

Belle Plaine Elementary School Covid Plans

The Building Leadership Team has completed many hours of planning and discussions to develop this plan. Input has been gathered from the following teachers and administrator:

- Amy Marsh, Preschool Teacher
- Brandi Boese, Fourth Grade Teacher
- Emily Gaskill, Kindergarten Teacher
- Ashley Allen, Title I Teacher
- Lisa Osgood, First Grade Teacher
- Midge Simmons, Principal
- Marti Detrick, Second Grade Teacher

The Belle Plaine Elementary School teachers and staff believe that all students deserve the best opportunity to learn from quality education provided in the safest possible environment. The purpose of this plan is to set the procedures and expectations our school will follow while dependent on the recommendations of the Sumner County Health Department. This plan is a living working document subject to adjustments as recommendations are imposed by the Kansas State Department of Education, Kansas State Board of Education, the Sumner County Health Department, and the Belle Plaine Board of Education. We respectfully and humbly trust in their guidance during what has proven to be uncertain times in education.

Three possible plans have been compiled to put into action depending on recommendations.

1. **Low Risk Plan**

This Low Risk Plan is on-site learning. It will consist of a full-time on-site school. Students and staff will be in the school building for learning. Students/parents may have the option for remote learning or to attend school on-site.

2. **High Risk Plan**

This High Risk Plan is remote learning. During remote learning, students will be doing all of their learning from home and not entering the school building. There are three different reasons for this plan to be put in place. The three different reasons for remote learning are: Alternative Remote Learning; Temporary Remote Learning; All Student Remote Learning.

3. **Moderate Risk (Hybrid) Plan**

This Moderate Risk (Hybrid) Plan would consist of a combination of the High Risk Plan (remote learning) and Low Risk Plan (on-site learning).

Low Risk Plan

This Low Risk Plan is on-site learning. It will consist of a full-time on-site school. Students and staff will be in the school building for learning. Students/parents may have the option for remote learning or to attend school on-site.

Building Area	Expectations
General	<ul style="list-style-type: none"> • Masks will be worn by all staff and students 5 years and up. • Temperatures will be taken daily of all staff and students. • Staff and students who check out of the building during the day will be rescreened upon their return in the school office. • Hands washed/sanitized each hour of the day by all for 20 seconds. <ul style="list-style-type: none"> ◦ Hands washed when transitioning from one area to another. (Within classroom and outside of the classroom) • Hygiene sanitizer stations will be placed at the office; front door; gym door; recess door; cafeteria, etc. • Social distancing will be practiced in all areas of the building as much as possible. • Students will use their own supplies and their personal belongings will be kept at their personal area in the classroom. • Cover coughs/sneezes with a tissue. • No handshakes; high fives or hugs. The class will develop a hand signal. • All supplies that can't be avoided in sharing will be disinfected before another student uses the item. • Signage will be posted throughout the building in regards to PPE.
Office	<ul style="list-style-type: none"> • Visitors are only allowed in the office and must answer standard questions via speaker before entering and/or be discouraged from entering; then must use hand sanitizer before approaching the counter. • Visitors must wear a mask. • Students will be encouraged not to enter the office, but if needed will use the side counter only. • Visitors who need to pass thru the office will be screened and temperature will be taken. • Middle School aides and high school aides will be screened at the office before entering the building.
Arrival to School	<ul style="list-style-type: none"> • All students (PreK-4) will arrive at school having their temperature taken wearing a mask, and parents will be asked to conduct an "At Home Screening Tool" each day for their child. • Preschool, functional skills students, and those eating breakfast will enter the building at the preschool door or the northeast door of the building off of N. Main street. • All other students will enter the building at the front door • Students who are at or above 100 degrees, will be asked to sit in the isolation room for 5 minutes and their temperature will be taken again. • If their temperature is cleared, students will then walk directly to their classrooms maintaining social distancing. • Bus students' temperature will be checked before boarding the bus. They will be escorted by the drivers to their classroom, maintaining social distancing.

