The recommendations in this plan are current as of July 20, 2020, and are subject to change as new information is made available or new guidelines or restrictions are imposed. This plan is a district wide overview and will remain fluid.
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INTRODUCTION

The Hillsboro R-III School District is committed to educating ALL students. The COVID-19 Pandemic has created, and will continue to create, unique challenges to the educational environment. In response to the ongoing public health crisis, the district offers the following comprehensive Re-Entry Plan that includes careful consideration and effort to address all aspects of the educational environment. We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization as well as The Jefferson County Health Department.

Over the past several weeks, approximately 50 staff members and administrators in conjunction with the Jefferson County Health Department met to determine specific ‘best practices’ moving forward for the 2020-2021 school year.

One common theme that resonated with an overwhelming majority of our parents and staff was that they wanted to see a return to school while practicing increased hygiene protocols, proper social distancing protocols to the extent possible, and following the viable recommendations of the Jefferson County Health Department.

The recommendations in this plan are current as of July 20, 2020, and are subject to change as new information is made available or new guidelines or restrictions are imposed. This plan is a district wide overview and will remain fluid.

As a district, we pledge to do our best to provide a safe and healthy environment for our students and staff. However, there are inherent risks with participation in group activities during the COVID-19 pandemic. Therefore, the district cannot guarantee that your child will not be exposed to the virus, or those who may have been affected; however, we do believe that the protocols we have set forth in this document will keep the focus on the safety of our students and staff.
The Hillsboro R-III School District will implement a tiered-system to communicate/convey how school will be conducted according to specific responses under certain levels. Once a particular “Level” is announced, Hillsboro R-III will remain at that “Level” until circumstances warrant a transition to a different indicator.

<table>
<thead>
<tr>
<th>Level</th>
<th>Response</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Level 4</td>
<td>School Closed</td>
<td>● School closed by the Superintendent or by local, state or federal agencies.</td>
</tr>
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| Level 3 | School Open with Restrictions from Local, State, or Federal Health Officials | ● School is open, with restrictions put in place by the Jefferson County Health Department or other local, state, or federal agencies.  
● **We will move to this level if stricter mandates are handed down by local, state, or federal health agencies.** |
| Level 2 | School Open while Practicing Best Hygiene Practices | ● School is open with students and staff practicing increased hygiene practices and following other guidance from the Jefferson County Health Department.  
● **This will be in place as long as the Jefferson County Health Department level is YELLOW** |
| Level 1 | Traditional School                            | ● School will operate as it did prior to March 17, 2020. Students will be educated in-person, with no restrictions and no attempt at social distancing.  
● Students enrolled in Virtual School will complete the semester they are in before resuming traditional school. |
The Hillsboro R-III School District recognizes that many parents are comfortable with resuming in-person classes beginning August 26, 2020. In person instruction will be provided five days per week and will follow the same course/classroom expectations as those prior to the long-term closure. However, we also recognize that some families are uncomfortable with resuming in person school. As a result, the district will offer a **choice** between either in person instruction or online instruction. (More details provided in section II and III of this document).
I: SAFETY OF STUDENTS, STAFF, AND VISITORS

VISITOR RESTRICTIONS

Hillsboro R-III will discontinue allowing non-essential visitors into the buildings. Schools will utilize virtual meeting options to limit visitors whenever possible. When visiting a building, the visitor must remain in the contained area (entrance foyer) identified by the school building and wait in the vehicle if necessary to limit the number of visitors in the contained area.

Any visitor that is allowed to enter into the building will be required to wear a mask and will be administered a temperature check along with health screening questions.

Accurate records will be kept of anyone who has been inside a building in case an outbreak occurs to assist with contact tracing efforts.

TRAVEL RESTRICTIONS

Hillsboro R-III will limit staff travel to conferences and workshops until further notice unless pre-approved by Assistant Superintendent - Melissa Hildebrand.
EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.3 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by administration and the district nurse.

HEALTH PROTOCOLS

If an employee becomes ill at work:
- The employee will be instructed to leave work and go home or to the nearest health center.
- When the employee returns to work from an approved medical leave they must contact Administration. You may be asked to submit a healthcare provider’s note before returning to work.
If an employee is diagnosed with Covid-19:

When can an employee return to work?

