



Columbia
PUBLIC SCHOOLS

**COVID-19 Re-Entry Plan
Fall 2020**

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Introduction

The global Coronavirus pandemic has introduced a new level of risk for in-person instruction and in-person gatherings. Our schools are designed to educate students through social, face-to-face interactions, in relatively close spaces and in large groups. The benefits of this approach to education are well accepted. We have heard from our community and access to school is important. We also know our community prioritizes student and staff safety, and expects a thoughtful re-entry plan ([Source: Thought Exchange Report](#)).

As we plan for a school year likely to be continuously impacted by the COVID-19 pandemic, the priorities we hold are:

- Providing environments that are as safe as possible for students and staff;
- Providing equitable, guaranteed, and viable education.

Therefore, Columbia Public Schools will be accessible to all students through a choice model. Students and families may choose to engage in their education in an **online format** or **in-person** (in a more traditional model).

[NOTE: It is understood that choice assumes the conditions and [Columbia/Boone County Department of Health and Human Services guidelines](#) for our community allow for schools to reopen.]

Early Childhood Program

Pre-K

In-Person Classes

- Students will be assigned to attend the full-day program.
 - Class sizes will not exceed 12 students in a classroom, initially.
 - A waiting list will be maintained and adjustments made to class sizes based on health department guidelines and recommendations.
 - Student attendance will be closely monitored.
 - CPS Early childhood uses a 5,10,15, 20 system. At 5 unexcused absences, families receive a letter discussing the importance of attendance. At 10 unexcused absences, the school social worker visits the family to discuss how the school can help with ensuring the student attends regularly. At 15 unexcused absences, the family comes to the school for a visit with the principal before the student returns to school. At this meeting, a plan for success is created. If 20 unexcused absences are reached, the student may no longer attend and another child is chosen off the waitlist.

- In Pre-K classrooms, every best effort will be made to maintain stable groups (children will remain in one classroom for learning).

- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.

- Classroom protocols will include assigned seating and other measures to minimize contact.

- Schools will make reasonable best efforts to minimize risk, ***however, attending our schools in-person will introduce a greater risk of exposure.***

- Individual school closures will be included in the protocol when individuals have positive tests for COVID-19.

- PreK students will have access to specials.

Early Childhood Special Education (ECSE)

In-Person Classes

- Students will be assigned to an AM or PM session.
 - Class sessions will be combined, and our goal is to have no more than 16 students per session.*
 - Half of our classrooms will be used for the AM session and the other half for the PM session in order to implement the necessary cleaning protocols and maintain stable groups.
 - Teacher and supplemental staff ratios will be adjusted for the larger session size.
 - We will be unable to have peers in our classrooms at this time.
- In Pre-K classrooms, every best effort will be made to maintain stable groups (children will remain in one classroom for learning).
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Classroom protocols will include assigned seating and other measures to minimize contact.
- Schools will make reasonable best efforts to minimize risk, ***however, attending our schools in-person will introduce a greater risk of exposure.***
- Individual school closures will be included in the protocol when individuals have positive tests for COVID-19.

*DHH (Deaf Hard of Hearing) classes at the Discovery Center will continue with its traditional session.

Elementary Kindergarten - Fifth Grade

Virtual Learning Option via CPSElementary@Mizzou

- K-5 CPS students will have the option to enroll in CPSElementary@Mizzou, an online program taught by CPS teachers using materials and training from the University of Missouri.
 - CPSElementary@Mizzou is an innovative partnership between Columbia Public Schools and Mizzou Academy. This online program for elementary students offers families a K-5 solution that supports student engagement, success, and safety. This strong and cohesive program puts students at the center of the learning process.
 - CPSElementary@Mizzou includes core materials developed by Mizzou Academy as well as intervention and enrichment opportunities developed by Columbia Public Schools. In K-2, students will learn language arts, mathematics, and science. In 3-5, students will learn language arts, mathematics, science, and social studies. In addition to content knowledge and skill development, Mizzou Academy courses also focus on global awareness, inquiry, and student leadership skills.
 - CPSElementary@Mizzou will be taught by Columbia Public Schools elementary teachers. CPS will open up applications for interested teachers to apply. Students will have daily interaction with their teachers via video conferencing. They will also have access to school counselors, learning specialists, and other CPS teachers as needed.
- CPS teachers will be selected to teach CPSElementary@Mizzou using a system designed by CPS teachers and leaders.
- K-5 grading practices will follow the same format as the 2019-20 grade card.
- Even though a family has chosen CPSElementary@Mizzou, the student will continue to be affiliated with their child's home school building, including communications from their school building.

Special Education, Section 504 and CPSElementary@Mizzou

If a child has an IEP, can they still enroll in CPSElementary@Mizzou?

Yes, all students have the following options:

- CPSElementary@Mizzou
- In-Person Learning

If a family chooses to enroll in CPSElementary@Mizzou, how will their child receive their special education services?

