

**Safe Return to In-Person
Instruction and Continuity of
Services Plan (SRCSP)
2021-2022**

Board Adopted June 22, 2021



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Introduction:

Union Star School District will continue to educate our students in the fall of 2021 as we ended the spring of 2021. The experience that was gained from COVID-19 in the 2020-2021 school year will help guide us in decision making for the school year of 2021-22. This plan will focus on how our district intends to educate students in a normal setting continuing with safety guidelines. Overall, the last year and a half have been very challenging educationally, for teachers, students, and families. Our goal is to continue to our educational plan that meets the needs of our students, staff, and community and keeps them safe. This plan is a requirement of accepting and utilizing ESSER III funding provided by the federal government through Missouri Department of Elementary and Secondary Education.

This plan is not inclusive of everything possible as COVID-19 has been unpredictable. The purpose of this plan is to continue to operate our school in a way that is safe and responsive to the needs of our families and the community. It is based on the direction of public health and the current guidance of social distance measures being mandated or applied locally in Northwest Missouri and more specifically Union Star. Depending on the direction of local public health, our district hopes to be open throughout the school year normal operation. The mitigation strategies that will be used were created in conjunction with the most current CDE guidance and will be based on what is affecting our community and our country in determining protocols for our district.

The Union Star administration, board of education members, teachers, staff, and community members have worked together and devised this plan to best contain and mitigate any concerns and provide the best education in the safest conditions possible. The committee will meet on June 8, 2021, after looking over the previous back to school plan and made changes to the plan and added areas of needs. The district has also surveyed the community about their concerns and have developed the plan to meet those needs and concerns. Again, the plan may change as time goes on and the pandemic is contained. The committee will meet

December 8, 2021, to go over the plan and address any potential changes that might be needed, and a meeting will be set for May 25, 2022, to revise the plan once more. This plan will be used for the 2021-2022 and 2022-2023 school years.

SRCSP Committee Members:

Rick Calloway - Superintendent
Ben Hopper – Principal
Melvin Simerly – Board Member / Parent
Joey Thompson – Board Member / Parent
Jake Klawuhn – Board Member / Parent
Brad Veale – Board Member / Parent
Doug Clibon – Board Member / Parent
Zeb Jackson – Board Member / Parent
Corey Whorton – Board Member / Parent
Erin Hunolt – Counselor
Chrissy Noble – Nurse
Stephanie Marriott – Bookkeeper
Samantha Gillip – Bookkeeper / Parent
Bill Harmon – Maintenance
Jenny Dunham – Cook / Parent
Sherri Miller – Sped Teacher
Stephanie Huffman – Teacher
Matt Pearl – HS Teacher
Katie Murphy – JH Teacher
Rylee Yarnell – EL Teacher

Educational Strategies/Phases:

There are three educational strategies/phases that we could potentially use to educate the students of Union Star. This is all depending on potential spread or outbreak of COVID-19 and recommendations presented by local health authorities.

- **Normal Operation Learning-** Our initial plan is to open school as normal based on no or minimal community spread of COVID-19. All students will be allowed to attend as “normal”.

Mitigation Strategies

1. Masks will not be required in the building unless deemed necessary and communicated by the Union Star R-II Board of Education. However, masks are available in the office and nurse’s office if needed.
2. Social distancing will continue to be incorporated in all settings, as necessary. Visitors will be allowed into the building during school events and scheduled meetings. Bus transportation will continue to sit family members together and provide physical distance when possible.
3. Frequent handwashing and practices consistent with CDC guidelines will continue to be taught and administered by staff members with students. Hand sanitizer will be available in each room and high traffic areas. Teachers will teach and reinforce proper handwashing techniques. The district will continue to work to remain consistent with current CDC guidelines.
4. During this time, custodial staff will continue to clean and disinfect in classrooms daily and shared spaces consistent with CDC guidelines. Cleaning will take place hourly in high-touch surface areas that multiple groups of students use. Buses will be cleaned and disinfected regularly as well.
5. The district will continue to use the local public health authority guidelines for contact tracing. The district will continue to enforce sick students and staff that they need to stay home when sick to reduce potential spread of viruses. Students and

staff will be sent home when they have any symptoms.