For symptomatic employees:
  - 10 days after symptom onset, plus at least 3 additional days without symptoms (this includes fever free without the use of fever reducing medication and without respiratory symptoms).
  - The employee must get a “Notice of Release from Isolation” form from the Jefferson County Health Department.

For asymptomatic employees:
  - 10 days after the positive Covid-19 test
  - The employee must get a “Notice of Release from Isolation” form from the Jefferson County Health Department
  - The employee remains asymptomatic

If an employee has symptoms that could be Covid-19 and chooses to not get evaluated by a medical professional or tested for Covid-19, it is assumed that the employee has Covid-19. The employee may not return to work until the following:

If the employee IS considered an exposure
  - 10 days after symptom onset, plus an additional 3 days without symptoms (this includes fever free without the use of fever reducing medication and without respiratory symptoms).
  - The employee must get a “Notice of Release from Isolation” form from the Jefferson County Health Department.

If the employee IS NOT considered an exposure
  - The employee must be fever free for 72 hours without fever reducing medication.
  - The employee must be symptom free for 72 hours.
Hillsboro R-III will implement a health screening for all students reporting to school.

- Parents/guardians will be required to screen their children before sending them to school. This would include a temperature check and the following screening questions:
  - Does the student have an otherwise unexplained onset of fever, cough, chills, shortness of breath, muscle pain, sore throat, or loss of taste/smell? (Note that only a minority of children who have COVID-19 will have a fever.)
  - If the student answers “yes” to any of the screening questions, he/she should not report to school.

- Buildings will implement random temperature checks to reinforce the practice of self-screening.
- If a student displays symptoms of COVID-19 during the school day, the school nurse will provide a clinical assessment to determine if and when the student needs to be sent home.
- If students are going to be sent home based on the school nurse’s assessment, they will need to be picked up within 30 minutes and no later than 1 hour from the time the school nurse contacted home.
NURSES OFFICE PROTOCOLS - (NON COVID SITUATIONS)

Personal Protective Equipment
To ensure the safety and decrease the risk of cross contamination, the nursing staff will wear proper PPE when within 6 feet of students and staff. Proper PPE includes gloves and masks. Face shields and gowns are to be worn when coming in direct contact with bodily fluids of potentially infectious individuals.

Student Nursing Office Visits
- If a student needs to visit the nurse, the teacher should call the nurse to inform them of the reason for the student visit so that proper PPE can be worn, and the nurse can have equipment ready for the students arrival.
- The health room is to be restricted to authorized students and staff only.
- When visiting the nursing office, proper hand hygiene will be performed upon entering and exiting the health office by students and staff.
- High school and Junior High school students will not be allowed to visit the health office between classes unless it is a medical emergency. This is to reduce unknown exposure to potentially ill individuals.

Medication Administration
- A separate area will be utilized for students that require suctioning, tube feeding, and nebulizers to minimize contact with potentially ill children.
- During medication administration, disposable medication cups will be utilized to decrease the risk of exposure and cross contamination.
- Medication schedules should be revised to minimize the number of students in the health office at one time.
Minimizing Infection

- While not all buildings are able to have “sick and well” areas, office cots will be spaced 6 feet apart with curtains being utilized to separate students when visiting the health office.
- Social distancing will be strictly enforced when students are visiting the health office, especially during medication administration.
- The health office will be disinfected multiple times per day.
- Contact will be made with parents of students on health plans so that it can be determined if the student’s health plan will need to be revised to address minimizing infection. For example, examine the care of students with respiratory illnesses and the administration of nebulizer treatments or suctioning.

Other

- Review immunization records. Notify parents of students who have a legal exemption on file that the student may be excluded from school if there is an incident of a disease for which they are not immunized in the school community.

Daily health reports will be sent to the superintendent or central office.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you’ve been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

An Exposure is a person who was within 6 feet of an individual who is positive for COVID-19 for 15 minutes or longer within the timeframe the positive individual was symptomatic, or 2 days prior. During contact investigations the local health department of the positive individual is in contact with exposed individuals or families. An individual considered an exposure will be asked to stay home 14 day after last exposure.
Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
   a. Your healthcare provider
   b. Kathy Woodham, District Head Nurse ext.
   c. Your supervisor or principal
3. Your supervisor will work with the Central Office administration team to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

COVID-19 CASE REPORT RESPONSE PROCESS

If an employee or student becomes ill on campus/district, he/she will immediately report to their building nurse’s office or to the director of health services, and the case form will be completed.

