

# **Safe Return to In-Person Instruction and Continuity of Service Plan**



## **Southern Boone County R-I School District**

**Last Updated: September 23rd, 2021**  
(This plan must be re-evaluated in March 2022 and as needed)

Dear Southern Boone School Community,

The Southern Boone County R-I School District strives to provide the best learning environment for every student. Given the COVID pandemic and the global environment, we are facing today the district is working diligently to redesign our learning spaces and our approach to learning and instruction in order to provide a safe school environment for our students and staff. The District's administration is working closely with the Centers for Disease Control and Prevention and our local Boone County Health and Human Services for continued guidance and insight as we continue to maintain a compliant educational program, in spite of the challenges of the COVID pandemic. This document outlines the approaches the District will take in the coming months to provide a stable learning environment for each of our students.

Needless to say, the learning environment with the pandemic will be a little different. The district has a plan for ensuring students are assigned devices to assist in their learning as well as allowing for students to bring their own devices to school. To facilitate wifi, the district has improved our guest network, bandwidth and increased our filtering abilities to ensure safe content is accessible and that negative content is not allowed.

It is critical that the district ensure students have the technology they need at school and home. In the event of additional stay-at-home orders or school closures related to COVID transmission, our students must have access to online learning tools, as this offers our teachers the ability to provide a more robust and personal learning opportunity. The district will provide wifi access, or "hotspots" to those families who need such access. Hotspots will be available in our building libraries for check out by parents.

Lastly, the Southern Boone County R-I School District is known for our community approach toward working together to address needs, concerns, and difficulties. In times of concern, we come together to help each other and find solutions. The challenges of educating our students within the COVID environment is no different. We are committed to working together with parents, our community, local, state, and federal agencies to ensure that the district is doing all it can to provide for the individual needs of our students, as well as make certain they have a stable environment to learn within.

Respectfully,  
Christopher Felmlee  
Superintendent of Schools

## **District Mission Statement**

Excellence in Learning for All

### **District Goals**

Goal 1: Student Performance: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Goal 2: Highly Qualified Staff: Recruit, attract, develop, and retain highly qualified staff to carry out the district's mission, goals, and objectives.

Goal 3: Facilities, Support, and Instructional Resources: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

Goal 4: Parent and Community Involvement: Promote, facilitate, and enhance parent, student, and community involvement in the district educational programs.

Goal 5: Governance: Govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

### **Belief Statements**

We believe the purpose of our school facilities is to provide a place for teaching and learning.

We believe our school facilities should provide a safe and effective learning environment for our students.

We believe our schools are a resource not only for our students but for our community.

We believe our students should have adequate facilities that are up to date and well maintained.

We believe our school sites should be adequate for future growth.

We believe our schools should be welcoming and a place of pride for our community and students.

## Overview

This document outlines the district's response to the COVID 19 pandemic and explains the policies and procedures enacted in an effort to address the learning needs of all students in the Southern Boone School District. The Safe Return to In-Person Instruction and Continuity of Service Plan (SRCSP) will be used to meet the requirements of the Missouri Department of Elementary and Secondary Education (DESE) as well as the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER). This document will be posted on the district's web page at <https://www.ashland.k12.mo.us> and the link will be forwarded to state and federal governmental agencies.

The administration has consulted several government agencies such as state and federal educational departments, the Center for Disease Control and Prevention, and our local public health authority for technical assistance and guidance while composing this plan. The plan has been reviewed with the consultation of students, families, school and district administrators (including special education administrators), teachers, principals, school leaders, other educators, school staff, and where applicable, their unions. Additional groups served by the local educational agency, the school district, have also been consulted to review the SRCSP, including civil rights organizations, stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children and youth in foster care, migratory students, children who are incarcerated, and other underserved students. This plan is required to be reviewed and revised every six months.

