other communications.

District Facilities/Physical Plant

Safety Inspections

- Fire code/safety inspections of all occupied buildings
- Health department inspections of all cafeterias
- HVAC/air quality inspections
- Water quality inspections for drinking fountains and bathrooms that have not been used recently.

Cleaning and Sanitizing

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Thoroughly ventilate, clean and then disinfect all buildings, desks, food preparation/service areas, equipment and other surfaces prior to students returning, using CDC and OSHA guidelines, as well as any guidelines or tips provided by the MCHD.

Create a time schedule and cleaning schedule (revise current maintenance and custodial schedules to focus on high touch/high traffic areas) for effectively cleaning and disinfecting buildings and facilities once students return for extracurricular activities or academic learning. Additionally, create a quick checklist for building staff to support the maintenance and custodial cleaning schedule. Note: Use products that are less likely to trigger asthma attacks.

- Clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily.
- Discourage the sharing of student supplies (allow each student to use their own individual supplies and not take from the “community supply”)
- Clean/disinfect student desks, keyboards as often as possible
- Clean work out equipment/sports equipment frequently and between transitions.
- Create a plan to increase frequency during flu season and if there are increased incidents of COVID-19 exposure in the area or in the school community

Increased Prevention Measures

- Ensure there are enough accessible sinks and hand-sanitizing stations to accommodate frequent handwashing by entire groups or classes. Add touchless items to all toilets and urinals in district (if possible).
- If possible, water fountains should be touchless water bottle filling stations.
- Determine if there is a need for other protective devices for employees with repeated exposure to the public such as clear plastic barriers in school building offices
- Determine if the LEA has the appropriate number and type (no-touch) of trash receptacles and that they are placed appropriately to minimize exposure
- Are there improvements that can be made to air quality to minimize transmission?
- Are there surfaces that are not easily cleaned that will be recovered or replaced to minimize infection?
- Evaluate how hygiene products like soap, paper towels, tissues and toilet paper are dispensed (no-touch), how frequently they are replenished and where they are stored.
- Determine if sneeze guards are required in the cafeteria.
- Assign seating in all classrooms for possible tracing needs.
- Allow classes to be held outside for physical distancing (when applicable). This would also include eating lunch.

Transportation Prevention Measures

- Seating students that are family members in the same seat (2-3 depending on size age)
- Assigned seats for all bus riders
- Possibility of filing buses from back to front

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- Asking parents to transport students to school daily (if possible)
- Sanitizing bus daily
- Reworking bus routes to distribute numbers of students on routes evenly
- Thoroughly ventilate, clean and disinfect all buses and other district vehicles. Buses will be disinfected daily.
- Parents may be asked to bring their child(ren) to school, if they can

Food Service Prevention Measures

- Require all food service workers to wear masks
- Distance students while eating (when applicable)
- Ala-Carte items will only be sold if they prepackaged, and are distributed by Food Service Personnel.
- Students/Classes may be allowed to eat as a group or class outside to help distancing
- Require all employees involved with food service to wear a PPE device
- Added lunch shifts may take place, so less students are eating in each shift
- Students may be required to eat breakfast in classrooms, to help control physical distancing.
- Students may be grouped by class or grade daily when they eat lunch (required to sit in same space daily), to help with contact tracing.

District Academics

Academic Services Coordination

- Create a timeline for progress reports to be submitted for students, classes, grade levels and/or the building detailing which standards for the grade level were taught and which were not.
- Create and establish procedures for educator teams to meet and address student learning needs for both in-person and online instruction.
- Create a technology support team that is available to support technology issues of students, parents, and staff when teaching and learning remotely.
- Review student schedules to provide:
 - Additional time for student academic intervention and enrichment.
 - Additional time for handwashing, sanitizing desks, and other good hygiene practices.
 - Additional time for passing/transition periods and rest room usage
- Adjust the LEA assessment plans and assessment calendars for the 2020-21 school year.
 - Which assessments are necessary to determine retention and current mastery levels?
 - Which assessments need to be delayed or eliminated until the relevant standards are taught?
- Intervention Strategies