The nurse must complete the Suspected COVID-19 Case Form and call the local health authority and seek advice regarding transportation and location.

- The employee or student reports to the nurse’s office, where they will be immediately provided with a mask and gloves to help protect other employees and students and prevent the spread of the potential virus.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- If needed, the District administration will work with JCHD to develop a communication plan to advise employees and district families that they may have been in contact with a suspected employee and to carry out
self-screening every morning, and based on the results, contact Dr. Jon Isaacson

- The isolation area and suspected employee’s or student’s work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Kathy Woodham, District Head Nurse will be the Hillsboro R-III primary point of contact that will communicate with the Jefferson County Health Department Director or Public Health Preparedness Coordinator after a positive case or outbreak is confirmed. Initial communication may go to 636-797-3737 ext. 219. Nurse Woodham will lead/assist with:

1. Develop a line list of all possible exposures to the positive case (within 6 feet for 15 minutes or more, starting two days prior to symptom onset or two days prior to specimen collection for asymptomatic individuals).
2. JCHD will provide a line list to capture exposed staff and students.
3. The people on this list who had prolonged contact will have to be quarantined at home for 14 days after their last exposure.
4. JCHD is responsible for communication with positive and exposed individuals and families regarding isolation and quarantine.
5. Positive COVID-19 results are reported to the local health department of the tested person’s county of residence.
JCHD FAQ REGARDING ISOLATION

If a person HAS symptoms, but is NOT considered an exposure, and does NOT get tested when can they return to work?
- We recommend 72 hours fever free
- If individuals are still displaying other symptoms we recommend staying home until symptom free

If a person HAS symptoms and receives a positive test, when can they return to work?
- A release from isolation letter will be provided from the health dept
- Minimum 10 days from symptom onset, guidance is provided on a case by case basis to the positive individual. Length of isolation may vary based on symptoms.
- 3 days fever free with other symptom improvement

If a person does NOT have symptoms, has a negative test, but IS considered an exposure, when can they return to work?
- 14 days after known exposure (guidance will be provided to exposures through JCHD)
- Will receive release letter from JCHD

If a person has NO symptoms and tested positive, when can they return to work?
- A release from isolation letter will be provided from the health dept
- 10 days after collection date
- Remained asymptomatic

If a person has NO symptoms, does NOT get tested, but IS considered an exposure, when can they return to work?
- 14 days after known exposure (guidance will be provided to exposures through JCHD)
- Will receive release letter from JCHD
SOCIAL DISTANCING

The goal of social (physical) distancing is to prevent the spread of COVID-19 between individuals. Social distancing of at least 6-feet remains one of the best preventative measures for reducing the spread of COVID-19. **It is recognized that this cannot be accomplished at all times during our school time**, and distancing of at least 3-feet has been shown to reduce infections. We as a district will put as many precautions in place as possible when social distancing is not feasible. Social distancing guidance will support a 3-foot radius around each participant, resulting in a 6-foot total distance between 2 people whenever possible.

While children are unlikely to exhibit serious symptoms from COVID-19, social distancing helps prevent the spread to adults—especially those who may be at high risk. Note that all individuals who spend more than 15 minutes within 6-feet of an individual tested positive for COVID-19, will be asked to quarantine.

Hillsboro R-III will promote social distancing as much as feasible by limiting group interactions and large gatherings including the following possible changes:

- Temporarily suspend school assemblies, field trips, and other large gatherings.
- No in person fundraising activities until further notice, Fundraising may only take place online. Please contact your administrator prior to beginning any fundraiser for approval.
- Stagger recess to decrease the number of students on the playground.
- Temporarily suspend after school student meetings or activities to minimize intermingling of populations.
- Rearrange classroom furniture to maximize space between students.
- Consider adding additional locations for lunches.
- Keep classrooms of students together for lunchtime, again to avoid intermingling of students as much as feasible.
- Dismiss students to the bus by bus numbers or grade levels and by alphabet at the secondary level.
● Classroom doors will be kept opened to reduce high touch surfaces when possible during passing time.
● When transitioning between classes, students will travel in the hallways as far to the right as possible.

