

NEW FRANKLIN R-1 SCHOOL DISTRICT

2020-21 SCHOOL YEAR

School Re-Opening Guidelines



New Franklin R-1 District Office
412 West Broadway
New Franklin, MO 65274-9602
(660) 848-2141
Superintendent: Brian Cordel

New Franklin Elementary
Principal: Dawn Shipp
(660) 848-2112

New Franklin MS/HS
Principal: Benji Dorson
(660) 848-2314

August, 2020

Dear New Franklin R-1 Families and Staff,

I hope this communication finds you safe. The administration of the New Franklin R-1 School district has worked over the last few months to create some guidelines for school re-entry. These guidelines represents collaboration between the Howard County Health Department, neighboring school districts, our school district and is supported by the Centers for Disease Control and Prevention (CDC), the Department of Elementary & Secondary Education (DESE), the Missouri School Board Association (MSBA) and the New Franklin R-1 School Board.

COVID-19 has impacted our lives in ways we could have never imagined when we dismissed school last March. Through this process, our community has been incredibly supportive of our school district. We came together to give our students continuing educational opportunities, provide support, and send our seniors off with a graduation, albeit a slightly non-traditional celebration. The school and community gathered resources together to provide our students with memories and experiences that will make this time period memorable in a positive fashion.

As we release this plan, it is important to remember a few particularly important points.

- 1. Our number one priority is the safety of our students and staff.*
- 2. This plan can change as new information becomes available.*
- 3. Your voices as parents, family members, students, and staff are valuable.*
- 4. This will require flexibility on the part of all involved.*
- 5. By exhibiting grace and kindness towards each other, we will succeed.*

As always, please feel free to reach out to your son/daughter's building principal of any concerns you may have in regards to these guidelines.

*Sincerely,
Brian Cordel,
New Franklin R-1 Superintendent*

New Franklin R-1 School District

School Reopening Guidelines

August, 2020

This Document is Supported by the Centers for Disease Control and Prevention (CDC), the Department of Elementary & Secondary Education (DESE), the Missouri School Board Association (MSBA) and the New Franklin R-1 School Board

This document contains school reopening guidance that aims to provide some clarity and consistency for New Franklin R-1 School District parents, students, and staff. At this time, there are no statewide health mandates related to K-12 school reopening. This document, as of now, centers around the proactive strategies that Missouri's K-12 schools can implement to mitigate the spread of COVID-19 and best protect their students, staff members, and communities, including minimum protocols regarding screening, physical distancing and masks/face coverings.

As health experts learn more about COVID-19, this document may continue to evolve to better inform K12 operations in Missouri and provide guidance on further protocols to prevent the spread of this virus. It is also important to note that local schools and local jurisdictions have the authority to implement more stringent or less restrictive preventative measures.

Screening

New Franklin will take temperatures as student either depart from the bus or enter the building. We strongly encourage all parents and caregivers to screen their children daily for symptoms at home prior to sending them to school.

Kdg.-1st grade students will enter the building at the West end of the Kdg-1st Grade Hallway doors. PK and 2nd grade students will enter the front of the elementary building. 3rd-5th grade students will enter the building at the West end of the 3rd-5th grade hallway doors. All secondary students will need to enter only through the new gym doors where their temperature will be taken as they enter. 6th-8th grade students will go to the old gym and spread out as they're waiting for the beginning bell. 9th-12th grade students will go to the new gym and spread out as they wait for the beginning bell.

New Franklin will limit all visitors from entering the building during the upcoming school year. Should a parent or visitor need to enter the building, once they are allowed in, they are to go to the front office secretary for a temperature check before being allowed to any other part of the building. All faculty and staff will have their temperatures taken daily as well.

Physical Distancing

Physical distancing is one measure that has been demonstrated to reduce the spread of COVID-19. Distances of three to six feet may be effective in reducing viral transmission. However, a person is considered a “close contact” of a case of COVID-19 if they are within six feet of the infected person for more than 15 minutes. Close contacts of cases require quarantine for 14 days from the last exposure. By observing physical distancing in schools and reducing contacts, we can limit the number of children (and staff members) who will need to quarantine if a positive case occurs in school.

Most elementary classes will keep students in cohorts and limit their exposure to other cohorts within the building for the majority of the day. This means students will stay with the same group of students and adults throughout the day. Most classes will implement and enforce assigned seating, and keep records of those seating charts to assist with identifying close contacts in the event a member of the school community is diagnosed with COVID-19.

Secondary hallway lockers will NOT be used. Gym lockers will be issued as needed but will be spread out. We ask that all secondary students carry their school supplies in a back pack throughout the day.

Face Masks

The CDC recommends the use of facemasks or cloth coverings. It is strongly recommended that students wear a face covering/mask during the school day when they are unable to maintain physical distancing guidelines. For instance, it is recommended for all students to wear a face covering/mask while on the bus, while in the hallways, lunch lines, entering and exiting the building, and in classrooms in which they are not able to maintain a minimum of three feet desk space.

