



Lebanon R-3 School District

SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN (SRCSP)

Approved 8/11/20

Updated 6/22/21



INTRODUCTION

The Lebanon R-3 School District is focused on the mission to “inspire a passion for learning through positive relationships, personalized experiences, and a focus on the future.” In the course of operating with that purpose, it is important for the District to ensure that safe operations are continued in order to maintain the health and safety of students and staff. Many lessons have been learned over the past academic year. The following document is intended to reflect the lessons learned, providing clarity in regard to how schools will operate during the 2021-22 school year.

SAFE OPERATION LEVELS

In order to better inform parents, students, and staff of the current situation of the District and how best to prepare for situations; the District will use three “safe operation levels” so everyone can plan and prepare for what to expect. The District will update its Safe Return To In-Person Instruction and Continuity of Services Plan (SRCSP) as needed throughout the year. Any changes will be communicated with stakeholders and the latest version will be published on our website.

The District will consistently review the following in determining its current situational level:

1. Current community infection rates
2. Current community vaccination rates
3. Current student and staff vaccination rates
4. Guidance from the CDC, DESE, Missouri Department of Health, Laclede County Health Department, as well as other appropriate agencies

Level 1: GREEN

- School activities will be as normal as possible.
- Social distancing will be used when possible.
- Masks are optional in all situations for students and staff. The District may require visitors to use masks.
- Visitors to buildings may be restricted or limited.
- Hand washing/hand sanitizer will be available and frequently encouraged.

Level 2: YELLOW

- Classes will either take place in person, not at all, or online if allowed by the state.
- Restrictions on school activities may be in place.
- Capacity and attendance limits may be established for events or school activities.
- Masks may be required for students and staff in all buildings for all students (PK-12th grade) and any adults at all school activities on or off campus (District procedures will be developed from CDC and health department).
- No visitors in buildings (includes parents).
- Hand washing/hand sanitizer will be available and frequently encouraged.

Level 3: RED

- Classes will not take place in person. Online learning will take place if allowed by the state.
- School buildings will be closed to students. Staff may still work from school to administer online classes.
- Health screenings will occur prior to entering buildings. Social distancing will be mandatory.
- All activities will be canceled or rescheduled.
- Re-entry plan will be determined for safe return to school.

SAFETY AND MITIGATION PLANS

Home Screening:

- Families and staff are encouraged to monitor temperatures daily before leaving their home.
 - Anyone with a fever of greater than 100 degrees should not come on any school campus. Students should be fever-free for 24 hours without fever-reducing medication(s).
- It is recommended to also screen for additional symptoms including: shortness of breath or difficulty breathing, coughing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting and diarrhea. Students experiencing any of these symptoms should stay at home and consult their healthcare provider.

It's important to note some COVID-19 symptoms overlap with seasonal allergy and cold symptoms.

Personal Protective Equipment (PPE) & Masking

Masks are an important strategy to reduce transmission of COVID-19, primarily by reducing the spread of infection from the wearer to those around them. The use of masks can provide an additional layer of protection against the spread of infection, helping us to keep our schools open for in person student learning.

- Effective wearing of masks includes a snug fit around the face covering the chin and nose.

Physical Distancing

Physical distancing is one measure that has been demonstrated to reduce the spread of the coronavirus. Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting sick.

Distances of three to six feet may be effective in reducing viral transmission.

- A person is considered in “close contact” of a case of COVID-19 if they are within six feet of the case for more than 15 minutes.
- Close contacts of cases *may* require quarantine for 14 days from the last exposure.
- By observing physical distancing and reducing contacts, we can limit the number of children and staff members who may need to quarantine if a positive case occurs in school.

Best efforts will be made related to social distancing. However, there will be no guarantee that all students will be socially distanced apart from one another, as we must work with the building space and capacity available. The following procedures may be followed:

- Schools will strive to keep students in groupings/cohorts and minimize their exposure to other groupings within the building.