All students eligible for special education services have the option to come to the building to receive their special education services, receive their special education services remotely or a combination of both. For example: a parent may choose for their child to receive reading services remotely, but bring their child in for physical therapy.

If a family chooses CPSElementary@Mizzou and also chooses for their child to receive their special education services in-person in their building, will their child be provided transportation?

No, all students participating in CPSElementary@Mizzou would be required to provide their own transportation should they decide to access their special education services including speech/language therapy, physical therapy, occupational therapy, etc. and/or building activities.

When will a child's services be provided?

All services will be provided during the regular school day. A student's specific schedule will be developed by and communicated through the special education teacher and/or specialist assigned to deliver the specific service.

What if a child is in a district special education classroom where the curriculum is based on alternative learning standards (MAP-A) and/or significantly modified to meet his/her educational needs?

This summer, coordinators and educators are developing distance learning curriculum to support students should the building and/or district close due to health department guidelines. Parents of students who access alternative learning standards could opt into this CPS distance learning option as an alternative to CPSElementary@Mizzou.

Will a child receive the same amount of services if their family chooses remote learning?

While these decisions are made by the IEP team, the amount and frequency of specific services may need revision to provide Free and Appropriate Public Education (FAPE) in a remote learning environment.

If a child has a 504, can the student still enroll in CPSElementary@Mizzou?

Yes, all students have the following options.

- CPSElementary@Mizzou
- In-Person Learning

If a family chooses to enroll in CPSElementary@Mizzou, will their child receive accommodations? Yes, Section 504 students are eligible to receive 504 FAPE plan accommodations that are determined by the team.

If a family chooses to enroll in CPSElementary@Mizzou, can they make a 504 referral for an initial evaluation?

Yes, CPS will follow the US Department of Education evaluation process for initial evaluations.

If a family chooses to enroll in CPSElementary@Mizzou, can the 504 FAPE Plan be updated or revised?

Yes, the 504 FAPE Plan can be revised via email, via phone, via zoom, or in-person with the 504 team, which consists of parents, teachers, 504 coordinators, and any other staff members.

Students who begin in CPSElementary@Mizzou at the beginning of the school year will commit to this mode through the end of the semester and have the opportunity to transition back into their home schools during a posted window of enrollment.

Students who wish to move from in-person to CPSElementary@Mizzou can do so, after consultation with the building principal and depending on teacher availability.

Elementary EL (English Learners) in CPSElementary@Mizzou

- EL students who enroll in CPSElementary@Mizzou will receive EL instructional supports embedded in the Mizzou Academy curriculum.
- Students will have two options for direct EL support from a CPS EL teacher:
 - Students will have the option to join in-person EL groups in their assigned EL building at a specified day and time each week for direct EL support
 - Students will have the option to join online groups via Zoom at a specified day and time each week

Note: Parents who do not allow their student to attend in-person or online EL groups will have to sign a form stating they are opting out of direct EL support.
- Students who choose to attend in-person EL groups will go to their assigned EL building. This most likely will be their current elementary school, but that could change, if the district has to reassign buildings due to health concerns. These students will have to provide their own transportation.
- Students who choose to join online EL groups will work with the assigned EL teacher, who may or may not be the student's current EL teacher.
- The EL department and teachers will work with families of EL newcomers who wish to enroll in CPSElementary@Mizzou to determine if this is the best fit for them.
- Students who choose CPSElementary@Mizzou will continue to be identified as EL students and will be required to take the annual EL test, ACCESS, in January or February 2021. The EL Department will schedule testing sessions for students in CPSElementary@Mizzou.
- All enrolling students who meet the criteria for English Learner testing will be given the EL screening test during the enrollment process, even if the family chooses to enroll the students in CPSElementary@Mizzou. The EL department will work with the family to schedule the screening test for newly enrolled students.
- For more information regarding EL students and Fall 2020, please open this link: [CPS EL Students - Plan for 2020-21 - FAQs](#).

Elementary Kindergarten - Fifth Grade

In-Person

- In-person classes will be taught from an online format, and temporary school closures would transition instruction to virtual learning immediately and remain in place until reopening.
 - Students who begin in-person classes will be transferred to virtual learning with their teacher in the event of school closure.
 - Students who enroll in CPSElementary@Mizzou at the start of the year will remain in the CPSElementary@Mizzou program regardless of CPS closure.

- Students will be assigned to attend the school in their attendance area. The school district may reassign a child's school of attendance, if necessary. For example, if a school building has reached in-person capacity and there is room at another school, the District may assign children to a different school. If that becomes necessary, the District will provide transportation. ([Policy JCB](#)).

- K-5 grading practices will follow the same format as the 2019-20 grade card.