Staff will be strongly encouraged to wear masks or shields at all times when working closely with students or when social distancing is not possible.

Recess and Physical Education

- Physical activity during recess and physical education class is important for a child’s physical, mental and emotional health. Students will engage in these activities with their primary cohorts (to the extent possible) to reduce the number of contacts. Recess will be

spaced out where classes (or cohorts) are outside at separate times or spread out. Most playground equipment will not be used.

Bus Transportation

During this pandemic, parents are encouraged to transport their son/daughter to school. If your student is riding the bus, the following protocol will be enforced to help reduce student contact and risk of infection:

- It is recommended that all bus riders wear a mask.
- Students will be assigned a seat and students will need to sit with their siblings.
- The bus will be loaded from back to front.
- Keeping windows open will help to ventilate the bus.
- Only full-time bus riders will be allowed to ride the bus.
- Students will only be picked up or dropped off on the student's primary bus route.

Meal Time

Breakfast – A grab and go sacked meal will be provided for students who wish to purchase a breakfast. Elementary students will go to the lunchroom to pick up their grab and go meal and go to their classroom. Secondary students will be handed their grab and go sacked meal after they enter the building through the new gym doors. 6th-8th grade students will take their meal to the old gym and 9-12th grade students will take their meal to the new gym.

Lunch - Kindergarten thru 1st grade will eat their meals spread out in the cafeteria. 2nd-5th grade will go thru the line and take their lunch tray to their classroom. Secondary students will be either spread out in the cafeteria, eat outside, or in one of the gyms.

No cash will be exchanged for meals. Students will only use “myschoolbucks” for meal purchases.

Music and Band Classes

The risk of transmission during music and band classes increases in older grades. Elementary students will remain in cohorts and be appropriately physically distanced. Holding these classes outdoors would be a safe alternative. Secondary music and band classes will be held in the room when numbers are small and spread out. Larger groups will go outside or to one of the gyms.

Water Bottles

The water fountains will be turned off to help prevent the spread of COVID-19. However, we have installed three new water bottle fillers in the building. Students are asked to bring their own water bottle jug to use throughout the day. We have water bottles donated to New Franklin that will be available free to students until the supply is exhausted.

On-Line Distance Learning

Should New Franklin have the need to send all students home either temporarily or for an extended time, students will be provided with a device (either an iPad or Chromebook) to take home. All teachers will be capable of instructing their class on-line via Zoom or Google Meet. The first few days of school will be dedicated to student on-line instruction. Should a student have weak or no Internet - a Wi-Fi access will be available north of the new gym where students will be able to access New Franklin's Internet from their vehicle. It will be necessary for all students to take their device and charger home every day. During this temporary closure, on-line teaching will begin immediately.

Arrangements will be made for students that prefer on-line distance learning for the entire semester instead of face-to-face instruction using either Zoom or Google Meet. Please contact the students building principal after August 6th and before August 19th for more information. Students/parents must commit for the entire semester of on-line instruction and all course work must be completed by the end of the semester. Students will not be allowed to participate in extra-curricular activities if using on-line distance learning the entire semester.

Special Education Services

Case managers/process coordinators will be contacting parents prior to the beginning of the school year to discuss current IEP's and make amendments to documents in order to prepare for the 2020-21 school year.

Extra-Curricular Activities

As per MSHSAA (Missouri State High School Activities Association), all school activities can begin as of August 10th. New Franklin will continue with all necessary precautions, but begin activities on August 10th. Should school need to be closed because of a positive COVID-19 case, all activities will cease until school resumes.

COVID-19 Student Symptom and Illness Policy

State statute gives public school districts the authority to exclude students who have a contagious disease, such as COVID-19, or who are liable to transmit the disease after having been exposed to it. In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine. New Franklin School will work closely with Howard County Health Department during this time.

We ask parents to please monitor their children at home **daily** for any symptoms of illness before sending them to school. Performing a daily screening before your student arrives at school reduces the likelihood that they will have to be isolated at school and sent home if experiencing COVID-like or other illness symptoms.

Individuals with COVID-19 can experience a wide range of signs and symptoms that may vary from very mild to severe. Students experiencing COVID-19 like illness during the school day may be excluded from school. Symptoms can include:

- *Fever (over 100 degrees) or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

Please report any COVID-like symptoms to the school when calling your student out sick. Please let the school know if your child or another family member receives a positive test result, or if you or your child has been in recent close contact with someone that has tested positive for COVID-19.

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

Temperature screenings

Students will have their temperature screened before they are allowed to enter the building. We ask that Elementary students only enter at the Elementary entrances and the Middle/High School students only enter at the gym entrances. The following procedures will be in place to help maintain adequate physical distance from one another upon arrival.