Dismissal of School	<ul style="list-style-type: none"> • Staggered dismissal times by class/grade level. • At 3:15pm, preschool and functional skills students will be dismissed via the northeast door. • At 3:20pm, Kdg will be dismissed via front doors. • At 3:25pm, 1st grade will be dismissed via the northeast door. • At 3:25pm, 2nd will exit via southeast doors. • At 3:25pm, 3rd will exit via front doors. • At 3:25pm, 4th will exit via southwest doors. • Bus students will be dismissed at 3:20 pm and exit the building via the middle north doors.
Classroom Physical Setting	<ul style="list-style-type: none"> • Furniture/materials will be kept to the bare minimum to allow for social distancing of desks and all desks will be faced in one direction. • Coats/backpacks will be kept on the back of the student's chair for 1st-4th. PK-Kdg have personal areas for their things. • All furnishings with fabric and hard to clean surfaces will be removed. • Instruction delivery will be restructured to meet the needs of both the on-site learner and remote learner. • All seats will be assigned. • Logs will be used outside of each classroom for support staff; MS/HS aides; SCM staff. • Markers on the floor may be used for social distancing in order to line up when transitioning (specials/lunch).
Classroom Instruction	<ul style="list-style-type: none"> • Hygiene procedures practiced and modeled (handwashing, hand sanitizer, social distancing, mask usage, alternative to handshakes, disposal of PPE.) • Students/staff may remove their mask temporarily, but only if 6 feet of social distancing can be maintained. • Teachers may remove their mask during instruction if they are able to maintain 6 feet between themselves and any student or staff. • Communicate effectively and empathetically about pandemic and changes in school life. • SEL/Trauma procedures need to be communicated. • Procedures for transitioning need to be communicated. • Technology accessibility needs communicated and taught asap in case of remote learning. • Teachers will follow state guidelines for grade band competencies. • Minimal group activities • Utilize outdoor spaces if applicable. • Avoid sharing of materials as much as possible. If needed, items must be disinfected before being used by another. This includes pencil sharing. • Create individual supply bags/tubs for student materials to be near their desk space. • Classroom visitors outside of staff will not be allowed. • Classroom doors should remain open as much as possible (limits door handle use and helps with air circulation)
Restrooms	<ul style="list-style-type: none"> • It is recommended that students use restrooms during instructional time to reduce the number of interactions in the hallway. • PreK-2nd: Within classrooms as much as possible. • 3rd/4th: Use of hallway bathrooms is best with fewer students, so going as a classroom is not recommended.

	<ul style="list-style-type: none"> All water fountains will be closed. Students will use bottled water and encouraged to bring a refillable water bottle from home.
Hallways	<ul style="list-style-type: none"> Students will transition (specials/lunch) as a class, using social distancing and facing one direction. Markers will be placed in hallways for social distancing. Classes transitioning at the same time will be staggered and adjusted. PK/Kdg classes could use a rope with knots at 6ft to hold on to while transitioning down the hallway. First-fourth grade might consider at first as a model to better understand/judge the distance and set the procedures/expectations.
Recess	<ul style="list-style-type: none"> Alternative outside areas for recess might be considered other than playgrounds for grade level recesses. Lunch Recess: Staggered Lunches/Recess times will be created. Students will be required to wash hands after all recesses.
Breakfast	<ul style="list-style-type: none"> Temperatures will be taken as students arrive as stated previously. Students must wash their hands after temperatures are taken and they have been cleared. Students will be seated 6 feet apart in a staggered fashion at tables (grade level does not matter as siblings can sit close together) Markers/Spots on floor will be placed for social distancing while in line. Breakfast will be served in a 'Grab-N-Go' fashion.
Lunch	<ul style="list-style-type: none"> Students will be given a 'Grab-N-Go' box lunch, but will be given a choice of a hot or cold lunch, or a salad as their main course. Students must wash their hands prior to entering the cafeteria. Staggered lunch schedule will be used. Students will be seated staggered or on one side of the table (to be decided). Multiple tables will be used for a grade level of students Option: Have students eat in classrooms if enough supervision can be provided. Markers/Spots on the floor for social distancing in line.
Computer Lab	<ul style="list-style-type: none"> Students will be given a wipe/cleanser at the end of class to clean their keyboard and area. Clear shower curtains will be hung between each student chair to provide a barrier.
Functional Skills	<ul style="list-style-type: none"> Same expectations as other classrooms as much as possible or capable of doing. Student IEP's will determine expectations.
Visitors to School Expectations	<ul style="list-style-type: none"> No parents/visitors allowed beyond the office. Requirements will be to wear a mask if visiting the office and follow the expectations above for the Office. Meetings with parents will be done virtually as much as possible. If they cannot be for some reason, they will be contained to the Dragon's Den to allow for social distancing. The office conference room will not be used for meetings this year.
Staff Expectations	<ul style="list-style-type: none"> Temperatures will be taken daily and the 'At Home Screening Tool' will be used. Staff will wear masks, and possibly shields, but shields do not replace the mask.