The Safe Return to In-Person Instruction and Continuity of Service Plan (SRCSP) includes a description of and the extent to which the local educational agency, the school district, has adopted policies and procedures on the following: the universal and correct wearing of masks; physical distancing (e.g., including use of cohorts/podding); handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the state, local, territorial, or tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to educators, other staff, and students, if eligible; and appropriate accommodations for children with disabilities with respect to the health and safety policies.

The Safe Return to In-Person Instruction and Continuity of Service Plan (SRCSP) addresses how the school district will provide for the academic needs of students during any interruptions of in-person instruction. Further, the SRCSP addresses how the local educational agency will continue to provide for the social, emotional, and mental health

needs of students and staff during in-person instruction and during any interruptions of in-person instruction. The SRCSP also details how the district will continue to provide nutritional and health services.

Additionally, the Safe Return to In-Person Instruction and Continuity of Service Plan (SRCSP) outlines how the local educational agency has budgeted and expended American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) funds for mitigation strategies and has aligned practices and policy to the most recent CDC guidelines. The plan defines the action administrators are taking to meet each students' academic needs based on lost instructional time due to the pandemic through implementing evidence-based strategies. It also explains how students have been identified as the most impacted by the pandemic and therefore most needing assistance.

Lastly, the Safe Return to In-Person Instruction and Continuity of Service Plan (SRCSP) outlines how the district ensures that the interventions it has implemented will address the academic, social, emotional, and mental health needs of students, particularly those disproportionately impacted by the pandemic, including students experiencing homelessness, children and youth in foster care, and migratory students.

### **Policies and Procedures**

Southern Boone School District's response to the pandemic resulted in many day-to-day operational changes to our practices and educational program. The district continues to foster a positive relationship with our local Columbia/Boone County Department of Public Health and Human Services for technical assistance planning our school reopening. Public health will be involved and consulted with each positive case of COVID as well as exposures. Below are the details of the procedures the district has put into place for a successful reopening.

#### **Universal and Correct Wearing of Masks**

The district is not requiring facial cover or masks. People are encouraged to wear masks. If and when there is a new health order put into place, the district will fully comply.

**Bullying and harassment will not be tolerated. If a student or a parent of a student believes their student is being bullied or harassed they should immediately report this to the district and building administration.**

The district's bullying policy, JFCF, can be reviewed at:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=37&revid=i13mfUNluPjplu sNv6gSYJGw==&PG=6&st=bullying%20&mt=Exact>

The district maintains an electronic Bullying Incident Report Form. The form can be found at:

<https://docs.google.com/a/ashland.k12.mo.us/forms/d/e/1FAIpQLSfZpfx8zls9djgcxFxOTftW-cAdLKxlzIL0ibffsNPhkDGhnw/viewform>

The superintendent monitors the Department's Boone County, MO COVID-19 Information Hub

(<https://gocolumbiamo.maps.arcgis.com/apps/MapSeries/index.html?appid=478880b83d5e4d35b646d80fe6f2c2f6>) daily for local school district COVID cases. The District

maintains a dashboard of students and staff who have tested positive for COVID or have been exposed. This site can be found at,

<https://www.ashland.k12.mo.us/Page/1343>.

#### School Buses

CDC has ordered that all passengers utilizing public transportation wear a mask while being transported. This order also applies to school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's order. Learn more at

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>. For example, if a student attends a school where mask use is not required due to vaccination status (e.g., a high school with a high rate of vaccination), the student is still required to wear a mask on the school bus.

Our schools will provide masks to those students who need them (including on buses), such as students who forgot to bring their masks or whose families are unable to afford them. No disciplinary action should be taken against a student who does not have a mask.

All students who are riding district transportation will have an assigned seat on his/her assigned bus. Weather permitting, bus windows will be open to allow for proper ventilation during daily routes and proper cleaning procedures will take place in preparation for student groups on Southern Boone buses.

### Physical Distancing

Where and when possible, the district has taken measures to ensure physical distancing. This includes grouping students into cohorts in grades PreK-5th. Cohort grouping will be maintained and applied to the use of the cafeteria for student meals.

