

USD 448
Inman Schools



Learning and Safety
Operations
2020-2021

Guiding Principles

The principles that have guided the development of this document, and will continue to inform decisions with the implementation of this plan, include the following:

- Student, staff, and community safety will remain the top priority in USD 448 Inman Schools

- Guidance from local, state, and federal agencies will guide the decisions made in USD 448 Inman Schools related to health and schooling. Entities we will look to for continued guidance include:
 - McPherson County Health Department (MCHD)
 - Kansas Department of Health and Environment (KDHE)
 - Kansas State Department of Education (KSDE)
 - Kansas State High School Activities Association (KSHSAA)
 - Kansas Office of the Governor
 - Centers for Disease Control and Prevention (CDC)

Health and Safety

For detailed information on Health and Safety recommendations (including specific details on how staff/student illnesses will be handled) developed by the Kansas State Department of Education please refer to the following document:

[Navigating Change - Kansas' Guide to Learning and School Safety Operations](#)

- Staff and students exhibiting symptoms of COVID-19 are prohibited from coming to school.
- Quarantine procedures will be defined by the County Health Department
- Return to school procedures will be defined by the County Health Department

Instructional Models

At the beginning of the school year families may choose between two learning environments for their student(s):

- 1) Face-to-Face
- 2) Online Learning

Face-to-Face

School will be conducted as normal as possible with COVID-19 guidelines in place. Executive Order 20-59 is in place for our schools. The order requires the following protocols:

- * All students, faculty, staff, vendors and other visitors must wear a mask to cover the mouth and nose at all times.
- * Individuals shall maintain a 6-foot distance from other individuals with only infrequent moments of closer proximity. This requirement does not apply to in-person instruction in classrooms when masks are worn.
- * Hand sanitizers/handwashing will be required in every classroom and must be used once every hour.
- * Temperature checks of all staff and students will be required.

Online Learning

Student instruction will be completely online. Each student will be given a district-purchased digital curriculum and will be loaned a device provided by the district. The curriculum for the Online Learning option is FuelEducation. This online curriculum has been used at the JH/HS for the past three years for students with schedule conflicts, credit recovery needs, etc... FuelEducation offers a K-12 curriculum that will be used for all students choosing the Online Learning option. Preschool students will use Chalk Preschool Online program.

A district-assigned person will oversee students using this model. There will be a two week trial period for students choosing this model (August 20th-September 3rd). After the trial period, students will have the option to switch to the Face-to-Face model. If they choose to remain online, they will be committed to that model for a semester at a time. A daily log of hours will be required for students that select this option. Online students will not be able to participate in school athletics/activities. This includes all programs and after school events.

Hybrid Remote Learning

A Hybrid Remote Learning model will be used when students/teachers are quarantined due to COVID-19. Students will continue learning under the guidance of the classroom teacher. This could be short-term, teacher-directed online instruction or it could be similar to when a student is absent. It will depend on the situation and direction from the County Health Department.

General Operations

General District Guidelines

- Staff and students will have temperatures taken prior to entering school buildings.
- Masks will be worn by everyone in the school building.
- Students will be responsible for bringing a mask to school each day.
- Use of hand sanitizer/hand washing will be done hourly.
- We will limit non-essential outside visitors (including parent volunteers, guest speakers, etc...). Parents are encouraged to contact the office in advance or make an appointment before arriving.
- All snacks will be pre-packaged from a store - no homemade treats. This includes birthday parties, concessions, etc.
- Student Assistance Meetings (SAM) and IEP meetings will be conducted virtually.
- PTO/Site Council meetings will be conducted virtually.
- Cadet teachers (high school students traveling to the elementary school) will not be allowed at this time.
- Bottle Fillers will be used; water fountains will be closed. We encourage student water bottles to be cleaned daily.
- Classrooms/common spaces will be cleaned and sanitized daily by custodial staff.
- Restroom use; during class time as much as possible. Restroom use during passing periods should maintain social distancing. At the elementary school, no more than 5 students will be allowed in the restroom at a time.

Student Arrival

Inman Elementary School

- Office doors will open at 7:50 a.m.
- Tardy Bell is at 8:20.
- All students arriving after 8:20 will need to enter through the front office.
- Announcements will begin at 8:10 via intercom.
- Breakfast students will arrive on porch and report to the gym.
- All non-breakfast students will report directly to their classrooms.
- Grade level entrances will remain locked. At 7:50am they will be monitored by an adult to allow student entrance as described below.
- PreK 3 and PreK 4 will arrive at the preschool entrance.
- KDG and 1st Grade will arrive at West entrance. (Locust Street)
- 2nd and 3rd Grade will arrive at Southwest entrance.(Locust Street)
- 4th, 5th and 6th Grade will arrive on the porch. (Maple Street)
- Temperatures will be checked upon arrival - Temperature of 100.0 or higher must go home.
- Students will get out of vehicles with masks on.
 - If they do not have a mask, one will be provided.
 - Students will get a pump of hand sanitizer and go directly to classrooms.
- Sack lunches will be put on rolling carts organized by teacher and stored on the stage for lunch.

Inman Jr./Sr. High School

- All students will enter through the front, main doors by the office (School doors will open at 7:30 am).
- All classrooms will be open by 7:55 am.
- After entering, students will report to their first hour classroom. Students that arrive prior to their first hour classroom being open will report to the cafeteria for breakfast or to the auditorium.