PERSONAL WORKSPACE/CLASSROOM

Hillsboro R-III staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level.

Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Each classroom will have a check-list that includes regular cleaning throughout the day of frequently touched items, such as door knobs and desks. Staff will develop a schedule for increased cleaning in these areas throughout the day. Encourage students to assist in cleaning their own workspaces.


SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Hillsboro R-III has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Hillsboro R-III Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.
The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected. We will continue to adhere to all necessary safety precautions.

In addition to the deep cleaning of district facilities prior to the opening of the school year, an on-going, multi-layered approach will be taken to disinfect surfaces including, but not limited to: sinks, toilets, water filling stations, chairs, tables, doors, white boards, and playground equipment in order to best protect students and employees by reducing the risk of spread of infection.

Employees will be required to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below:

- Custodians and staff (teachers/secretaries/food employees/bus drivers) will be sanitizing during the day by using SaniQ.
- Custodians will disinfect in the evenings using terminator/oxivir TB wipes/Clorox/Steriphene
- Custodial staff at buildings will have a cleaning log for the classrooms and restrooms which will indicate time, person, and items cleaned
- There will be extra custodians assigned to the HHS and Primary during the summer school time frame to ensure additional cleaning of restrooms, gyms, doors, and other highly trafficked areas
- All custodians are required to wear gloves and change often and will be recommended to wear masks and proper eye protection while cleaning assigned areas
- Sanitizing will be utilized during the day to maintain germ levels and disinfecting more in evening/night to ensure a high standard of cleaning and giving all a safe environment. SaniQ is a food safe sanitizer that controls germs and is not going to harm any student or staff personnel
Disinfecting is a two-step procedure used to ensure a high germ kill ratio. The disinfection is applied to the surface, left sit for 10 minutes when rinsed off using warm water.

- Locker rooms, restrooms, buses, and other large areas will be sprayed using a electrostatic ionizer sprayer.

**GENERAL DISINFECTION MEASURES**

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<thead>
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<th>Area</th>
<th>Frequency</th>
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<tbody>
<tr>
<td><strong>Workspaces</strong></td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td><strong>Appliances</strong></td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>Electronic Equipment</strong></td>
<td>Copier machines, Shared computer monitors, TV's, Telephones, keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td><strong>General Used Objects</strong></td>
<td>Handles, light switches, sinks, restrooms</td>
<td>At least 4 times a day</td>
</tr>
<tr>
<td><strong>Buses</strong></td>
<td>Bus seats, handles/railing, belts, window controls</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/day; between groups</td>
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</tbody>
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CAFETERIA AND MEAL PERIODS

When utilizing the cafeteria, it is necessary to develop assigned seating to minimize possible exposure. Seating charts should be maintained and utilized if there is a possible exposure or investigation. Teachers will allow extra time for hand washing before and after breakfast and lunch.

Food Service staff members will be screened prior to starting their shift.

We will continue to document our daily cafeteria practices using Hazard Analysis Critical Control Point Procedures. Example: receiving, monitoring, food temperatures, dishwasher temperature and sanitation log.

Staff will wash hands and wear new gloves before and after changing tasks. Face masks will be worn during serving.

Grades K-6 will use class rosters to check students who are eating and turn them into the cafeteria everyday. Grades 7-12 will use ID cards. After every shift the scanner will be cleaned and sanitized by the cashier. We will have a grab and go breakfast available in the cafeteria each day and a tray lunch in the cafeteria.

Sharing tables and leftover food will not be permitted.

Menus will be subject to change due to availability and accessibility.

Disposable silverware will be used in all cafeteria locations.

Hand Sanitizer is available at all cafeteria locations

Lunch Monitors will strongly enforce the “no touching” rule of other students and other student’s food.
To limit the risk of contamination, until further notice, the following food and delivery-related activities are prohibited:

- Bringing or sharing refreshments with colleagues
- Handing out snack items, candy, or drinks to students
- Ordering food to be delivered
- Having personal items such as packages delivered to HSDR3.
- Students will NOT be allowed to bring birthday treats or any other snack to share with classmates.