In an effort to comply with physical distancing, the district may restrict attendance by parents and patrons during its school-sponsored indoor and outdoor events. The Boone County Department of Health may require the district to restrict the use of the school facilities by outside organizations.

The district has taken precautions in our buildings serving our 6th-12th grade students. Although physical distancing is not always practical or possible throughout the day, efforts to use physical barriers, such as plexiglass, have been employed to prevent the spread of COVID. When possible, class sizes have been reduced. During meal times, students will be assigned seats, and contact tracing logs will be utilized and maintained.

### Handwashing and Respiratory Etiquette

The district has taken additional measures to ensure hand sanitizer is available in all classrooms, hallways, and areas where people gather. The district hired additional custodial employees to maintain a healthy learning environment. Ventilation improvements have been made in many of our classrooms and will continue to be included in our future construction projects.

According to the CDC, the district can no longer administer nebulizer treatments to students and staff. Also, inhalers must include an aero chamber.

### Contact Tracing

The district works closely with the Columbia/Boone County Department of Public Health and Human Services when contact tracing. The department's technical assistance has been helpful in ensuring consistent outcomes. The district continues to rely on the department's insight as to best practices. It is the administration and the board of education's priority to maintain healthy learning environments in all of our facilities.

Those individuals who have been fully vaccinated per the CDC guidelines are able to avoid quarantine if they do not have symptoms of Covid-19. Individuals who have tested positive for COVID are also able to avoid quarantine within a 90 day period.

Students that are not vaccinated or not yet fully vaccinated (two weeks after the last vaccine) that are identified as close contacts to a confirmed case should stay home

subject to the Diagnostic and Screening procedure below from the date of last known contact.

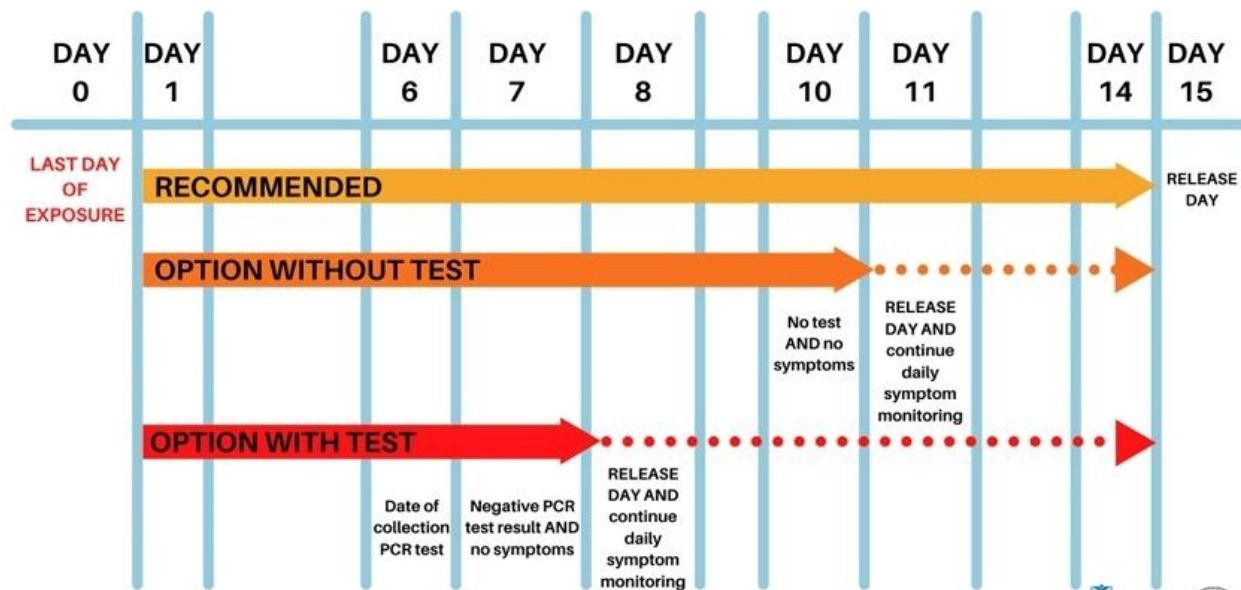
### Diagnostic and Screening

Parents are encouraged to take their child's temperature before school starts every morning. Students must be fever-free for 24 hours. Students with a suspected or confirmed case of COVID-19 should follow federal Public Health and Human Services (PHHS) guidance on when to return to school. Unvaccinated individuals without symptoms:

- 14-day quarantine
- 10-day quarantine without testing. Must monitor for symptoms.
- 7-day quarantine with a negative PCR test result (test must occur on day 5 or later). Must monitor for symptoms.

## QUARANTINE GUIDANCE FOR CLOSE CONTACTS TO COVID-19 CASES

This protocol is for close contacts who do NOT have symptoms. If a close contact develops symptoms at any time they should isolate immediately and get tested for COVID-19.



\*PCR tests are done in a medical setting, they are not rapid at-home tests

Students will be excluded from school if they test positive for COVID-19 and may be excluded from school if they exhibit one or more of the following:

- A fever of 100 degrees or greater
- Cough
- Shortness of breath or breathing difficulties
- Chills or shaking from chills
- Muscle pain



- Headache
- Sore Throat
- New loss of taste or smell
- Vomiting
- Diarrhea
- New Congestion/Runny nose
- Close contact with a person with positive COVID-19 in the last 14 days

If during the school day a student exhibits the above symptoms, they will be referred to the nurse. At the discretion of the nurse, parents will be notified and the student will be isolated from others (under supervision) and be given a mask to wear. Strict social distancing is required. The nurse will walk the student out of the building to their parents. Additionally, it is important for caregivers to keep students exhibiting the above-listed symptoms home from school in an effort to maintain a safe learning environment for all students.

Students may return to school **UNTESTED** for COVID-19 when all of the following conditions are met:

- Fever free for 72 hours without the use of fever-reducing medication
- Symptoms have improved/resolved
- If no alternate medical diagnosis, 10 days have passed since symptoms began

Students may return to school after testing **NEGATIVE** for COVID-19 when all of the following conditions are met:

- Fever free for 24 hours without the use of fever-reducing medication
- Symptoms have improved/resolved
- Documentation of a negative PCR COVID test
- May return on day eight

Students may return to school after testing **POSITIVE** for COVID-19 when all of the following conditions are met:

- At least 10 days have passed since the onset of symptoms
- Symptoms are improving or resolved
- Fever free for 24 hours without the use of fever-reducing medication
- Clearance from a physician/health department or documentation of a positive test