- While bus-transportation is available, families will request service for the year so that we can plan effectively for ridership.
 - Due to COVID-19 social distancing recommendations, it is highly recommended students provide their own transportation.
 - If a child currently has transportation written into their IEP plan, the IEP Team will make the most appropriate decision for those students.
 - Transportation rules may temporarily revert to state minimum standard (two miles for elementary and middle school and three miles for high school ([Policy EEA](#))).
 - School arrival and departure times are set, however, there is an understanding that families providing their own transportation may need leniency in some situations when children arrive a little late and leave a little early. Each school will have procedures for arrival and dismissal.

- In K-5 classrooms, every best effort will be made to maintain stable groups (children will remain in one classroom for learning, including lunch). There will be ample time for children to use the restroom and be outside with peers. Elementary teachers are very experienced in ensuring movement for children.

- A stable group is an individual's personal collection of people who have been in their 6-foot perimeter (these are the people who they usually interact with).
- Schools will make reasonable best efforts to minimize risk, ***however, attending our schools in-person will introduce a greater risk of exposure.***
 - Classroom protocols will include assigned seating and other measures to minimize contact.
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
 - Recess can be on blacktop or in fields with structured games. The use of balls and some equipment (jump ropes, hoola hoops, etc) will have a plan for cleaning after use. Depending on numbers, we may have multiple zones. We are also unsure at this time what equipment might be open.
- If an individual in the school has a positive test for COVID-19, the school will close (more information about this can be found in the Safety and Well Being section).
- K-5 students will have access to PE, Art, Music, Media, Special Education, EL, Title, and intervention, regardless of in-person or online.
 - Elementary P.E.
 - Classroom energizers/mindful minutes can be done in the classroom where students stay at or near their assigned desks/workstations. We will provide regular classroom breaks for outdoor or hallway walking and movement activities. When it is possible, PE may be held outside the classroom.
 - Elementary Art
 - All students attending in-person CPS instruction in the fall will continue to receive art instruction during the school year at least once a week for 50 minutes. Art specialists will be delivering their lessons in the students' home classroom and modifications are being made to the curriculum and instruction to limit shared supplies and ensure that each student is receiving high-quality instruction whether at school or in an online environment, should a school need to close temporarily. Special attention is being paid to engaging the creative mind and activating each student as creator, presenter, responder, and connector through the visual arts.

- Elementary Music
 - All students attending in-person CPS instruction in the fall will continue to receive music instruction during the school year at least once a week for 50 minutes. Music specialists will be delivering their lessons in the students' home classroom and modifications are being made to the curriculum and instruction to limit shared supplies and ensure that each student is receiving high-quality instruction whether at school or in an online environment, should a school need to close temporarily. Special attention is being paid to engaging the creative mind and activating each student as creator, presenter, responder, and connector through the musical arts.

- Elementary Media
 - All students attending in-person CPS instruction in the fall will continue to learn foundational technology skills during the media specials rotation (50 minutes every four days.) These lessons, available for face-to-face learning in the students' home classroom or virtual learning, will be delivered utilizing student-assigned iPads.

 - Library Media Specialists will continue to work with classroom teachers to integrate information and technology literacy skills into classroom content as needed. Digital learning skills needed for virtual learning will be prioritized at the beginning of the 20-21 school year. These skills include learning how to use mobile devices for learning, how to access digital reading resources, and how to access CPS instructional resources.

 - Students attending CPS schools and CPSElementary@Mizzou will be able to check out print and digital materials from CPS library media centers. Procedures for doing so will be shared at each CPS building.

- Elementary Special Services
 - All special education students will be provided instruction relative to their IEP goals.

 - A child's case manager will work with families to ensure a child's IEP is being met.

 - Students services will be provided in a pull-out and/or push-in model to ensure the student's IEP goals are being addressed.

- Teachers in our Hearing Impaired Program will have access to transparent masks.
- If CPS has to close a school or the district due to health concerns, students will continue to receive their services from their special education teacher.
- Elementary EL (English Learners) for in-person classes
 - Elementary EL students will receive direct support for English language development from an EL-certified teacher.
 - If CPS has to close a school or the district due to health concerns, students will continue to receive EL support online from their EL teacher.
 - In-person EL support will primarily be provided through push-in into elementary classrooms. This will help maintain stable groups in the elementary buildings.
 - All enrolling students who meet the criteria for English Learner testing will be given the EL screening test during the enrollment process. For elementary students in EL buildings, the EL teacher will administer the test and report the results to parents/guardians immediately after testing. For students who live in the attendance areas of Alpha Hart Lewis, Benton, Midway, and Two Mile Prairie, or who will attend Ridgeway will need to come to the EL office to complete EL testing prior to starting in-person classes. Students who are enrolling in any of these five schools can make an appointment for testing by calling 573-214-3965.
 - For more information regarding EL students and Fall 2020, please open this link: [CPS EL Students - Plan for 2020-21 - FAQs](#)
- EEE Program
 - In-person students will still take a bus to weekly EEE classes. If a student is enrolled through CPSElementary@Mizzou, parents will be asked to take EEE students to the building for EEE classes, or work with the principal at EEE to make accommodations.