1. Bus riders

- Students will have temperatures taken, one at a time, as they exit the bus. Anyone with a fever will be isolated and a parent will be contacted for immediate pick up.

2. Car drop-off/drivers

- **Elementary** parents are to pull up in circle drive. Please have student stay in the vehicle until their temperature is taken. A staff member will come to the car and screen the student's temperature. If the student has a fever, they are to stay in the car and the parent/guardian will be asked to take the student home.
- **Middle/High** school students who get dropped off or who drive are to have their temperatures checked at the entrances by the gym and concession stand. If a student has a fever, they will be isolated and a parent will be contacted for immediate pick up.

Exclusion of student exhibiting symptoms

If a student exhibits symptoms of COVID-19 while in school, a parent/guardian will be contacted for **immediate** pick-up from school. Please make it a **priority** to pick your student up **within the hour**. The student will be placed in an isolation area and asked to wear a mask until they are picked up (if medically appropriate). This is for the protection and health of the student and those caring for him/her.

Please remember that the school nurse is not a Medical Doctor and it is outside of her scope of practice to diagnose medical issues. We recommend that you contact your medical provider

and follow their specific guidance regarding the next appropriate steps once your student is excluded.

Returning to School After Exclusion

Once a student is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. **Untested.** Persons who **have not received a test** proving or disproving the presence of COVID-19 but experience symptoms may return if the following **three conditions** are met:
 - a. They have not had a fever for at least **72 hours** (that is three full days of no fever without the use of medicine that reduces fevers); **AND**
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); **AND**
 - c. At least **ten (10)** calendar days have passed since your symptoms first appeared.

2. **Tested.** Persons who experienced symptoms and have tested **positive** for COVID-19 may return to school if the following **three conditions** are met:
 - a. They no longer have a fever (without the use medicine that reduces fevers); **AND**
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); **AND**
 - c. At least **ten (10)** calendar days have passed since your symptoms first appeared.

3. **Tested with no symptoms.** Persons who have **not had symptoms** but test **positive** for COVID19 may return when:
 - a. They have gone **ten (10)** calendar days without symptoms **AND**
 - b. They have been released by a health care provider.

** Students may also return if they are approved to do so in writing by the student's health care provider.

In accordance with state and local laws and regulations, schools are required to notify the local health department immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms his or her siblings or other students living in the same household will be assessed and if they exhibit symptoms, they will

also be excluded from school. If an excluded student tests positive for COVID-19, his or her siblings will also be excluded from school to self-quarantine at home for 14 days.

Self-Quarantine

If a student has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the student may be excluded from the school building and recommended that they self-quarantine for 14 calendar days.

Per the Howard County Health Department, the CDC currently defines a close contact as someone who was within 6 feet of an infected person for at least 15 minutes starting 48 hours before illness onset. Examples of close contact are: members of the same household, riding in the same car as an infected individual, and sharing a room or meal with an infected individual.

If you are a close contact to a person positive with COVID-19 and get tested, you must remember to quarantine for **14 days** even if you have a negative result. A negative result means at the time you were tested, you were negative. You can still develop symptoms and become positive 2-14 days after exposure to the virus. The decision to end the quarantine and self-isolation will be made by Howard County Health Department in the context of local circumstances, and include factors such as symptoms, time elapsed, and test results.

If you have been instructed by your medical provider or a Public Health Department to self-quarantine for any reason, please notify the school and follow the guidelines that have been given to you.

Confirmed Case of COVID-19 in the School Building

When there is a confirmation that a person infected with COVID-19 was in a school building, New Franklin School will contact Howard County Health Department immediately. New Franklin will work with the health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine if the building should need to close, and when to re-open.

New Franklin School will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

Should the school need to close, **all school activities will be cancelled or rescheduled**, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, and before and after-school programs. Parents/students and employees

will be encouraged to stay at home until more information is provided by New Franklin Schools or the health department.

***These guidelines may change at any time according to CDC and local recommendations.**

Acknowledgement of Student Symptom and Illness Policy 2020-2021

To parent(s) or Guardian(s):

The COVID-19 Student Symptom and Illness Policy has been provided to you and your student(s) to provide necessary information for their health and wellbeing and to provide guidelines for staff and students to follow that will help to promote social distancing and infection control during this difficult time.

Please read this policy with your son/daughter(s), and then sign and return to the school as soon as possible. Signature indicates that you have received and read the Student Symptom and Illness Policy.

Thank You,

*Brian Cordel
Superintendent*

*Benji Dorson
Secondary Principal*

*Dawn Shipp
Elementary Principal*

*Stacy Wells
RN School Nurse*

New Franklin R-1 Board of Education

Student's Name (printed) _____

Parent/Guardian Signature _____ Date: _____

(Signature indicates that you have received and read the Student Symptom and Illness Policy)

Note: **PLEASE RETURN THIS PAGE TO THE SCHOOL**