Hand Washing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Cover Coughs and Sneezes (Respiratory Etiquette)

If you do not have your cloth face covering on, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

General Sanitation Procedures (Healthy Facilities and Ventilation)

- All Lebanon school buildings and classrooms will be sanitized daily. The Lebanon School District will maintain adequate supplies of soap, paper towels, hand sanitizer, and other cleaning materials throughout each school.
- Staff and students will take regular “hand washing” breaks and will frequently use hand sanitizer.
- Staff will clean frequently-touched surfaces and objects (i.e., tables and doorknobs) with District-supplied cleaning and disinfectant products. Computer safe disinfectant methods will be used for computers and keyboards.
- Students are encouraged to bring their own water bottle.
- Proper care will be taken in providing proper ventilation throughout the school District

In the Event of a Positive Case of COVID-19 (Contact Tracing Procedures)

If there is a positive case within a school setting, the District will comply with local health department guidance. This could range from a complete or partial quarantine to no quarantine, based on the level of exposure. Additional cleaning and sanitation procedures will also be followed to ensure that the building has been treated. All procedures implemented will be based on health department recommendations and in accordance with policy.

In the event of a positive case of COVID-19 in our schools, we will follow the latest guidance from the health department:

- An individual deemed to be a “close contact” may be quarantined for up to 14 days from date of exposure.
- A person is considered in “close contact” of a case of COVID-19 if they are within six feet

of the case for more than 15 minutes (defined by the latest CDC guidance).

- If both parties are wearing a mask, it may reduce the chance of quarantine.
- If individuals are vaccinated, they will not need to quarantine.
- Targeted disinfecting will take place.
- All cases will be evaluated on a case-by-case basis in coordination with the Laclede County Health Department. Communication and re-entry will be determined based on guidance from the health department.

In the event of a suspected case of COVID-19 in our schools:

- While at school, if the nurse determines symptoms may be COVID-19 related, the employee or student will be temporarily separated from others until able to go home.
- If tested, individuals will be asked to quarantine pending COVID-19 test results.
- Students and staff will only be allowed to return to school following the Health Department's guidance.

Diagnostic and Screening Testing

- The District will provide free on-site COVID-19 testing to students and staff who demonstrate symptoms (as supplies are available).

Vaccinations

- Vaccination protects stakeholders and also helps prevent quarantines, which can impact learning and experiences.
- The District will partner with healthcare providers to offer vaccination clinics throughout the year.
 - Available to school staff and eligible students (with parent request and permission).
- District families and staff can find more information about the COVID vaccine and sign up for vaccinations [here](#).

High Risk Populations (Children with Disabilities)

All families and staff are encouraged to review the guidance from the Centers for Disease Control (CDC) pertaining to [high risk populations](#).

Students

Any student who may be considered to be at higher risk should consult with their physician to determine whether it is safe for them to participate in face-to-face instruction, or whether they are better suited to participate virtually. Depending on CDC guidance and potential concerns regarding your student, the District may require a physician's note prior to allowing face-to-face instruction.

Nursing

- Health Services staff regularly keep a log of health room visits. The name of all persons seen with fever and new cough will be recorded. Due to student privacy, these records

are not public, however, information may be shared with the Laclede County Health Department, as appropriate.

- The Laclede County Health Department will provide guidance on students and staff who have had contact with people who are suspected COVID-19 positive.

BUILDING PRECAUTIONS

In order to minimize the exposure of all students and staff to others outside of their assigned small groups, non-essential visitors and parents may not be permitted beyond the secure vestibules at school buildings depending on the District's safe operation level.

School Building Access

- All entrances to schools will be secured.
- Entry into schools may be restricted to staff and students depending on the District's safe operation level. Visitors and volunteers may be limited and may need pre-approval from the building principal.
- If a student needs to be picked up for any reason, school personnel will accompany the student to the main entrance and await the arrival of the parent/guardian.
- Schools may identify options to conduct meetings with families remotely (conference call or videoconference) so parents can continue to engage with teachers (e.g. parent-teacher conferences) and participate in necessary discussions (e.g. Individualized Education Program (IEP) and 504 plan meetings; discipline conversations).
- If visitors are unable to join a remote meeting or conduct their business without entering the building, schools may screen the visitor for COVID-19 by asking questions about symptoms and performing a temperature check, and then limit the visitor's movement throughout the school building. Schools may designate a visitor space/room where physical distancing measures are enforced.
- A record of visitors inside the school will be kept, to include areas of the school that were visited and the time the visitor entered and exited the building.