Secondary: Middle School and High School

Each family will choose either online classes or in-person classes. In the event a family has not yet contacted their school, the school will make contact with the family.

CPS Virtual Option (Online)

- Students will be assigned to CPS Virtual.
- Students will have access to the courses they had already requested for the 2020-2021 school year, provided those classes can be taught in an online environment and there are enough students enrolled in the class to support running the class.
- Courses are most-often developed by CPS teachers and taught by CPS teachers. In some situations, self-paced options might provide alternative curricula.
- CPS Virtual courses will mirror the in-person versions; same curriculum, pacing, and assessments.
- 6-12 students will be given feedback through the A-F grading system.
- CPS teachers will be selected to teach CPS Virtual courses using a [system designed by CPS teachers and leaders](#).
- Students who choose CPS Virtual will continue to be affiliated with their assigned school building and will continue to receive communications from that school.
- Students should have access to download speeds of 2.5 Mbps in order to effectively be a CPS Virtual student. CPS will provide a hotspot or other available connectivity options and make every modification it can in order to give access to a student who wants to choose CPS Virtual. In the end, if adequate access cannot be achieved, CPS Virtual would not be an option for that student.
- Students would commit to this mode through the end of the first semester. They will have the opportunity to transition back into their assigned schools in-person for the start of the second semester in January or elect to continue with CPS Virtual.
- If students select CPS Virtual, they are still eligible for MSHSAA Sports and Activities, if they meet the enrollment and credit requirements ([MSHSAA By-Law 2.3.4.b](#))

- **CTE (Career and Technical Education) Classes** will be available for students.
 - Some CTE courses require in-person labs, and those labs will be made available to students. Students who choose CPS Virtual will be allowed to enroll in and attend in-person CTE courses.

- **Secondary (English Learners) in CPS Virtual:**
 - EL students who enroll in CPS Virtual will receive EL services.
 - Students will work with an EL teacher online via Zoom at a specified day(s) and time each week.
 - Parents who do not allow their students to attend online EL groups will have to sign a form stating they are opting out of direct EL support.
 - Students who choose CPS Virtual will work with a CPS EL teacher, who may or may not be the student's current EL teacher.
 - The EL department and teachers will work with families of EL newcomers who wish to enroll in CPS Virtual to determine if this is the best fit for them.
 - Students who choose CPS Virtual will continue to be identified as EL students and will be required to take the annual EL test, ACCESS, in January or February 2021. The EL department will schedule testing sessions for students in CPS Virtual.
 - All enrolling students who meet the criteria for English Learner testing will be given the EL screening test during the enrollment process, even if the family chooses to enroll the students in CPS Virtual. The EL department will work with the family to schedule the screening test for newly enrolled students.
 - For more information regarding EL students and Fall 2020, please open this link: [CPS EL Students - Plan for 2020-21 - FAQs](#)

- **Secondary (Special Education) in CPS Virtual:**
 - Special education students who enroll in CPS Virtual will receive special education services.
 - All services will be provided during the regular school day.
 - A parent can elect to have their student access the instruction virtually via the assigned online course specialist and/or bring their student into the building for their services during their scheduled special education classes.

- A parent could elect for their child to receive their related services (e.g., speech-language, physical therapy, occupational therapy) via teletherapy and/or bring their child in for in-person instruction with the therapist.
 - Students who choose CPS Virtual will work with a CPS special education teacher, who may or may not be the student's current special education teacher.
- **Performing Arts (Band, Choir, Orchestra, and Theatre)**
 - Most performing arts classes within the Fine Arts Department will continue with enrolled students. There are some classes that will be presented only in an online model (e.g., Music Theory and AP Music Theory). Other classes will be suspended for this year due to the inability to not offer the course in an effective online manner (e.g., Beginning Piano).
 - All students regardless of attending in-person or with CPS Virtual will be following the same course expectations, scope, and sequence.
 - Students enrolled in performing arts classes who are attending CPS Virtual will have access to all lessons, materials, and class opportunities and will be expected to keep up with assignments and course expectations.
 - Students attending CPS Virtual may have to participate in CPS Performing Arts courses through streaming technology (e.g., Zoom) to receive instructor assistance and lessons with peers who are receiving in-person instruction when schools are not closed.
- **Visual Arts**
 - Most visual art classes within the Fine Arts Department will continue with enrolled students.
 - All students regardless of attending in-person or with CPS Virtual will be following the same course expectations, scope, and sequence.
 - Students enrolled in visual arts classes who are attending with CPS Virtual will have access to all lessons, materials, and class opportunities and will be expected to keep up with assignments and course expectations.
 - Students enrolled in visual arts classes who are attending with CPS Virtual will be asked to supply basic supplies that will allow them to successfully complete class activities and lessons. Specialty supplies and equipment will be provided

for students or loaned as requested and available.