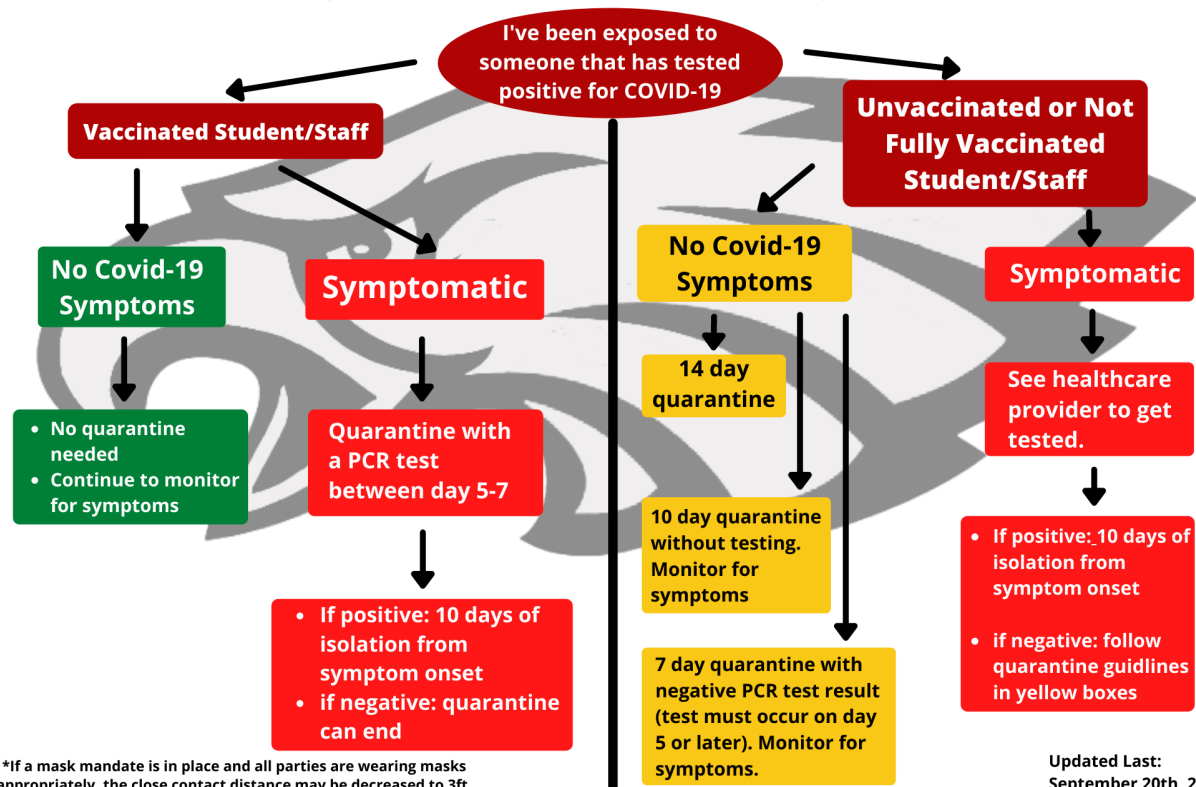
Students who are **ASYMPTOMATIC** and **POSITIVE** for COVID-19 may return when all of the following conditions are met:

- Still asymptomatic
- At least 10 days have passed since a positive test
- Clearance from a physician/health department or documentation of a positive test

Please note that if your child has not been fully vaccinated and has been in close contact with a person who tested positive for COVID-19, they must follow the district's quarantine guidelines.

## Southern Boone School District COVID-19 Close Contact Flowchart

A close contact is defined as someone who is within 6ft of a COVID positive person for 15 minutes or more over a 24 hour time period\*



If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be excluded from school and required to self-quarantine.

If a student or employee 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 school district may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

As soon as the school district becomes aware of a student or employee that may have COVID-19 or that has been excluded from school or recommended to self-quarantine, the custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected. If the school is not open when a notification occurs,

the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or the school is in session, the cleaning will occur immediately.

When new guidance is issued, the superintendent will update the Safe Return to In-Person Instruction and Continuity of Service Plan for board approval, and a Special Board Meeting will be scheduled as soon as possible. The members of the board have the final authority on the contents of the Safe Return to In-Person Instruction and Continuity of Service Plan.

#### Vaccinations to Educators, Staff, and Students

The district has hosted four vaccination clinics for adults and students over the age of 12. The district will continue to host vaccination clinics in the future and work closely with the Columbia/Boone County Department of Public Health and Human Services to coordinate these clinics in our community.

The district recommends that everyone become vaccinated.

#### Accommodations and Lost Instructional Time

As a result of the uncertainty related to the pandemic, families may wish to research the virtual options the district can offer. If you would like additional information, please call the central office, at (573) 657-2147, and speak to our Assistant Superintendent, Dr. Roth. He can help you facilitate this transition. Realize, as of now, students who are enrolled in all-day virtual learning are ineligible to participate in school-sponsored activities and athletics.

Additional accommodations will be available to our students who are struggling with academic achievement. The district has extended tutoring opportunities during the day and after school for students in need. The teachers, counselors, and administrators continue to monitor every student's achievement and maintain open communication with parents to ensure the academic success of all students.

Students with disabilities will continue to receive services and therapies as prescribed in their Individual Educational Program (IEP) or 504 plan. Disruptions to services due to the pandemic will be made up as is required by law.