6. Families are asked to continue to monitor student health symptoms at home and are asked to not send students to school if any COVID symptoms are present. The district will ensure through communication that parents and students know their options of where testing is available.
 7. The Tri-County and Andrew County Health Departments have provided many free vaccinations in our community. Members of the community are encouraged to get vaccinated if they feel it meets their best interest. However, they will not be required. The school district will continue to keep abreast and work to remain consistent with current CDC guidelines.
 8. All students with disabilities will have their accommodations of their IEPs followed throughout their learning no matter which type of learning is taking place.
- **Partial Remote Learning Strategy-** This method will be used when health authorities suggest that we limit the number of students and staff to confined spaces such as classrooms and buses. This method will be utilized if there is moderate community spread and a spike in cases in Andrew and DeKalb Counties. This method may consist of students attending either Monday and Wednesday with an alternating Friday, or Tuesday and Thursday with an alternating Friday. We realize that this method creates some additional coordination amongst staff and for families, but the face-to-face interaction is valuable to assist and monitor student progress with learning. The administration staff will determine which families will be assigned Monday/Wednesday and those that will be Tuesday/Thursday based on the families last name and will keep same households together. During this method of instruction students will receive educational

instruction of the district curriculum and provided with additional resources and instruction to complete work independently, at home, on days not in school. It is our expectation that teachers provide a means that parents can request help or assistance concerning assignments being completed at home. During this strategy, the following will be done to help mitigate and reduce the further spread of COVID-19: increase social distancing on buses, suspending all non-essential activities, limiting visitors, increasing hygiene and disinfecting practices, and mandating students and staff to wear protective equipment.

- **Complete Remote Learning with Teacher Instruction-** Complete remote learning is the strategy that our district will utilize as a last resort if school closures are necessary. Closures may be a result of substantial community spread or a mandate from federal, state, or local authorities. The district may also resort to this strategy for a short time should there be a large number of positive cases and quarantines for COVID-19. This strategy will entail students being sent home with a Chromebook and teachers providing instruction remotely for all students. The district will take measures to ensure that equitable access is available to all students. This will include providing “hot spots” to families in need of internet access. All 1st – 12th grade students will be assigned a Chromebook. Kindergarten and preschool students will be given packets to work on in times of online learning or AMI. Teachers will utilize the following for learning such as: Microsoft Office 365, Google classroom, Google hangouts, Google Docs, and other methods of online instruction. Teachers in the elementary may send instructional packets home that assist or compliment the on-line learning. Middle school and high school students will also utilize online resources for instruction or packets.
- **Virtual Learning-** Should a family determine that they do not feel safe sending their children back to school, the district will offer an online program for grades 6th – 12th that will be aligned to Missouri Learning Standards, just as our in-person curriculum does. This

program is student-driven and would take approximately the same time as in-person classes. Grades would transfer over to a student's permanent file and transcript at Union Star. Elementary students will have an option for online learning as well. If a student does not make adequate progress or has failing grades in the program, the school will remove the student from the virtual program. Changes for students from online to in person learning will only take place at the beginning of a new semester. Students who choose the virtual route for learning this year will be ineligible to participate in MSHSAA sports and activities. Virtual learning enrollment will need to be taken care of by registration.

Inclement Weather/Pandemic Closure:

The state of Missouri has instructed all districts to submit a plan for an alternative method of instruction (AMI) for students should it be forced to close for inclement weather or building issues due to weather issues or outbreak of COVID-19. With an approved plan, the district may be exempt from making up missed instruction time up to 36 hours for inclement weather. A school messenger will be sent out stating that the school district will be closed due to weather/pandemic and students will be utilizing remote learning, therefore students must check school emails/Google/Microsoft 365 for assignments and follow the schedule below.

- 1st hour – 9:00-9:30am
- 2nd hour – 9:30-10:00am
- 3rd hour – 10:00-10:30am
- 4th hour – 10:30-11:00am
- 5th hour – 11:00-11:30am
- Lunch - 11:30-Noon
- 6th hour – 12:00-12:30pm
- 7th hour – 12:30-1:00pm
- 8th hour – 1:00-1:30pm

Communication:

Communication between the home and school is paramount in a time of crisis. We will take every effort as a district to keep students, staff, and patrons informed of changes associated with the spread of COVID-19. Our district's main form of communication will be via the school messenger. We encourage families to sign up and utilize this service. The school messenger will feature messages or messages with instructions to check email, the school website, or attached letter. The secondary form of communication that will be employed during this time will be letters sent from the school administration. We ask that teaching staff send their correspondence through student emails or other learning and communication platforms. Decisions concerning COVID-19 will be made with the collaboration of administration, staff, health officials, community agencies. The contact person for Union Star is the superintendent followed by the building principal.