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- Timeline
- Progress monitoring
- Supplemental instruction plan based on assessment results
- Special education services
 - IEPs will be updated with alternative methods of instruction statements in case of short-term or long-term school closures.
 - Case managers will contact parents/guardians at the beginning of the school year. At that time, any necessary amendments, related to the area of eligibility, can be made to prepare for school transitions that have not already been accounted for by the beginning of school.
 - If a long-term school closure were to take place, all special education services and related services would be provided through consultation and documented on the Continuity of Instruction (COI) form in order to provide FAPE to students.
- 504 plans
 - Counselors will review student plans, contact parents/guardians as necessary, and provide accommodation plans to all teachers who provide educational services to students with a 504 plan.
 - 504 accommodations related to instruction will be implemented whether in-person, virtually, or through alternative methods of instruction during a school closing.
- Enrollment of students
 - Students cannot attend school until they have received all required immunizations, unless covered under a legal exemption. (See MDH immunization for school resources)
 - Work with the local health department to include a questionnaire prior to the enrollment of transfer students to determine if a student is transferring from a hot spot or has recently visited a hot spot and has been exposed to the virus and determine when students need to self-quarantine prior to beginning school.
 - Review and prioritize school supply lists before they are publicized to ensure that they are sensitive to the economic circumstances of the community.
 - Verify or obtain appropriate authorized use agreements for LEA technology and wi-fi access.
- Healthy Habits Education
 - Educate students on viruses and the signs of illness, utilizing school and community nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
 - Build in time throughout the day for routine hand washing by both students and employees.
 - Require students to wash their desks/workspaces at least once a day.
 - Prohibit sharing of pencils and pens and other school supplies.
 - Teach students how to wear masks or cloth face coverings and when to use them.

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- Re-teach appropriate social skills encouraging minimal physical contact.
- Daily Attendance Reports
 - Buildings report student attendance to central office daily to determine trends.
 - Building secretaries should send building attendance percentages to the MCHD daily.
 - When students or staff notify the school they are going to be absent due to illness, request (do not require) a description of symptoms to determine if absence may be related to COVID-19.
 - Train/Remind staff regarding privacy protection of students and staff. Encourage teachers to create class norms encouraging students to respect privacy.
 - Revisit district and building attendance practices, procedures and policies.
- Create an alternative method of instruction plan (School Building Closure/Distance Learning Plan) for instruction of students in case of school closure. Our AMI plan was approved by DESE in the spring of 2020. An AMI-X plan was approved by the MCR-II Board of Education in August of 2020.. The district will continue to work and monitor our AMI methodologies for best practice.
 - Public schools provide the plan to DESE for approval by June 15. (See 171.033, RSMo., applicable to public schools.) Include information the district has collected from students and families on household internet access and computer
- **District Provided On-Line Options**
 - MCR-II Virtual Instruction Option for 2020-2021
 - Montgomery County R-II intends to provide in person instruction for the 2020-2021 school year using traditional approaches to education. Google Classroom will be a part of the delivery model in grades 3-12 on a daily basis. Grades PK-2 will use Google Classroom when appropriate. If a temporary school closure is required, all classes will transition to virtual learning via Google Classroom and would continue until school resumes in-person classes. Google Classroom will also be utilized for students placed on quarantine and as a result are unable to attend in person classes for a short period of time.
 - Montgomery County R-II is committed to providing high quality educational opportunities for all of our students. Due to the variance in internet access and availability within our student population and the variance in students' learning needs, our best option for students is in seat (or in person) instruction. However, we realize during these unprecedented times some students truly need a virtual option. If you are interested in pursuing this option for your child we ask that you contact your building administrator before August 12th. A best interest determination meeting will then be scheduled with you and a team from your child's building. This meeting will allow the family to discuss why they believe virtual school is an appropriate option for their child. Following this meeting, the student would potentially be enrolled in virtual courses. Families requesting virtual learning after August 14th will be considered on a case by case basis.
 - Best Interest Determination Meeting