#### **Academic Needs of Students**

With so many uncertainties ahead of the academic year, the Southern Boone County R-I School District has developed the following academic methods of learning to ensure the safety of our students and employees. The different scenarios will be enacted as a

result of guidance from the Columbia/Boone County Department of Health and Human Services as well as state agencies.

**Method of Learning 1: REGULAR FIVE DAY INSEAT INSTRUCTION**

**Monday      Tuesday      Wednesday      Thursday      Friday**

In-person learning for all students

**Method of Learning 2: ALTERNATIVE METHODS OF LEARNING ONLY, NO IN-PERSON LEARNING**

**Monday      Tuesday      Wednesday      Thursday      Friday**

AMI for all students

Currently, the district is planning on the use of Method of learning 1, regular five-day in-seat instruction. If a decision is made to transition to Method 2, alternative methods of learning only, no in-person learning, communication will be made through the district's web page and Remind text messages.

The administration will monitor daily building student attendance. In the event that the building is struggling to cover instructional assignments, the building will change the method of instruction. Due to the ever-changing environment, we find ourselves in, the administration requires flexibility to change the method of instruction for the sake of public health.

**Mental Health Services**

The teachers and administrators realize the time away from traditional instruction has been difficult as have the stresses that are associated with the pandemic. The school district will provide services to students based upon parent referral. The district is working closely with several agencies that may be of no cost to our families. The Family Access Center of Excellence, Burrell, and the Boone County Schools Mental Health Coalition is assisting the district with services that are available to all students and potentially their families. We also offer services with our district counselors. Please reach out to the building administrators, nurses, and counselors if you feel your student or family may benefit from additional services.

**Foodservice**

The procedures associated with food service will vary within each building and the needs of the students. Please refer to the building administration for specific procedures. In general, each building will maintain physical distancing between student cohort groups. When Columbia/Boone County Department of Public Health and Human Services issues health orders mandating social distancing, meals may be served in student's classrooms as opposed to the cafeteria.

The District has applied for federal foodservice assistance for all of our students. During the 20-21 and 21-22 school years, the district will provide free meals to our students. Free meals will also be offered to our students who are receiving instruction that is not in-seat. When the district must change its method of instruction from in-seat, meals will continue to be offered to all students.

### Athletics and Activities

The Southern Boone County R-I School District plans to provide students the opportunity to participate in extracurricular activities. While offering these opportunities, the district will prioritize the health and safety of students and staff by adhering to the CDC and Columbia/Boone County Department of Health and Human Services recommendations. We understand that as we abide by those recommendations, some, if not all, of those opportunities may be limited in the extent to which they can be provided.

Additionally, the Missouri State High School Activities Association (MSHSAA) will outline guidelines as to how athletics and activities will be offered at district high schools and middle schools. As a district, we understand the importance of offering these opportunities to our students and will continue to make every effort to do so. However, we know there may be decisions made by local, state, or national organizations that may prohibit some, if not all, extracurricular activities from taking place. To the extent possible, we expect all athletics and activities that can be performed in accordance with CDC recommendations will be available for student participation. Lastly, students who are 100% in virtual instruction, will not be eligible to participate in District-sponsored activities or athletics.

The Southern Boone County R-I School District is committed to providing all co-curricular opportunities (including Scholar Bowl, Band, Choir, and Theater) possible while adhering to CDC and Columbia/Boone County Department of Health and Human Services recommendations. Certain opportunities may be limited to the extent to which they can be offered due to physical distancing and gathering size recommendations. Some of the co-curricular opportunities may only be offered virtually. The offering of and participation in co-curricular will require flexibility by students, families, and sponsors.

- Before or after school practice in larger spaces to account for physical distancing.
- Multiple “practice times” in order to promote smaller group sizes and physical distancing.
- Students and staff wearing masks due to inability to consistently maintain physical distance.

- Adjusting performances and competitions to adhere to gathering size and physical distancing recommendations.