Food items should be for personal consumption and kept at your assigned work space.

TRANSPORTATION SAFETY PROCEDURES

Driver/Monitor Screening

Drivers/Monitors will be screened by a designated staff member prior to embarking on the morning and afternoon bus routes.

Social Distancing on the Bus

Due to many constraints, social distancing on a school bus is just not practical; therefore, The Hillsboro School District will implement practices to reduce the likelihood of spreading the disease.

- Avoid congregating in the bus aisle.
- Allow same family households to sit together in the same seats.
- All students will load from the back of the bus to the front.
- ALL PASSENGERS are to be assigned seats going to and from school; unless prior approval is granted by the Transportation Office. This includes a Buddy Bus Seating Chart. (Your students in the back, Buddy Bus students in the front.) Once the Buddy Bus Students are off of the bus, your regular students can move to the appropriate seating.
- Students MUST remain in their seats and MUST refrain from touching or talking directly to another passenger.
- Face coverings while on the school bus is highly recommended.
● Drivers will wear masks while students are boarding the bus.
● Monitors will wear masks while the students are ON BOARD the bus.
● The seat located directly behind the driver will be left unoccupied when possible.
● Any contact with students should be made during a preventative or an emergency situation only.

**Bus Sanitizing**

● Hand Sanitizer dispensers will be installed on each bus.
● The interior of the bus will be “Disinfectant Fogged” 2 times daily by Transportation Staff. Once after the AM routes and once after the PM routes.
● The interior of the bus will be cleaned and disinfected twice daily by the driver between routes. Special attention will be given to “high touch” surfaces such as the entrance handrail, seats, steering wheel and door handles.
● OPEN food or drink containers will not be allowed on the bus. Students will be able to bring their food items to school; however, they must remain in closed containers and in their book bags.

**TECHNOLOGY INFORMATION**

The Technology Department will provide individual assistance on learning new or expanding on technology skills and products for teachers through appointments.

The District will provide a device for every student K-12 as a “one to one” initiative. This will lessen shared devices for sanitary purposes as students will carry their device with them throughout a school day. This will also provide students a more equal opportunity to technology access.

Shared devices in a lab setting are to be cleaned frequently and assigned seating will narrow the number of students using the same workspace.

The District will enable hardware and software features to facilitate online learning (for example: allowing webcam access or an app on a Chromebook).
II. ACADEMICS AND INSTRUCTION

IN-PERSON INSTRUCTION INFORMATION

Instruction will be provided five days per week and will follow the same course/classroom expectations as those prior to the March 2020 long-term closure. We recognize that our students who will be returning to campus on August 26, 2020, will have had a variety of educational experiences since the last time we were able to attend school.

During the extended closure, our faculty transition team has worked hard to identify those priority standards that were unable to be mastered from March 2020 until May 2020. The district focus will be to fill in the most critical learning gaps while moving forward with grade level expectations.

Our teachers will be utilizing various assessments to gauge student background knowledge and progress. Faculty will respond quickly to gaps in student learning while frequently monitoring student progress.

The district will make several changes to procedures in order to reduce exposure and transmission of COVID-19, as described below:

**Social Distancing**

Social distancing is the best preventative measure.

While children are the least likely to exhibit serious symptoms from COVID-19, social distancing helps prevent the spread to adults—especially those who may be at high risk.

Social distancing is defined as staying 6 feet apart from others.

**The District will:**

- Establish social distancing protocols for various activities during the school day—classroom, cafeteria, gymnasium, playground, etc.
- Establish a contained area (such as main entrance foyers) for parents when checking students in/out during the school day.
If others are waiting to check their student in, they should wait outside (in their vehicle if necessary) so there is a limited number of individuals in the contained area.

- Discontinue allowing nonessential visitors into the school.
  - Individuals should not be allowed to visit classrooms and should remain in a contained area if visiting the school is necessary.
  - Administer a temperature check and health screening questions if a vendor (food suppliers to the food preparation areas, for example) is allowed into the school building.
    - Masks should be required for these individuals.
  - Keep accurate records of anyone who has been inside a building in case an outbreak occurs to assist with contact tracing efforts.