Gatherings, Events, and Field Trips

- Staff may pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.
- Virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, may be used depending on the District's safe operation level.
- Options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities may be utilized.

STUDENT SUCCESS

Safety for students and staff is the District's highest priority, so student learning and experiences continue. The District believes relationships between teachers and students are critical to successful learning and overall well-being. Relationships are best formed for most students through face-to-face interaction. When safety permits, the priority will be to have students meet for face-to-face instruction. Regardless of the safe operating level in place, continuity of learning and services will be provided through the District's alternative methods of instruction (AMI) plan and as described below.

ELEMENTARY LEARNING

Student learning in the areas of reading, writing, and math are fundamental to overall student success. Each student's performance in these areas will be assessed throughout the year and targeted interventions/enrichment will be provided.

Preschool Face-to-Face Classes

- In Pre-K classrooms, every effort will be made to maintain cohorts or stable groups (children will remain in one classroom for learning).
- Large gatherings (such as all-school assemblies and school-wide celebrations) may not occur depending on the District's safe operation level.
- Classroom protocols may include assigned seating and other measures to minimize contact.
- Schools will make reasonable best efforts to minimize risk, however, attending school in-person will introduce a greater risk of exposure.
- Individual school closures will be included in the protocol based on the number and frequency of individuals having positive tests for COVID-19.

Preschool Virtual Learning

- Optional virtual learning classes will not be available to preschool-aged students unless the District is closed.
- In the event of a school closure, teachers would continue to deliver instructional activities through various mediums including Zoom, other digital resources, and/or instructional packets. Students will be expected to participate and complete activities as outlined by their teacher

Elementary Face-to-Face Classes

- Depending on the District's safe operation level, attempts may be made to ensure students can social distance from their peers. In the classroom, desks and or tables may be spread out as best as possible to allow students additional space.
- Students may be given an assigned seat and will not share school supplies with other students.
- Cohort groupings by class and grade level help minimize staff and student exposure.

- Frequent hand washing and sanitizing breaks will be provided to students.
- Water fountains may be restricted and students will be encouraged to use personal water bottles.
- Large gatherings (such as all-school assemblies and school-wide celebrations) may not occur depending on the District's safe operation level.
- Buildings and classrooms will be sanitized daily, with high-traffic areas being cleaned more frequently.
- Schools will make reasonable best efforts to minimize risk, however, attending school in-person will introduce a greater risk of exposure.
- Individual school closures may occur when individuals have positive tests for COVID-19, if determined appropriate, after guidance from the local health department.
- In the event of a school closure, teachers will transition instruction to Google Classroom and students will continue learning virtually until the school reopens. During a closure, students will be expected to participate and complete assignments as if they were face-to-face. A wireless hotspot will be provided to any student that does not have internet access at home.

Specials Classes

- Students will continue to attend "special" classes (Physical Education, Art, Music, STEM Lab, Library).
- Frequently touched surfaces will be sanitized between classes.
- Modifications will be made to the curriculum and instruction to limit shared supplies.
- Every attempt will be made to ensure students can social distance from other peers.

Food Services

- If necessary, procedures to reduce the number of students accessing meals at one time **may** include:
 - Delivering meals to students in their classroom, if cafeteria dining needs to be suspended.
 - Extending transition periods between lunch shifts to decrease the number of students entering or exiting the cafeteria at one time.
 - Additional lunch shifts to decrease the number of students eating in the cafeteria at one time.

Elementary Virtual Learning

- Students in grades K-5 will have the opportunity to "opt out" of face-to-face classes and enroll in a virtual learning option. Virtual classes will be taught by Lebanon teachers and will provide families a K-5 solution that supports student engagement, success, and safety. Teachers will utilize interactive resources and materials to teach grade level standards in language arts, mathematics, science, and social studies.
- Students must enroll in virtual learning for at least one semester. Students will only be allowed to enroll in virtual learning or "opt out" of face to face learning during the set enrollment windows.

- Students will receive lessons and assignments each day and will engage with their teacher on a daily basis. Students will be expected to check in to their class and participate on a daily basis. While there is greater flexibility in a student's schedule, this option requires self-discipline and greater parent/teacher communication to ensure the student is making adequate progress.
- Grading practices for students will follow the same format as face-to-face classes and will appear on the student's academic record.
- Students enrolled in virtual learning will still be considered a Lebanon R-3 student and will be expected to complete all assignments and assessments provided by the teacher.
- The District reserves the right to remove the student from virtual learning if deemed not in the best educational interest of the student.