Local and state organizations may provide further guidance to schools on how to provide these opportunities while prioritizing student and staff safety. School officials will communicate that information upon availability.

The Southern Boone County R-I School District is committed to adhering to CDC and Columbia/Boone County Department of Health and Human Services regulations and guidance. If a student or coach/sponsor tests positive for COVID-19, the administration will follow the District's COVID-19 Close Contact Flowchart.

Please realize that the district encourages spectator attendance and participation in all activities, games, competitions, and performances. There may be situations when there are restrictions and exclusions. The district will review recommendations from national, state, and local health organizations while prioritizing the safety of students, staff, and families. It is likely that limited numbers of spectators will be allowed to attend games, competitions, and performances. It is also possible that some sports and activities will be able to compete and perform while others will not. Restrictions concerning these events will be determined by state and national organizations. School officials will communicate that information as it becomes available.

Please keep the following in mind additional requirements may be in place during competitions or performances. Essential personnel only will be allowed near students during games and competitions. Those individuals will maintain social distance when possible. Players on the sidelines may be required to physically distance themselves when not in the game. Multiple events may be necessary in order to ensure proper physical distancing while performing (band, choir, orchestra, theater). Live-streaming services for events will be offered when possible.

### **Budget and Expenses related American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Funds**

The employees of the district and the members of the board of education are dedicated to developing the best possible learning environment for all of our students. The district has used federal funds in a variety of ways to make major improvements to our academic programs

Federal funds have been used to assist with our mitigation efforts. Supplies related to maintaining a clean learning environment have been purchased. These various supplies

include everything from gloves, disinfectant wipes and related products, masks, thermometers, and cleaning equipment.

Federal funds have been, and continue to be, used to supplement our educational program. Funds have been specifically used to sustain salaries for employees affected by stay-at-home orders during the height of the pandemic. During the 2021-2022 school year, federal funds will also be used to supplement specific employee salaries.

Using assessment data in each building, students have been identified who have experienced delays in their learning due to missed educational opportunities. Federal funds have been allocated to implement evidence-based strategies, such as hiring new educational positions in the district to meet our students' needs in academic achievement due to COVID and the pandemic in general. Combining new personnel and curriculum and assessment improvements will result in improved student achievement, especially in those who need us the most.

Federal funds have also been used to make technical improvements to our instructional programs. Chromebooks, hot spots, additional access points, and fiber have been purchased to sustain and improve student access to the internet, and allow for remote and virtual instruction to occur throughout all grade levels.

### **Extended Employee COVID-Related Paid Leave**

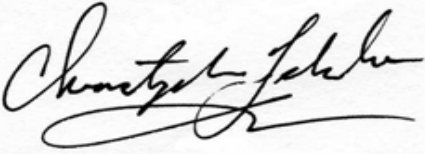
The members of the board of education have approved extended employee COVID-related paid leave. Employees, when appropriate for their position, may work hourly virtually. Virtual worked hours will not count against the employee taking time off from work. When an employee must miss work due to a COVID-related absence, they will be eligible for extended COVID leave after the employee has used two of their personal paid time off days. Under these conditions, once an employee has used two of their paid time off days, the district will cover the remainder of the COVID leave. COVID paid leave is capped to 160 hours per employee. Each COVID leave event will require the employee to expend two paid time off days before COVID paid leave is applicable. Employees are encouraged to follow the COVID-19 Close Contact Flowchart and return to work as soon as possible. COVID-related paid leave is not transferable, will not apply to paid leave buy-back as defined in policy GBBB, and will expire June 30, 2022.

### **Your Voice is Necessary!**

The Safe Return to In-Person Instruction and Continuity of Service Plan will be publicly reviewed every six months. During these reviews, your opinion is critical toward maintaining the strongest academic program we can provide. The next meeting will be in December 2021. Additional information will be posted on the district's website, email,

and with the Remind app. Please feel free to call the central office at (573) 657-2147, or stop in anytime if you have questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "Charlotte L. Feltus". The signature is written in a cursive style with a prominent flourish at the end.