**Masks-Students**

**The District will:**

- Students are encouraged to wear masks and bring them, if they so choose.
- Students who are in a high risk group (previous health concerns, immune deficiency, etc.) will be highly encouraged to wear a face mask at all times.
- Remove any student from the classroom who becomes ill and provide them a face mask.
- Instruct students in the proper manner in which a mask should be worn.
  - Efforts should be made to destigmatize the wearing of face masks to protect those students who need to wear one.

**Masks-Staff**

**The District will:**

- Staff are strongly encouraged to wear masks when social distancing is not an option, if they so choose.
- Staff who are in a high risk group (previous health concerns, immune deficiency, etc.) will be highly encouraged to wear a face mask at all times.
- Remove any staff member from the classroom who becomes ill and provide them a face mask.
- Instruct staff in the proper manner in which a mask should be worn.
  - Efforts should be made to destigmatize the wearing of face masks to protect those staff who need or choose to wear one.
Gloves-Staff  (Gloves are not required for students.)

The District will:

✓ Provide gloves for health care workers, such as school nurses, who will be working with sick or individuals who are suspected to be sick.
  o A fresh pair of gloves should be worn when working with each new individual.
✓ An individual should use hand sanitizer before putting on gloves and then once again after removing gloves.
✓ Require custodians to use gloves whenever cleaning.

Hand Washing—Staff and Students

The District will:

✓ Encourage staff and students to wash their hands or use hand sanitizer upon entering the building, before and after eating, and before any group activity.
✓ Recommend hand washing any time the face/mouth are touched.
✓ Provide hand sanitizer in classrooms and hand sanitizing stations throughout the building.

Water Fountains-Staff and Students

The District will:

✓ Avoid groups congregating around water fountains waiting for access.
✓ Allow use of water fountains for filling individual water bottles only.
✓ Increase the cleaning and sanitation of water fountains.

Student Restrooms/Usage

The District will:

✓ Limit the number of students in the restroom.
✓ Administer at least one deep cleaning a day and clean/wipe down high touch surfaces throughout the day.
✓ Maintain a cleaning log to assist with contact tracing if necessary.
✓ Implement scheduled restroom breaks so each grade/class can go at a specific time and avoid mixing students from different classes.
✓ Mark spaces outside restrooms to provide visual cues to encourage social distancing while waiting.
III. VIRTUAL EDUCATION

HILLSBORO ONLINE EDUCATION PROGRAM - GRADES K-5

The Hillsboro School District recognizes that some families are uncomfortable with resuming in-person school. As a result, the district will offer a grade level appropriate, online option. Students in grades K-5 will be enrolled in the Hillsboro Online Education Program. This format allows students to learn online utilizing district curriculum taught by Hillsboro teachers. They will follow current units of study and pacing. Learning will closely mirror the in person version with utilization of the same curriculum, pacing and assessments. Instruction will take place five days per week and students can expect to spend the same amount of time as a student who is learning in person.

Online classes will begin August 26, 2020. The deadline to apply for Hillsboro Online is August 10, 2020. The application can be found here: https://forms.gle/TbayC9uPyrfz45gn9

STUDENT EXPECTATIONS:

- Students should have a device and reliable connectivity in order to effectively engage in online education. The district will make every effort to assist in providing a device if a student does not have one.
- In order to enroll in online courses, students must have the necessary computer and technical skills in order to succeed. Students must also have the ability to stay engaged in virtual courses.
- Students’ commitment and participation in online learning is essential to their success. Students will be expected to participate actively in their classes.
- Students must commit to online learning for a minimum of at least one semester.
- Students are required to be available for instructional logins multiple times each school day.
- Students will use Google Classroom. Parents/guardians will be invited to Google Classroom as a guardian.
● Students will be provided with weekly specials (Music, Art, Library and PE).
● Grading practices will be the same as they were prior to March 2020 and will mirror that of in-person learning. All students who are enrolled in Hillsboro online will receive grades and continuous feedback from their teacher. Parents can keep updated on attendance, grades and assignments through the teacher or the Infinite Campus parent portal as they do when students are in in-person classes.
● Students will continue to be a part of their building, including receiving communications from faculty and staff.