SECONDARY LEARNING

Student learning in the areas of reading, writing, and math are fundamental to overall student success. Each student's performance in these areas will be assessed throughout the year and targeted interventions/enrichment will be provided.

Face-to-Face Classes

- Depending on the District's safe operation level, attempts may be made to ensure students can social distance from their peers. In the classroom, desks and or tables may be spread out as best as possible to allow students additional space.
- Students may be given an assigned seat and will not share school supplies with other students.
- Cohort groupings may be used to minimize staff and student exposure.
- Depending on the District's safe operation level, students and staff in grades 6-12 may be required to wear masks when physical distancing cannot be achieved, such as full classrooms, passing periods in hallways, meal lines, etc.
- Students and staff in grades 6-12 may remove masks when physical distancing can be achieved, in addition to physical education classes, during meals, and other times and situations deemed appropriate by school administration.
- Frequent hand washing and sanitizing breaks will be provided to students.
- Water fountains may be restricted and students will be encouraged to use personal water bottles.
- Non-essential large gatherings (such as all-school assemblies and school-wide celebrations) may not occur, depending on the District' safe operation level.
- Buildings and classrooms will be sanitized daily, with high-traffic areas being cleaned more frequently.
- Use of hall lockers at LMS and LHS may be limited.
- Schools will make reasonable best efforts to minimize risk, however, attending school in-person will introduce a greater risk of exposure than virtual learning.
- Individual school closures may occur when individuals have positive tests for COVID-19, if determined appropriate, after guidance from the health department.

- In the event of a schoolwide closure, teachers will transition instruction to Canvas and students will continue learning virtually until the school reopens. During a closure, students will be expected to participate and complete assignments as if they were face-to-face. A wireless hotspot will be provided to any student that does not have internet access at home.

Food Services

- If necessary, procedures to reduce the number of students accessing meals at one time **may** include:
 - Orchestrated group releases to stand in line in food service areas;
 - Assigned seating for students;
 - Expanding eating areas (students may have additional places to eat); and,
 - Delivering meals to students in their classroom if cafeteria dining must be suspended.

Virtual Learning

- Students in grades 6-12 will have the opportunity to “opt out” of face-to-face classes and enroll in a virtual learning option. Virtual courses will be offered through LAUNCH. The Lebanon R-3 School District partners with Springfield Public Schools to offer more than 100 virtual course options including dual enrollment and advanced placement courses. All Launch courses are built by curriculum specialists, teachers and digital developers and are aligned to Missouri Learning Standards. Each Launch course is taught by a highly qualified Missouri educator.
- Students must enroll in virtual learning for at least one semester. Students will only be allowed to enroll in virtual learning or “opt out” of face to face learning during the set enrollment windows.
- Students are still eligible for MSHSAA Sports and Activities, if they meet the enrollment and credit requirements ([MSHSAA By-Law 2.3.4.b](#))
- Students will receive daily lessons/assignments and will engage with their teacher on a daily basis. Students will be expected to check in to their class and participate on a daily basis. While there is greater flexibility in a student’s schedule, this option requires self-discipline and greater parent/teacher communication to ensure the student is making adequate progress.
- Grading practices for students will follow the same format as face-to-face classes and will appear on the student’s transcript.
- Students enrolled in virtual learning will still be considered a Lebanon R-3 student and will be expected to complete all assignments and assessments provided by the teacher.
- The District reserves the right to remove the student from virtual learning if deemed not in the best educational interest of the student.

Extracurricular Activities (including Athletics, Cheer, Dance and Marching Band)

Lebanon R-3 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 Laclede County Health Department (LCHD) recommendations.

Additionally, the Missouri State High School Activities Association (MSHSAA) and the Ozark Conference may further outline guidelines as to how athletics and activities will be offered at our high school and middle school. 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 affect some, if not all, extracurricular activities. To the extent possible, we expect all athletics and activities that can be performed in accordance with local and state recommendations, will be available for student participation.