	<ul style="list-style-type: none"> • Masks will be allowed to be removed, but only when social distancing of 6 feet is possible and can be maintained. • All staff are responsible to teach students of wearing masks, frequent hand-washing, using hand sanitizer, and minimizing contact (social distancing). • All other expectations of staff will be outlined during inservice days.
Student Expectations	<ul style="list-style-type: none"> • All students K-4th grade will wear masks according to SCHD. • Masks will be allowed to be removed, but only when social distancing of 6 feet is possible and can be maintained. • Backpacks/coats will be placed on the back of the student chair or placed with personal items in personal tubs. • Students are required to use their own assigned manipulatives/supplies. • All students will follow expectations set by school and staff regarding our Covid procedures/expectations and respond to any changes recommended to the school by the SCHD. Failure to do so, can result in student disciplinary action by staff and administration.
Nurse's Office	<ul style="list-style-type: none"> • Students will only use the hallway door to the nurse's office. • The nurse will wash hands between each student. • Students will have minimized visits for minor issues to the nurse's office. • The conference room will become the isolation room and the Dragon's Den will be used for staff meetings or necessary parent meetings.
PE	<ul style="list-style-type: none"> • Social distancing needs in the gym. • More outside activities will be utilized for social distancing. • Street shoes will be worn for most PE classes outside, but extra gym shoes will be needed.
Library	<ul style="list-style-type: none"> • Use of fogger on books when possible. • Books returned to the library will sit for one week before being reshelfed. This will allow books to disinfect. • Classroom expectations will be as any classroom listed above for Library class. • Procedures will be set by librarian as to how books will be checked out and checked into the library. Walking around the library to look for a book will be minimized.
Music	<ul style="list-style-type: none"> • Six feet of social distancing will be for adequate respiratory output. • Outside activities will be used when applicable.
Art	<ul style="list-style-type: none"> • All students will use their own art supplies that they bring themselves to class. • No sharing of materials.
IEP Meetings	<ul style="list-style-type: none"> • Meetings will be kept virtual if at all possible, otherwise it will be confined to the Dragon's Den.
ASQ (PreK/Kdg teachers) Meetings	<ul style="list-style-type: none"> • These meetings will be scheduled with the PreK/Kdg parents for August 27th & 28th when attending enrollment. • Parents will complete the questionnaire online after given the link at enrollment. • PreK will do their scheduled meetings on August 27th and 28th virtually. • Kdg will do their scheduled meetings on August 27th and 28th in person at the Belle Plaine Community Center.
Online Learning for those who choose	<ul style="list-style-type: none"> • The High Risk (Remote Learning) Plan expectations will be followed.

not to attend or can't attend school on-site.	
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High Risk Plan

This High Risk Plan is remote learning. During remote learning, students will be doing all of their learning from home and not entering the school building. There are three different reasons for this plan to be put in place. The three different reasons for remote learning are: Alternative Remote Learning; Temporary Remote Learning; and All Student Remote Learning.

Alternative Remote Learning:

A student/parent may choose remote learning as an alternative to on-site learning in the school building. This is a nine-week choice. If the student/parent wishes a different option after the quarter has begun, administration approval is needed.

Temporary Remote Learning:

A student/parent may choose temporary remote learning due to absences/quarantine.

All Student Remote Learning:

Remote learning requirements are issued for all staff and students.

Expectations for Any Reason of Remote Learning:

- PK-4th grade students will be given a device to use at home (PK-2: Ipad, 3-4: Chromebook).
- Parents must complete the 1:1 Technology Contract for the device.
- PK-4th grade students might also use packets of worksheets and manipulatives to incorporate hands on learning.
- Students are expected to be online during their teacher's instructional time in the classroom (i.e. students would not be expected to be online during recess, lunch, or other times directed by the teacher).
- Students will continue with the same curriculum as students on-site via video conferencing.
- Students will be assessed on the same standards and competencies as on-site students.
- All students will be accountable for their work and mastery of the skills in order to progress to the next grade level.
- Behavior expectations while online are the same for the remote learner and the on-site learner. Students are expected to be engaged and interacting within the classroom.
- The student will be expected to have daily contact with their teacher/staff.
- Attendance will be taken daily and/or when students are expected to be online.
- Arrangements will be made with parents for learning materials to be picked up from school.

All School Remote:

In the event the entire school must go remote:

- The above expectations will apply for all students.
- Students/parents will be given schedules from their classroom teachers.
- The first day no students will be onsite or online. This day will be designated for gathering of devices/instructional materials; and then distribution to students/parents by the afternoon.
- The Dragon Courier will be implemented similar to what was done in spring 2020.

Moderate Risk (Hybrid) Plan

This Moderate Risk (Hybrid) Plan will consist of a combination of the High Risk Plan (remote learning) and Low Risk Plan (on-site learning). The expectations of both plans will apply. Students will carry their devices to/from school each day.

- The preschool students will not have school on Wednesdays (Their normal Friday will become Wednesday).
- PreK-4th grade students will be split into two different groups: Group A and B. Parents will receive notification of which group their child is assigned.
- K-4 will learn on-site two days a week and remotely three days a week.

Monday	Tuesday	Wednesday	Thursday	Friday
Group A Remote Learning	Group A Remote Learning	PreK: No School K-4: Remote Learning (Deep Cleaning Day)	Group A On Site Learning	Group A On Site Learning
Group B On Site Learning	Group B On Site Learning		Group B Remote Learning	Group B Remote Learning