**PARENT EXPECTATIONS:** Parents who have students enrolled in online classes will be expected to support the student by doing the following:

- Parents will be required to provide technical assistance to their student.
- Commit to at least one semester of online learning at a time.
- Ensure the student has reliable connectivity.
- Ensure that the student has sufficient time in his/her schedule each day to do the course work and that such scheduled time will be a priority for the student.
- Encourage the student to ask questions, participate in class discussions, and ask for help when needed.
- Communicate with the teacher about the students’ progress as needed.

**TEACHER EXPECTATIONS:** Teachers are expected to do the following:

- Set up and follow a daily schedule with times for connecting with students engaged in online learning.
- Record any videos so students who lack immediate access can access them at a later time.
- Set up, post and adhere to, daily virtual office hours to provide additional support for students.
- Provide appropriate support and feedback for students on a daily basis.
- Provide rigorous, engaging, daily lessons that mirror that of in-person school.
ONLINE EDUCATION - LAUNCH PROGRAM - GRADES 6-12

The Hillsboro School District recognizes that some families are uncomfortable with resuming in-person school. As a result, the district will offer an online option. Students in grades 6-12 will be enrolled in the online option through the educational platform, Launch, through the Springfield School District. All Launch courses are aligned to the Missouri Learning Standards and are taught by a highly qualified Missouri educator. Students can expect to spend the same amount of time as a student who is learning in-person. Launch is a rigorous online program that will require hard work and dedication.

Online classes will begin August 26, 2020. The deadline to apply for Hillsboro Online is **August 10, 2020.** The application can be found here: [https://forms.gle/ytcSi97vmtY68tdd6](https://forms.gle/ytcSi97vmtY68tdd6)

Additional information about Launch can be found below. We encourage you to use these resources before deciding to enroll your student in online learning.

[https://fueledbylaunch.com/](https://fueledbylaunch.com/)
[https://launchpad.fueledbylaunch.com/guides/parent-student/](https://launchpad.fueledbylaunch.com/guides/parent-student/)

**STUDENT EXPECTATIONS:**

- Students should have a device and reliable connectivity in order to effectively engage in online education. The district will make every effort to assist in providing a device if a student does not have one.
- In order to enroll in online courses, students must have the necessary computer and technical skills in order to succeed. Students must also have the ability to stay engaged in virtual courses.
- Students’ participation in online learning is essential to their success. Students will be expected to participate actively in their classes.
- Students must commit to online learning for a minimum of at least one semester.
- Students are required to be available for instructional logins multiple times each school day.
• All grades received will become part of the student’s permanent record.

**PARENT EXPECTATIONS:** Parents who have students enrolled in online classes will be expected to support the student by doing the following:

• Parents will be required to provide technical assistance to their student.
• Commit to at least one semester of online learning at a time.
• Ensure the student has reliable connectivity.
• Ensure that the student has sufficient time in his/her schedule each day to do the course work and that such scheduled time will be a priority for the student.
• Encourage the student to ask questions, participate in class discussions, and ask for help when needed.
• Communicate with the teacher about the students’ progress as needed

**SPECIAL EDUCATION**

Specialized instruction will be provided as stated in each student’s Individualized Education Program (IEP) according to State and Federal Regulations. If you have any questions, please contact Matt Whitehead (Executive Director of Special Services).

Email- whitehead_matt@hsdr3.org
Phone- 636-789-0060

In the event of another school closure, the Hillsboro R-3 School District assures that the instructional plan for AMI days for students with disabilities is documented in each individual student’s IEP according to the guidance developed by the Missouri DESE Office of Special Education.
IV. ATHLETICS AND ACTIVITIES RE-ENTRY PLAN

ATHLETIC AND ACTIVITIES RE-ENTRY OVERVIEW

Before any student can participate in athletics or activities, parents must sign a waiver agreeing to screen their student for COVID-19 symptoms every day before coming to camp. That waiver can be found on the link following link on our website (be sure to click the “waiver tab”) https://www.hsdr3.org/o/hillsboro-high-school/browse/142091

That waiver must be completed before any student can participate in activities. Students must bring the signed waiver the first day they attend an activity at school. THE PARENTS are responsible for screening their child each MORNING before the student comes to school to participate.