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- Families must request a best interest determination meeting before August 12th, **and no later than August 14th.**
- The building administrator will then schedule the meeting between the family and a building team.
- The family's request for virtual learning will be considered, expectations of virtual learning will be reviewed, and a decision based on the best interest of the student will be made.
- If virtual learning is determined best for the student at this time, the student will be enrolled in virtual courses according to their grade level.
- Need to Know About Virtual Learning
- Families need to understand that once enrolled in virtual courses, the student will remain enrolled throughout the semester in those courses. Students who begin in-person classes will transition to virtual learning with their teacher in the event of a school closure. Students who enroll in virtual courses at the start of the semester will remain in the online version regardless of school closure.
- Families and students need to understand that virtual courses during the 2020-2021 school year will be very different from the extended school closure students experienced last spring. Students will be expected to complete all assigned learning tasks and activities. Teachers will be providing a grade and feedback about the student's work in the course. Student's attendance and course completion will be determined based on the student's completed work. If a student fails to demonstrate mastery of the course content, they will not advance to the next grade level and/or earn credit for the course.
- All Virtual Courses (K-12):
- May only include core content areas
- May be taught by instructors outside of our school district
- Will require the family to provide their student with adequate internet access to complete the required coursework
- Will include a structured schedule the student will be expected to adhere to daily
- Will include grading and assessment practices consistent with in-person learning
- Students, especially younger students, may need support at home to participate
- Elementary (K-5)
- K-5 virtual courses were created in collaboration with Wright City Schools, and will likely be taught by Wright City staff.
- Students will "attend" virtually 5 days a week, they will follow the Wright City School District's calendar for holidays and days off.
- Students will not be asked to sit in front of a computer all day, but there will be times throughout the day students will be expected to be online.
- Students will need to complete independent tasks and assignments (students will likely require some help from an adult at home).
- Secondary (6-12)

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- Could include a combination of live instruction, pre-recorded video instruction, independent learning activities and assignments, and on-going projects and tasks.
- Some secondary students will be enrolled in courses with a district-chosen provider, those will not be taught by MCR-II district staff. Some students may be enrolled in courses provided by our district and taught by district staff.
- 7-12 students that are not enrolled “face to face”, for at least two (2) class periods each day, will not be eligible to participate in MSHSAA activities (per MSBA policy IGE-AP-3).

District Social/Emotional Health

Social Emotional Response

- District Crisis Team will meet before the beginning of school to address psychological and emotional concerns in conjunction with the local mental health services, including post-traumatic stress syndrome counseling.
 - Review and update the crisis response procedures
 - Continue to collaborate with building counselors to refer students to behavior/mental health services for school-based and therapy support
- All communications and services provided to students and parents need to be closely evaluated with a trauma-informed lens. (See 161.1050, RSMo. DESE’s Trauma-Informed Schools Initiative and resources from the Missouri Department of Mental Health (DMH) on trauma-informed care.)
- Review the LEA’s suicide awareness and prevention policy and ensure an appropriate number of staff have been trained to respond to an incident and screen high-risk students. (See 170.048, RSMo)
- Review the LEA’s anti bullying policy. (See 170.775, RSMo)
- Contact all families of enrolled students, to determine if there are concerns about returning, verify contact information, immunization, education received since closure, and access to internet and computers.
- Resume collaboration between administration, district resource coordinators, counselors, law enforcement, juvenile office and Children’s Division to ensure the district has the most recent information on active cases with enrolled students
- Plan re-engaging activities
 - Issue: Be mindful that the economic health of the family may have changed.
 - Review school supply lists to ensure only necessary supplies are included.
 - Review enrollment process to minimize requests for additional expenditures.
 - Provide families multiple opportunities to apply for the free and reduced-lunch program.
- Loss of a student, staff member or a member of the school community

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- Carefully plan appropriate messaging to the school community and an opportunity for recognition and grief.
- District Counseling Department available to students and staff.

District Governance

Strategic Planning

- Revise the 2020-21 school calendar and build in contingencies (*if needed*)
 - Consider an alternative calendar where the start date is delayed.
 - Consider alternative calendars in case the School Building Closure/Distance Learning Plan or the Alternatives to School Building Closure Plan are implemented.
- Approve a School Building Closure/Distance Learning Plan and an Alternatives to School Building Closure Plan developed by LEA staff. (See Academic)
- Review and revise the LEA's technology plan and examine what steps can be taken by the governance board and in the community to expand the number of students with reliable home internet access. (See Finance)
- Review and/or revise the LEA's facilities plan based on recommendations from the superintendent to minimize risk of infection. (See Facilities)
- Review and/or revise the budget. (See Financial)
 - Determine how federal COVID-19 funding and other state or federal grants should be spent.
 - Ensure appropriate resources are allocated to facilitate the School Building Closure/ Distance Learning Plan and the Alternatives to School Building Closure Plan developed by district staff.
- Review and/or revise the LEA's professional development plan based on recommendations from district administration and/or the MC BOE
- Review the LEA's relevant staff leave policies for clarity and to minimize absenteeism while still encouraging employees to remain home if they are ill.
- Review student attendance policies to provide more flexibility and remove punitive measures for absences when there is an outbreak of a contagious disease (this also applies to extracurricular activities; are there alternative methods for students to participate if they cannot attend in person).
- Review facility use policies.
 - Determine whether LEA facilities should be available for purposes other than student education or other outside groups, or should be restricted to specific locations.
 - Verify that contracts for facility usage include language that allows the district to cancel if necessary due to health concerns. Deactivate district keycards for district buildings.
- Review the process for deciding whether the school will open as normal, use the Alternatives to School Building Closure Plan, or implement the School Building