Dismissal

Inman Elementary School

- Bus riders and walkers/bike riders dismissed at the same time.
 - Bus riders on the west side - Locust Street
 - Walkers/bike riders on east side - Maple Street
- Students will line up on the sidewalk (Maple Street) in classroom groups.
 - Each classroom group will have an assigned spot

Inman Jr./Sr. High School

- After the 3:25 bell, teachers will direct students to exit the building at the nearest exit to limit traffic and maintain social distancing.
- Students that drive will exit out the Orange Gym doors to the parking lot.

General Classroom Guidelines

Inman Elementary School

- Classrooms can be set up as normal - maintain social distance as much as possible.
- Electric pencil sharpeners will be used to limit touch points.
- Doors will remain open but locked.
- Students will have individual supplies.
- Greetings/coughing/sneezing/mask wearing/hand-washing procedures will be taught explicitly.
- Assigned seating
- Maintain stable groups as much as possible
- Possible use of partitions
- Classroom Library/Guided Reading
 - Books can be recirculated after sitting unused for 72 hours.
- Lockers
 - 2nd-6th grade will use assigned lockers.
 - Lockers will be disinfected daily.
 - Snacks - Can be done as usual, but students must remain 6 feet apart when eating since masks will not be worn, adults must wear gloves.

Inman Jr./Sr. High School

- Classroom seats will be separated by 6 feet as much as possible.
- Assigned seating recommended
- Classroom supplies should not be shared between students without being sanitized first.
- Classroom doors will be propped open at the beginning and end of each class session to limit touching.
- Classroom dismissal procedures will maintain social distancing and limit hallway congestion.
- High School Homeroom will be moved to advisor's classrooms.

Recess

- Students must wear a mask unless they maintain 6 feet of distance from others.
 - Soccer, basketball, gaga ball, other close-contact games - students MUST wear a mask.
- Sanitize hands on the way out and wash with soap and water on the way in before lunch.
- Stagger non-lunch recess times
 - Groups that go to lunch recess together can share other recesses together.
 - Use only classroom equipment
- All equipment will be sanitized daily.

Lunch

- Students will wash hands after recess prior to entering the lunchroom.
- Students will stand on marked spaces in line.
- Office personnel will put in all student codes.
- Students MUST social distance at a distance of 6 feet.
- Students will wash hands before returning to the classroom.
- Single use condiments will be used.
- Assigned seating at lunch
 - Students will remain with their class.
 - Seating chart provided by teachers.

Inman Jr./Sr. High School

- We will utilize two areas for student lunch (cafeteria and commons). In both areas, students will maintain social distancing while eating.

PE/Music/Band

- Classroom teachers have students wash hands before going to PE/Music/Band.
- PE – Masks are not required when directly participating in an activity.
- Music/Band must maintain 10 feet of distance when singing or playing an instrument without masks.

Transitions

Inman Elementary School

- Left and right lanes in hallways
- Masks must be worn
- Stagger to avoid overcrowding

Inman Jr./Sr. High School

- Everyone keeps to the right in hallways and spaced front to back.
- Academic lockers will not be available (students can use backpacks to carry their belongings).
- PE lockers will be available with social distancing as much as possible.
- Jr. High – Go up the East stairwell (by Mr. Friesen's room), Go down West stairwell (by Mrs. Cottam's Room).
- After exiting one classroom, students will go directly to the next classroom.

Common Spaces

Inman Elementary School

- Use of all shared spaces will need to be scheduled in advance. This includes the following spaces: Comfy Commons, Art Room, Library, Technology Lab, and 5th/6th grade room.
- Shared spaces will be sanitized between usage by different groups.
- Maintain social distancing
- Office-
 - We will limit non-essential outside visitors (including parent volunteers, guest speakers, etc...). Parents are encouraged to contact the office in advance or make an appointment before arriving.
 - Please make pick up arrangements with your students prior to the school day.
 - Teachers should contact the office before sending students to the nurse.
- Library-
 - The librarian will wear gloves and retrieve and checkout books for students.
 - Books will be recirculated after sitting unused for 72 hours.

Inman Jr./Sr. High School

- Jr. High and High School Commons – Maintain social distancing

- Auditorium – Maintain social distancing
- Outdoor Classroom – Sign up scheduling and social distancing
- Gyms –Social distancing when feasible.
- Office –
 - Teachers should contact the office before sending students.
 - Teachers should contact the office before sending students to the nurse.
 - Parents/visitors are encouraged to contact the office before arriving and/or make an appointment.
- Library
 - Social distancing when feasible.
 - Hand sanitizer will be used when entering and exiting the library when checking out books.
 - Larger groups should notify the library in advance.

Special Education

All Special Education services will continue to be provided according to individual students' IEP requirements.

- Social distancing when feasible
- Sanitizing between groups

Busing

- Assigned seating
- Siblings will sit together when possible
- Fill back to front
- Unload front to back
- Wear masks

Disclaimer

The Covid-19 pandemic, and the county's response to associated cases remains an ever-changing situation. Student, staff, and community safety will remain the top priority as we reopen McPherson County and USD 448 Schools. All plans are subject to change based on updated advice and guidelines provided by McPherson County Health Department (MCHD), Kansas State Department of Health and Environment (KDHE), Kansas State Department of Education (KSDE), and the Kansas Governor's office.