Co-Curricular Activities (including Speech and Debate, Band, Choir, Theater, TSA)

Lebanon R-3 is committed to providing all co-curricular opportunities possible while adhering to LCHD recommendations. Certain opportunities may be limited to the extent in which they can be offered due to physical distancing and gathering size recommendations. Offering of and participation in co-curriculars will require flexibility by students, families and sponsors which may include, but are not limited to:

- 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.

SOCIAL, EMOTIONAL, AND MENTAL HEALTH NEEDS

Each student’s social, emotional, and mental health plays a critical role in their academic performance and overall well-being. Staff likewise excel when their social, emotional, and mental health needs are met. The challenges caused by the COVID 19 pandemic magnified pre-existing challenges and barriers to success, while adding new challenges for all stakeholders. The following information provides insight into efforts the District and community have in place to support these needs. State-provided resources can be found [here](#).

Students

- All students have access to school counselors who help address acute needs. The District partners with Compass Health to address students who may need more in-depth assistance and services. In addition, the District has added a School Social Worker for the Early Childhood Program and Coordinators of Site Interventions (CSI) in Secondary buildings to support students' needs.

Staff

- The District offers staff an Employee Assistance Program ([EAP](#)) where they are able to obtain free counseling services (up to 6 visits per issue). School counselors are also available to assist staff when acute issues arise. School nurses are available to assist in certain situations as well.

EQUITY OF ACCESS

Students with Disabilities

During a closure, the District will provide access to accommodations and related services to the extent possible. The Individual Education Plan (IEP) team will make determinations under each individual student IEP on form G. Students receiving support under section 504 will be provided access to accommodations to the extent possible. Parents or staff members with concerns related to section 504 should contact their student's counselor and request that a 504 meeting be scheduled.

- All students with a disability will be provided instruction relative to their IEP goals.
- A child's case manager will work with families to ensure a child's IEP accommodations are being made.
- In the event of a school closure, students will continue to receive their services to the extent possible.
 - The IEP team will develop an "alternative methods of instruction" (AMI) plan for students with an IEP, which will be implemented in the event virtual instruction is requested or directed by the District.

English Language Learning (ELL)

- In the event of a school closure, students will continue to receive ELL support online from their ELL teacher.

Talented and Gifted (TAG)

- In the event of a school closure, students will continue to receive TAG support online from their TAG teacher.

Access to devices and internet access

Students in grades K-12 will be provided a device (computer) as appropriate for virtual learning. If the student needs internet access, a hotspot will be provided. Parents/guardians in need of assistance with internet access for their student should contact the Technology Department by emailing helpdesk@lebanon.k12.mo.us or by calling 657-6120.

TRANSPORTATION

Student Transportation

Due to COVID-19 social distancing recommendations, *it is highly recommended families provide their own transportation, if and when possible, to reduce the number of students riding buses.* Strategies to reduce contact on buses and risk of infection will include the following:

Before Boarding:

- Parents and guardians should not allow students to attend school or ride the bus if sick.

- Students should practice physical distancing while waiting for the bus at their designated stop.

Onboard:

- Due to a CDC Order, masking is required on all public transportation. This includes all school buses.
- Each bus' list of assigned seating will be maintained so it can be provided to the Health Department for contact tracing, if needed.
- Windows will be open when safe and weather-permitting.

Unloading:

- Students should avoid congestion as they unload buses.
- Drivers will sanitize seats and rails between use with an EPA approved disinfectant.

PLAN REVIEW (Semi-Annual)

The District will review and revise the SRCSP every six months, and as necessary. The revision process will include input from the following: students, families, school and District administrators (including special education administrators), teachers, principals, school leaders, other educators, school staff, and their representative associations.

Initial Plan Development and Review

Board Approval: August 2020

- Initial plan reviewed and approved

Board Approval: June 2021 (projected)

- Revised plan reviewed and approved

Stakeholder Input:

- Parent Surveys
 - August 2020
 - December 2020
 - February 2021
- Staff Surveys
 - July 2020
 - December 2020
 - February 2021
- Student Surveys
 - December 2020
 - January 2021
- Monthly Board updates at Regular Board meetings
- Monthly Staff Forums
- Monthly Parent Forums

- Input on the revised plan was provided by stakeholder groups in June 2021.