The coaches will be in contact with the students to give specific direction on what will take place when starting back up. If the student does not have the waiver signed before coming to the first workout, they will not be allowed on campus and must leave immediately. Hard copies of the waiver will be available at the school, but a parent must be present.

Do not forget that physicals are good for 2 years now. All of the other paperwork in the athletic packet MUST be completed in order for the student to start fall practice (August 10th for the high school and August 24th for the junior high).

Please make sure that your student brings their own personal water bottle with their name printed on it. There will be no water fountains for them to refill their bottles, so please make sure to send enough water.

If you have any questions or concerns please contact me at 636-789-0010 ext. 1015 or schacht_chris@hsdr3.org. I will communicate more information with you as it becomes available.
These sports include: Baseball, Basketball, Cheerleading, Dance Team, Football, Soccer, Softball, Volleyball, Wrestling.

1. **Phase 1** (Approx July 1-July 14)
   i. During this phase, team workouts and practices are allowed to begin on campus or facility, however this should be done with minimal protective equipment (*i.e. helmets only for football*). Team drills can occur where players are less than 6 feet apart, but this should be minimized to brief one-on-one drills. Most of the practice should utilize social distancing.
   
   ii. No two teams should be in the same location at one time. If the same field or gym will be used back to back, allow ample time between sessions to clean area between teams. Half field use is permitted. Be sure that there is no interaction between teams.
   
   iii. Any equipment used should be disinfected between individual/team uses (*i.e. helmets, bat, etc.*).
   iv. Social distancing should apply as much as possible during these team workouts and practices.
   
   v. Moving to phase 2 is contingent upon meeting the gating criteria above in the region your organization resides for the previous two weeks, and no outbreak within your school or organization.

2. **Phase 2** (Approx July 15 - July 28)
   i. During this phase, team practices with full equipment and contact drills are permissible. Football should be sure to acclimatize with half shells first and then full equipment during this phase, as recommended by Missouri State High School Activities Association (MSHSAA).
   
   ii. Intrasquad Scrimmages are permitted during this phase. (*no scrimmages/games versus other schools*)
iii. Any equipment used should be disinfected between individual/team uses (i.e. helmets, sleds etc.).

iv. Moving to phase 3 is contingent upon meeting the gating criteria above in the region your organization resides for the previous two weeks, and no outbreak of cases at your school or organization.

3. **Phase 3** (Approx July 29 - July 31)
   i. During this phase, full team practices, intrasquad scrimmages, and game competitions are permitted.
      - *No scrimmages/games versus other schools*
   
   ii. Any equipment used should be disinfected between individual/team uses (i.e. bat, helmets, shoulder pads, sleds etc.).

   iii. This phase is recommended until the fall sports season resumes.

### LOW-FREQUENCY OF CONTACT SPORTS - PHASES

These sports include: Band, Field Events (*high jump*, *pole vault*, *javelin*, *shot-put*), Golf, Weight lifting, Running, Tennis, Track.

1. **Phase 1** (Approx July 1-July 14)
   i. During this phase, team workouts and practices are allowed to begin on campus or designated facility.

   ii. Intrasquad scrimmages are permitted during this phase. Should allow for proper acclimatization before playing opponents.

   iii. Any equipment used should be disinfected between individual/team uses (i.e. bat, helmets, sleds etc.).

   iv. If the same field or gym will be used back to back, allow ample time between sessions to clean area between teams. Be sure that there is no interaction between teams.
v. Any equipment used should be disinfected between individual/team uses (i.e. ball, bat, etc.).

vii. Moving to phase 2 is contingent upon meeting the gating criteria above in the region your organization resides for the previous two weeks, and no outbreak of cases at your school or organization.

2. **Phase 2** (Approx July 15 - July 31)
   i. During this phase, full team practices, intrasquad scrimmages, and game competitions are permitted.
      
      - **No scrimmages/games versus other schools**
       
   ii. Any equipment used should be disinfected between individual/team uses (i.e. bat, helmets, sleds etc.).

   iii. This phase is recommended until the fall sports season resumes.

**Out of health and safety concerns for our students and coaches, it is respectfully requested that no spectators be present during the initial phases of re-opening.**