Online/Alternative Methods of Instruction:

- Teachers will provide on-line learning instruction and training based on the strategy being employed.
- Teachers will post assignments by 10:00am each day. Students will be expected to do the work by checking their emails each day after 10:00 am. Assignments may be turned in via on-line platforms, taking pictures, or other means requested by the teacher.
- Teachers are expected to notify students and parents concerning how to receive assistance on independent work assignments.
- All teachers are expected to have at least one live video conference or on-line interaction per week for each class/content area.
- Teachers will adhere to additional minimal expectations determined by their building principal.
- The Union Star R-II School District will adhere to a grading policy should the district be required to move into virtual/online learning.

Student and Staff Expectations:

As we try to mitigate the spread of COVID-19 we need to establish some expectations of students and staff. When determining expectations, we as administration had to keep the feasibility/practicality of our requests at the forefront of our decisions. Therefore, there may be some expectations that could be considered “safer” but determined not to be feasible.

- The district will not take daily student temperature checks at this time unless a student appears sick or complains of being sick. However, this procedure may become part of the daily procedure if needed during the school year.
- Parents are asked to keep their children home if they are showing signs of illness. Please screen students before sending them to school. Symptoms of COVID-19 include fever or chills, cough, headache, muscle aches, nausea, vomiting, or diarrhea, loss of taste or smell, runny nose or congestion, shortness of breath or difficulty breathing, sore throat, or close contact with a person with COVID-19 in the last fourteen days. .
- Parents are asked not to give their children doses of medication designed to force the body to drive down a temperature for the purposes of sending their child to school.
- Should a child become sick at school and show signs of potential COVID symptoms a child will be asked to wear a mask in a transition room until a family member can pick them up.
- Students and staff will be requested to utilize social distancing practices in classrooms, public spaces, buses, and during extra-curricular activities. Masks are recommended for students and staff when on the buses, transitioning through the hallways, and in classrooms where social distancing is unable to be practiced. The feasibility of younger students keeping masks on or not touching them seems impractical.
- Hand sanitizer will be available in classrooms and teachers will allow students to spray the students hands several times per day to reduce potential risks. (If a child has a skin condition where they cannot use

hand sanitizer then parents will be asked to provide their own sanitizing solution for their child to keep their child safe at school.

- Students and staff will be encouraged to utilize proper hand washing, hygiene practices, and work with students to reduce touching of the face with hands.

The school district, teachers and staff will teach, reinforce, promote and monitor students on the respiratory etiquette below.

- Cover your mouth and nose when coughing or sneezing.
- Use tissues and throw them away.
- Wash your hands or use a hand sanitizer every time you touch your mouth or nose.
- Posters and information on proper respiratory etiquette will be displayed throughout the building.

Daily School Procedures:

- **Water Fountains-** Only bottle filling stations will be in use. Three bottle filling stations have been added. Water fountains will be turned off. Students/staff will need to bring a bottle for water.
- **Social Distancing-** Students and staff will need to adhere to social distancing rules as best as possible. Teachers and staff will try to teach the concept of social distancing, but we are aware that this will be a difficult task.
- **Morning Procedures-** After students arrive, they will either go to the commons to eat breakfast or to the gym where staff will be waiting for them.
- **Breakfast/Lunch Procedures-** A plexiglass screen has been put up where students receive their trays to reduce potential spread of germs. There will be 4 lunch shifts (K-2nd, 6th-8th, 3rd-5th, and HS). Trading food, utilizing a share table, or serving yourself will be prohibited.