- Students attending CPS with CPS Virtual, may have to participate in CPS visual art courses through streaming technology (e.g., Zoom) to receive instructor assistance and lessons help with peers who are receiving in-person instruction when schools are not closed. If available and there is enough enrollment, a dedicated online teacher may be provided.

- **Library Media Services**

- All students, those attending in-person or with CPS Virtual, will have access to print and digital materials available through the CPS Library Media program.
- All students, those attending in-person or with CPS Virtual, will be instructionally supported by CPS media specialists both online and in-person.
- Limited access to CPS media centers will be available for individual and small groups of students. Social distancing rules will be followed.
- Safety measures will be enacted to clean and sanitize circulated materials.

Secondary: Middle School and High School

In-Person

- In-person classes will mirror the CPS Virtual platform. Teachers will be teaching in-person and using the online lessons, and in the event of a school closure, instruction will transition to virtual learning immediately.

- Students will be assigned to attend the school within their attendance area. The school district may reassign a child's school of attendance, if necessary. For example, if a school building has reached in-person capacity and there is room at another school, the District may assign children to a different school. If that becomes necessary, the District will contact parents in advance of this happening and the District will provide transportation. ([Policy JCB](#))

- While principals hire teachers to work in specific schools, all teachers are hired to work for Columbia Public Schools. Therefore, for the 2020-21 school year, it is possible teacher assignments could be changed based on enrollment. The Human Resources Department would work with teachers and principals should this be necessary.

- While bus-transportation is available, families will need to request service for the year so that we can plan effectively for ridership.
 - Due to COVID-19 social distancing recommendations, it is highly recommended students provide their own transportation.
 - Transportation rules may temporarily revert to state minimum standard (two miles for elementary and middle school and three miles for high school ([Policy EEA](#))).
 - School arrival and departure times are set; however, there is an understanding that families providing their own transportation may need leniency in some situations when children arrive a little late and leave a little early. Each school will have procedures for arrival and dismissal.
 - If a child currently has transportation written into their IEP plan, the IEP Team will make the most appropriate decision for those students.

- 6-12 students will retain a "normal" schedule, but interactions outside the classroom will be limited, in order to reduce the expansion of the established stable groups.
 - Middle School students will have a stable group of about 25-50 peers.

- For more information regarding EL students and Fall 2020, please open this link: [CPS EL Students - Plan for 2020-21 - FAQs](#)

- **Secondary Special Services**

- All special education students will be provided instruction relative to their IEP goals.
- A child's case manager will work with families to ensure a child's IEP is being met.
- Students' services will be provided during the students' special education classes, in a pull-out and/or in a push-in model to ensure the student's IEP goals are being addressed.
- Teachers in our Hearing Impaired Program will have access to transparent masks.
- If CPS has to close a school or the district due to health concerns, students will continue to receive their services from their special education teacher.

- **Performing Arts (Band, Choir, Orchestra, and Theatre)**

- Most performing arts classes within the Fine Arts Department will continue with enrolled students. There are some classes that will be presented only in an online model (e.g., Music Theory and AP Music Theory). Other classes will be suspended for this year due to the inability to not offer the course in an effective online manner (e.g., Beginning Piano).
- All students regardless of attending in-person or with CPS Virtual will be following the same course expectations, scope, and sequence.
- Classes will be reorganized to emphasize social distancing and may require reductions in typical class sizes. This will potentially include alterations to traditional class expectations. Playing instruments, singing, or acting scenes may only happen in small groups while other students complete CPS Virtual course activities and work on other curricular expectations until they can meet with the instructor.
- We will utilize all available digital tools and classroom resources for sectionals or group rehearsals where social distancing is achievable.

- Students will use their own equipment to avoid sharing. When this is not possible appropriate cleaning and sanitizing will take place.
- If CPS has to close a school or the district closes due to health concerns, some students will be allowed limited access to instruments or practice spaces that can not be achieved at home (e.g., Percussion students accessing large percussion equipment for practice and skill advancement).
- **Visual Arts**
 - Most visual art classes within the Fine Arts Department will continue with enrolled students.
 - All students regardless of attending in-person or with the CPS Virtual option will be following the same course expectations, scope, and sequence.
 - Classes will be reorganized to emphasize social distancing.
 - We will utilize all available digital tools and classroom resources to maximize student learning.
 - Students will use their own equipment to avoid sharing. When this is not possible appropriate cleaning and sanitizing will take place. Teachers will demonstrate proper hand washing and cleaning of tools, equipment, and media so that students can properly clean shared items when appropriate. Students will follow teacher demonstration and expectations.
- **Physical Education**
 - Classes will engage in outdoor activities as much as possible.
 - Social distancing will be managed as much as possible.
 - Students will be provided with their own equipment for class, when possible and equipment will be regularly disinfected.
 - Handwashing before and after physical activity will be expected.
 - Activities will be used which limit close contact with others.
 - Students may not have access to locker rooms.

