



Carl Junction R-1 School District

2020-2021 Operating Procedures



Hygiene

- Staff will be trained on healthy hygiene practices and teach these practices to students.
 - Avoid touching face, eyes, nose, and mouth.
 - Wash hands regularly with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing or sneezing.
 - Cover your cough by coughing into your elbow.
 - Stay home if you are sick.
- Alcohol-based hand sanitizer will be available in classrooms, offices, and buses for use if soap and water are not available.
- Custodial and maintenance staff will ensure that supplies are available to support healthy hygiene practices.
- Students and staff will wear masks during arrival and dismissal times each day and when social distancing is not possible. Students and staff have the option to wear masks throughout the school day.
 - One washable mask will be provided for each student and staff member if needed. Students and staff may wear their own personal masks. Masks will be stored in paper sacks provided by the district.
- Classroom doors will be propped open as much as possible, to allow for ventilation.
- Cohort grouping of students will be used to the extent possible.
- Students will sit in assigned seats.
- Regular water fountains will not be used. Students should carry their own clear water bottle to be used with the water bottle filling stations provided by the school.
- Parents are responsible for teaching healthy hygiene practices to their children based on the screening guidelines below.

Health Screening

- Staff screening
 - Staff members will complete self-screening, including temperature checks, at home prior to school arrival.
 - Staff will be provided a thermometer and COVID-19 checklist at school for use as needed.
 - A staff screening location will be identified in each building.
 - Staff members with a temperature greater than 100.4, symptoms consistent with COVID-19, or presumed or confirmed exposure to an infected person may not be on campus.
- Student screening
 - Parents or caregivers should monitor their children for signs of infectious illness every day. Students who are sick should not attend school in-person. Parents or caregivers should review this checklist each morning before the child arrives at school:
 - Symptoms- If your child has any of the following CDC guideline symptoms indicating a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others, students should remain at home.

Please check your child for these **Symptoms**:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- NEW uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline.)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- **Close Contact/Potential Exposure:**
 - Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
 - Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases
 - Live in areas of high community transmission
- Nurses will have the ability to create isolation areas as needed.

Return to School after Exclusion

- Once a student or employee is excluded from the school environment, they may return if they meet the recommendations of the CDC. Currently, those guidelines are:
 - Symptom(s) and No Close Contact/Potential Exposure: May return after symptoms improve and no fever for 24 hours without the use of medicine that reduces fever.
 - Symptom(s) and Close Contact/Potential Exposure: Students or staff should contact their health care provider for evaluation and possible testing. Contact the school before returning.
 - Positive COVID-19 cases: Students and staff may return to school as advised by the Jasper County Health Department.
- Students and staff may also return if they are approved to do so in writing by the student's or staff member's health care provider.
 - Staff members who are required to quarantine are expected to provide daily instruction via ZOOM and sub plans from home to support the substitute, students, and families.
 - Students who are required to quarantine are expected to continue their school work either online or with paper/pencil documents provided by the school/classroom teacher to the extent possible.

Medical Inquiries

- If a parent tells a school staff member that a student is ill, the school staff may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- School staff members may take the temperature of students, employees, and visitors to school property at any time during the school day or in situations where there is reason to believe that the person may be ill.
- If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19.
- If a person is obviously ill, school staff members may make additional inquiries and may exclude the person from school property.
- Teachers will be given direction on when to send students to the nurse.

- Contact Tracing
 - Classrooms will have assigned seating.
 - In the event of a positive COVID-19 case, families of students who should quarantine will be notified by the Jasper County Health Department.

Physical Distancing

- Students who sit at tables will not sit directly across from other students, when possible.
- Students will be encouraged to maintain physical distancing, 3 feet minimum and 6 feet preferred while on the district campus.
- Sharing of materials will be avoided when possible.

Cleaning and Disinfecting

- Hand sanitizer dispensers will be installed at main entrances, main offices, nurse's offices, restrooms, locker rooms, and wherever building administration deem necessary.
- There will be age appropriate restroom signage stressing the importance of hand washing.
- Placement of plexiglass barriers in all building offices.
- All classrooms will have supplies for cleaning of student desks and highly touched areas in classroom.
- K-6 restrooms will be disinfected daily after each scheduled restroom break.
- 7-12 restrooms will be disinfected three times daily: midmorning, lunch, midafternoon.
- High touch and common areas will be disinfected daily.
- Disinfection of entire building will happen on Tuesdays and Thursday weekly.

Transportation

- Family members or students residing in the same house will sit together. Other students will be seated with students of a similar grade.
- There will be assigned seating.
- Parents are encouraged to find alternate transportation arrangements if possible.
- Masks are required.
- Hand sanitizer will be available on every bus.
- Buses will be sanitized twice a week and more often if needed.
- If weather permits, buses will be driven with the windows open.
- Students will only be assigned one school bus for the first semester and possibly the year unless there is a change in residence. No riding home with friends or riding on different school buses during the year.
- Buses may be run at capacity, at times, with no way to ensure social distancing.

Visitors

- Parent, volunteer, and visitor access to school buildings will be restricted.
- All visitors will be required to wear a mask and have their temperature taken upon entry.
- The areas the visitor will go throughout the building will be documented.
- For face-to-face meetings, the district will first attempt to schedule virtual meetings through ZOOM.

- Please contact the building for in-person meetings to schedule a meeting time.
- Parents needing to pick their children up early should call the office ahead of time for instructions.

Instruction

- There are three methods of instruction provided: Traditional with safety measures in place, Virtual Learning, Blended Learning.
- Parents will determine the learning method by August 14, 2020.
- Parents are asked to commit to the chosen learning method for one semester.
 - **Traditional**
 - Students will attend school, in-person, 5 days a week for the entire school day.
 - Safety measures are in place.
 - **Virtual Learning (exclusively)**
 - Parents will be responsible for enrolling their children in virtual instruction through MOCAP.
 - Parents must complete and submit district paperwork to request school permission to enroll their children in MOCAP programs. Paperwork is accessed through the enrollment process.
 - The district will notify parents of MOCAP eligibility determination.
 - Requests to continue with virtual learning must be submitted and approved each semester.
 - Students who choose this option will not be eligible to participate in school sanctioned activities or sports.
 - **Blended Learning**
 - The district provides in-seat instruction when at school. Instruction away from school is provided by an online provider outside of the school district. The district preferred provider is LAUNCH, a Missouri-based company focusing solely on Missouri learning standards and taught by only Missouri teachers.
 - Parents will choose subjects for which their students will attend school.
 - This is on a subject/content area basis. Families will not pick days to send their children.
 - Parents will be responsible for enrolling their children in virtual instruction through MOCAP.
 - Parents must complete and submit district paperwork to request school permission to enroll their children in MOCAP programs. Paperwork is accessed through the enrollment process.
 - The district will notify parents of MOCAP eligibility determination.
 - Parents are responsible for transportation to school if school attendance is outside of normal bus route times.
 - Requests to continue with blended learning must be submitted and approved each semester.

Field Trips

- No field trips will be scheduled for first semester.
- Field trip viability will be reviewed each semester based upon the latest CDC guidelines.