- **Passing Periods/ Attending Specials-** The elementary teachers will have to utilize safe judgement to get students from their classrooms to special classes throughout the day. Teachers will instruct and supervised games that require minimal social interaction and touching. Teachers will exercise use of additional separation when available for PE and Music. Students will not share equipment and materials and any use of shared equipment and materials will be cleaned before the next class or use.
- **Sick Student-** If a student has COVID-19 symptoms the nurse will call parents to pick up the child and discuss with parents, the requirements for student reentry into school. Requirements for students that have been or potentially exposed will be evaluated using the basic protocol below. The local health department and CDC guidelines will help guide each scenario presented. The nurse/ administrator will notify the superintendent and then proceed with contacting the Tri-County County Health Department in a situation of potential exposure to COVID-19.
- Students with temperatures of 100.4 or higher or those showing unexplained symptoms of having COVID-19 such as a cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, or new loss of taste or smell will be sent home by the nurse. These students will be seated in a specified area and asked to wear a mask to reduce exposure until parents pick the student up. The school encourages families to get a COVID test but will not require it.

Options for Re-Entry

- The student without a positive COVID-19 test will be allowed back in school once they are fever and symptom free for 72 hours or 24 hours with a doctor's note.
- A student with a positive COVID-19 test will be quarantined for 10 days after symptoms have begun. The CDC has recently

changed to the 10-day requirement due to COVID-19 positive tests have been found to be safe at that point to leave isolation.

- Siblings and other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school and asked to self-quarantine for 14 days using similar protocol as above after contact tracing is complete.
- When there is confirmation of multiple positive cases of COVID-19 in the building. The school will contact the local health department immediately and the school will be closed long enough to disinfect the building. While the school is closed all school activities will be canceled or rescheduled regardless of location. During this time contact tracing will be completed to determine those who had contact with the student within 6 feet for over 15 minutes. The local health department will contact parents of all students who were in close contact with the COVID-positive student and will have to go into quarantine for 14 days. Students and adults who have come into close contact with someone who tests positive for COVID-19 should closely monitor themselves for any symptoms and follow all instructions given by the local health department related to contact tracing. Contacts with symptoms should get tested and isolate and those with no symptoms should begin isolation. Overall, it is imperative that the district and parents work together to scan students for symptoms, work together to get students tested when needed, and err on the side of caution when making decisions concerning student attendance. As a reminder, this protocol may change.

Cleaning/Disinfecting:

The district will make a concerted effort to increase the cleanliness of facilities during the pandemic. Custodians will clean desks, chairs, doorknobs, and water fountains along with bathroom facilities throughout

the day and again in the evening. Teachers will be asked to wipe down their desks and tables with disinfectant in between classes in the secondary. Bus seating and rails will be sprayed and wiped down after bus routes. Special surfaces will be cleaned more often as needed such as bleachers and weight room materials. Custodial staff will wipe down all desks and tables at the end of each day. Because of the increased cleaning, more supplies and materials will be needed to provide a safe environment.

Busing:

The district will evaluate busing needs depending on the Instructional phase the school is in. Siblings and family members will be encouraged to sit together to maximize space. Busing protocols of social distancing will be stressed with students in extracurricular activities and travel to practices also.

Hillyard Technical Center Students:

All Union Star students attending Hillyard Technical Center are expected to attend days that they are in session even if the district is in a limited or remote phase of learning. The only time they would not attend is if we called for inclement weather or if HTC is not in session. The Union Star School District will provide transportation. Students are expected to ride the bus unless they are given special permission by the administration.

Extracurricular Activities:

The Union Star School District will follow guidelines and recommendations put forth by the state athletic association. Coaches will try to incorporate procedures that allow for social distancing as necessary.

Food and Nutrition:

Students will again receive free meals at lunch and breakfast throughout the 2021-2022 school year. The district will continue to use the same lunch schedule as last year to reduce the number of students in the lunchroom at one time. Hand sanitizer will be available before and after lunch for students. Cleaning and sanitizing will take place between lunch shifts.

Social & Emotional Support:

The Union Star R-II School District understands that COVID-19 has caused stress and disruption into the lives of our students. The school guidance counselor will continue to work with students and families who are experiencing difficult situations. Students and staff are aware of opportunities to visit with the counselor or other staff members to offer support and encouragement. Counseling sessions are always available for students in a one-on-one setting or virtually if necessary. We promote employees and students to eat healthy, exercise, get plenty of sleep, and find time to unwind. Students should talk with people they trust about their concerns and how they are feeling. The national distress hotline is 1-800-985-5990, or text TalkWithUs to 66746.

The Union Star School District's back to school plan for the 2021-2022 school year is subject to change if local conditions warrant a strengthening or relaxing of any of the proposed guidelines.