- **Library Media Services**

- All students, those attending in-person or with CPS Virtual, will have access to print and digital materials available through the CPS Library Media program.
- All students, those attending in-person or with CPS Virtual, will be instructionally supported by CPS media specialists both online and in-person.
- Limited access to CPS media centers will be available for individual and small groups of students. Social distancing rules will be followed.
- Safety measures will be enacted to clean and sanitize circulated materials.

Safety and Well Being

Pandemic Period/Response Activities¹

In the event there is evidence of district-wide transmission of COVID-19, or if there is wide-spread human-to-human transmission in Boone County or the City of Columbia, CPS will enter the highest level of alert, which may include restrictions on access to buildings, if recommended by public health authorities.

In order for CPS employees and the general public to best understand access rules, CPS will use a Daily Mode Indicator:

Daily **MODE** Indicator

COLUMBIA PUBLIC SCHOOLS

LEVEL 1
■ Traditional School

LEVEL 2
■ In Person
□ All buildings - classes taught in school with AMI support
■ CPSElementary@Mizzou and CPSVirtual are not impacted

LEVEL 3
■ In Person
□ Most buildings open - classes taught in school with AMI support
□ Some buildings closed - classes taught as AMI due to COVID exposure
■ CPSElementary@Mizzou and CPSVirtual are not impacted

LEVEL 4
■ In Person
□ Most buildings open - classes taught in school with AMI support
□ Some buildings closed - classes taught as AMI due to COVID exposure
□ The district-wide, in-person attendance rate is below 80%. School District is preparing for a possible district closure
■ CPSElementary@Mizzou and CPSVirtual are not impacted

LEVEL 5
■ All school buildings closed
■ Classes taught as AMI due to COVID exposure
■ CPSElementary@Mizzou and CPSVirtual are not impacted

Safety and Well Being
Pandemic Period/Response Activities
In the event there is evidence of district wide transmission of COVID-19, or if there is wide-spread human-to-human transmission in Boone County or the City of Columbia, CPS will enter the highest level of alert, which may include restrictions on access to buildings, if recommended by public health authorities.

In order for CPS employees and the general public to best understand access rules, CPS will use a Daily Mode Indicator.

Traditional School (Pre-Pandemic School): All classes will take place in school buildings. There are no restrictions on visitors and volunteers in the building.

In School with AMI Support: Courses will be taught with a technology integration model. Courses will align with CPSVirtual courses and be taught in the building with teachers using technology. Only students and staff in CPS buildings. Visitors and volunteers must receive preapproval from the elementary or secondary assistant superintendent.

AMI (Alternative Method of Instruction): AMI refers to school courses taught only online when triggered by a building closure.

Online Learning: Elementary students will receive instruction online through CPSElementary@Mizzou and middle and high school students will receive instruction through CPSVirtual. Online will NOT be impacted by COVID-related building closures.

¹ Source: Adapted from Parkway School District Pandemic Plan

CPS Daily Mode Indicator Definitions

Traditional School (Pre-Pandemic School): All classes will take place in school buildings. There are no restrictions on visitors and volunteers in the building.

In School with AMI Support: Courses will be taught with a technology integration model. Courses will align with CPS Virtual courses and be taught in the building with teachers using technology. Only students and staff in CPS buildings. Visitors and volunteers must receive pre-approval from the Elementary or Secondary Assistant Superintendent.

Online school: Elementary students will receive instruction online through CPSElementary@mizzou and Middle and High School students will receive instruction through CPS Virtual. Online School will NOT be impacted by COVID-related building closures.

AMI (Alternative Method of Instruction): AMI refers to school courses taught only online when triggered by a building closure.

CPS Daily Mode Indicator Levels 1-4

In Levels 1-4, the District may consider implementing the following actions, if recommended:

Access Control

Aslin Administration Building Access - (Effective July 6, 2020)

- The Aslin Building may be visited by appointment for needs that cannot be met by phone or online between the hours of 8:00 AM to 5:00 PM.
- The public is advised to wear face masks or other coverings when coming to the offices.
 - A limited number of masks will be available for public use.

These changes will be in place until the situation is re-evaluated by the Columbia Public Schools and the Columbia/Boone County Health Department.

- Front Desk will be staffed between the hours of 8:30 AM to 5:00 PM.
- Day and evening custodial service will resume.
- The Aslin building will be divided into zones. These zones will be considered “Stable Groups.”
 - Personnel are encouraged to wear masks while working outside their zone or when meeting with someone outside their zone (Stable Groups).