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Closure/Distance Learning Plan and the process for toggling between these strategies as necessary in collaboration with the Montgomery County Health Department.

- Work with the local health department to determine triggers for school building opening, closure or implementing additional precautions like excluding the public from the building. Please note that there may be local outbreaks where local schools should close, but the state will not act to close all schools. In those situations, the decision to close schools will have to be made by the LEA and the local health department.
- Determine whether the governance board or the administrative staff will make the decisions.
- Determine whether the governance board or the health department will make the final decision and how it will be communicated to the public. (Note that the health department has the legal authority to close school buildings if it chooses to exercise that authority.)
- Ensure that an emergency planning team is in place and update the LEA's emergency operations plan, after a thorough and ongoing evaluation of the LEA's response to the 2020 pandemic closure.
- Develop a plan for conducting governance board meetings if social distancing is required or there is a stay-put order in effect that complies with the Missouri Open Meetings and Records Act (Sunshine Law).
- Approve an alternative command structure, with recommendations by the superintendent, if the superintendent or other key administrative employees are unable to work.
- If the LEA's facilities might be used as a hospital or for other emergency reasons, create and approve a plan with the relevant agency.
- Work with the communications team to keep constituents, stakeholders and the media aware of the LEA's planning efforts.

District Finances

Fiscal Practices

- Conduct a full inventory of equipment and other assets.
 - Verify which students and families have district assets in their possession (computers, books) and remind them to return district property as soon as possible and arrange for recovery if the student is not returning.
 - Verify which staff members have assets in their possession and remind them to return them at the beginning of the school year or immediately.
- Procure necessary health and safety supplies.
 - Personal protection equipment (PPE). Shields will be provided to all district employees.
 - Supplies for health rooms such as thermometers etc.
 - Add hand sanitizer in every classroom

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- Cleaning supplies, including supplies that are effective against COVID-19 and are better for students with asthma or chemical sensitivities.
- Soap, paper towels, tissue, toilet paper, hand sanitizer, antibacterial wipes, etc.
- Review and revise the LEA's technology budget.
 - Base budget plan on survey results regarding student home access to reliable internet and computers.
 - Procure hardware, software, licenses, learning management systems to improve virtual instruction under the School Building Closure/Distance Learning Plan. (See Academic)
 - Evaluate whether more IT staff is necessary or additional training is required to facilitate distance learning.
 - Work with government and business partners to expand the number of students with reliable internet access outside the school building, even if the problem cannot be completely resolved.
- Examine vendor contracts
 - Restructure current contracts if possible, and make sure new contracts address contingencies of the School Building Closure/Distance Learning Plan and the Alternatives to School Building Closure Plan.
 - Require proof of emergency plan from crucial vendors to prevent or minimize disruption in services to students.
 - Ensure contracts require proper hygiene protocols for service providers or products entering the building.
- Warning: Carefully vet new purchases independently and thoroughly. There will be many vendors using the current crisis to increase sales. Make sure the products are a good fit for the district's instructional plan and that these products are competitively procured even if the district is not required to do so.
- Apply for emergency relief funding when applicable.
- Assess, approve **and** track expenditures related to recovery. Maintain documentation of COVID-related expenses and keep current on rules for the expenditure of federal funds.
- If the LEA has active construction projects, expect an impact on the project from disruption of the economy and labor markets. Proactively work with design professionals and contractors and communicate any changes to the public.

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APPENDIX

- MSHSAA COVID-19 Re-Entry Form
- Montgomery County R-II COVID-19 Flow Chart
- COVID-19 Home Screening Tool

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