School Building Access

- All entrances to schools will be locked.
- Entry into schools will be restricted to staff and students. Other visitors and volunteers must receive pre-approval from the Elementary or Secondary Assistant Superintendent.
- If a child needs to be picked up for any reason, CPS personnel will accompany the child to the front door and await the arrival of the parent/guardian.
- Cafeteria activities will be modified.

At elementary, a plan will be developed for delivering meals to students if cafeteria or group-style dining is suspended. This may take the form of delivery of meals to classrooms with the assistance of school staff.

At secondary, procedures will be in place to reduce the number of students accessing meals at one time. Procedures could include:

- Additional lunch shifts;
 - Orchestrated group releases to stand in line in food service areas;
 - Assigned seating for middle school students; and,
 - Expanding eating areas (students will have additional places to eat).
- In Levels 2, 3, and 4, there may be some degree of suspension of activities, including sporting events, performing arts performances, field trips, and after-school classes and clubs, as determined by the Incident Command Team in consultation with the Columbia/Boone County Health Department.
 - CPS will continue to encourage social distancing and will avoid incentives for students or staff to go to school when they are sick (e.g., cancel perfect attendance awards).
 - In Levels 2, 3, and 4, there will be no limit on the number of excused absences.

Surveillance, Screening, and Triage

- Students and staff who have a fever (100 or higher without fever-reducing medication) and/or cough will be asked to stay home and report the absence to the school attendance office or supervisor.
- Students and staff who have been traveling must complete a daily self-check (travel is defined as any place outside of Boone County). This self-screening outlines that you should not enter a building if, in the past 14 days, you have experienced:
 - a fever (100 or higher) or a sense of having a fever (you don't feel well);
 - chills, cough, sore throat, headache;
 - new loss of smell or taste, new muscle aches;
 - or if you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.
- Those allowed into the school buildings may be screened.
- Those who are identified to have a fever and/or cough may be instructed to wear an appropriate mask, use hand sanitizer, and go to a designated area to be picked up by parents and sent home.
 - If a child or a parent/guardian refuses to wear a mask, the school will not force an individual to wear a mask. It is highly advisable the CPS employee wear a mask in this situation.
 - Individuals suspected of being exposed to COVID-19 may be excluded from entry into the building and the child will be escorted out.

Nursing

- CPS Health Services staff providing health care will be either KN-95 respirators or N-95 respirators fit-tested (and trained in its proper use, if equipment is available). Additionally, protective eyewear will be provided to nurses.
- CPS Health Services staff regularly keeps a log of health room visits. The name and phone/number/address 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 Columbia/Boone County Health Department, as appropriate.
- The Columbia/Boone County Health Department will provide guidance on students and staff who have had contact with people who are suspected COVID-19 positive.

In the event of a Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

SCENARIO

- An employee or student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The employee or student will be temporarily separated from others.

EMPLOYEE

- The employee will contact their primary healthcare provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The Health Department will also contact the employee and conduct a risk assessment (contact tracing). If the employee resides in a county other than Boone, then that county's Health Department will contact the employee.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.

STUDENT

- The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider.

- The nurse will also notify the CPS Director of Nursing and discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent.
- The Health Department will then contact the parent and conduct a risk assessment (contact tracing).
- The parent will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the parent on what the student and any other person at possible risk of being infected with what to do.

1. If the employee has been told to self-isolate, they should contact his/her/their direct supervisor/principal. If the student has been told to self-isolate, the family will be requested to call the school. The school will check to see if there are siblings or other family members in Columbia Public Schools.

2. The principal/supervisor will contact her/his/their direct supervisor (e.g., Assistant Superintendent). The direct supervisor will contact the Superintendent. Superintendent will advise the Cabinet and the Board of Education.

3. Superintendent will consider initiating the following CPS Positive COVID-19 Protocols:

- Safety and Security will consider closing the building for 24-48 hours.
- The Communications Department will contact the Health Department for additional guidance.
- Official communication to the Board of Education, CPS administrators (as appropriate), and families (and media, if appropriate) will come from the Communications Department (Michelle Baumstark, Community Relations).
- The building principal or building supervisor (or area supervisor) will follow up with the staff member or family of the student.

Custodial

- CPS will maintain adequate supplies of personal protective equipment, soap, paper towels, hand sanitizer, and tissues throughout each school. The Custodial Department will ensure the maintenance of stock.
- CPS will clean frequently-touched surfaces and objects (e.g., tables, water fountains, and doorknobs) with district-supplied cleaning and disinfectant products. Computer safe disinfectant methods will be used for computers and keyboards.

Communication

- Regular updates to the Board of Education, community members, and parents/guardians will be provided, as determined by the Director of Community Relations and the Incident Command Team.
- Here is a list of resources teachers and families may use to learn about CPS Updates and School Closures:
 - www.cpsk12.org
 - www.cpsk12.org/fall2020

Student Transportation

While bus-transportation is available, families will need to request service for the year so that we can plan effectively for ridership. Due to COVID-19 social distancing recommendations, it is highly recommended students provide their own transportation.

Before the boarding: STA will communicate to parents and students information on new processes. They will instruct parents to not allow students to attend a school or take the bus if sick.

- STA bus drivers will watch for continued coughing and may request a student sit in a designated area on the bus and wear a mask. If a child refuses to wear a mask, the driver will not force the child to wear a mask.
- The STA bus driver will immediately alert the school administration upon arrival.

Bus stops: STA will review the number of students per stop and look to limit the number to no more than 10, if possible.

Bus:

- STA drivers will sanitize the rail frequently with an EPA approved disinfectant.
- STA will sanitize seats between use with an EPA approved disinfectant.
- The front row seats will be used at the discretion of the driver or CPS Administration.
- STA drivers and monitors will not work if they are sick.
- STA will require drivers and monitors to wear masks.
 - Students who are able to remove masks without assistance may wear masks if they choose.
- STA will assign seats for all riders.
 - Each bus's list of assigned seating will be maintained so it can be provided to the Health Department for contact tracing, if needed.
- Students within the same household (or students who are considered in each other's stable group) will be assigned seats together or in seats across from, in front of, or behind each other.
- STA will limit the number of students per row to 3 students, when possible.

- STA will pay special attention to students at higher risk of severe illness from COVID 19, especially students riding special education and early childhood special education buses.
 - CPS will encourage alternative forms of transportation for these students, or prioritize social distancing for these students.

- CPS may designate a bus for transporting students home who may be exhibiting symptoms, if feasible. **School administrators will call STA directly and try to arrange busing.** CPS will not ask individual bus drivers to take children home.

Unloading: Avoid congestion as the students unload buses. Stagger when buses unload to the extent possible, or if possible, create multiple points of entry for buses.

CPS Pandemic Period/Response Activities (School Closed)

The decision to close CPS Schools may be made as a means to prevent further spread of an epidemic, or in response to high student and/or staff absenteeism. The Superintendent will make school closure decisions in consultation with the Incident Command Team, the Columbia/Boone County Health Department, and neighboring school district superintendents. Current CDC recommendations will help guide closure decisions.

Possible School Closure Trigger Points:

- Student absenteeism
 - When it is not economically prudent to keep the school open.
- Teacher/Staff absenteeism
 - When the number of staff available to supervise and instruct students drops below what is necessary to maintain a safe learning environment.
- Confirmed case(s) of COVID-19.
- To protect the public health and safety
 - When advised to close by the Governor or state and local health authorities.

The decision to close on these triggers is the school district's decision in conjunction with guidance from the Columbia/Boone County Public Health and Human Services, the Missouri Department of Health and Senior Services, and the CDC.

Schools may close if absenteeism is in the range of 30 percent-40 percent for two consecutive days. Instruction would then transition to virtual learning.

Authority to Close Schools

- In a pandemic, schools may be closed and/or opened by the order of the director of the Department of Health and Senior Services (DHSS) or his/her designee. See *19 CSR 20-20.050 Quarantine or Isolation Practices and Closing of Schools and Places of Public and Private Assembly*. Due to the need for consistency throughout the state, school closures and/or openings to protect the public health and safety will be directed at the state level.
- The School Superintendent has the authority to close and/or open school for absenteeism due to School Closure Trigger Points, as noted above. The Board of Education establishes the academic calendar for the school district ([Policy IC](#)).
- In Missouri, local public health authorities (LPHA) and/or the director of the DHSS have the authority to close and/or open schools for public health and safety trigger points, as noted above.
- Schools may be closed to all staff and students, or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave (unless otherwise directed by Human Resources).
- The superintendent may cancel all activities on district property by outside groups, even if some schools in the district remain open. When a school is closed, activities scheduled at that school, including use by community groups, may be canceled. Activities held at another location that involve students and staff from a closed school may cancel at the discretion of the building principal, in consultation with local health authorities and the school district's director of nursing.

Human Resources²

As we continue to navigate COVID-19 Coronavirus and the impact it has on our organization, we have never lost sight or focus on the impact it has also had on our staff, students and community. We know that each individual has been impacted in different ways and that everyone has differing views on how we should return and what that should look like.

Starting July 6, District employees will be returning to work at their office/in their building according to their work calendar. Supervisors will provide details on reporting expectations as guidelines continue to change. [The Human Resources Department has created a manual to be used as a guide to help provide direction as the COVID-19 landscape changes.](#)

We will continue to follow the Department of Health recommendations regarding sanitation, social distancing, personal protection equipment (PPE), changing structures and systems to comply with guidelines, and best practices for the amount of individuals within buildings or spaces. As the guidelines change and adjust, so will our direction and communication. We will continue to adapt to our environment and provide the best support to our staff, students and community.

Daily Self-Check

If you are an employee and are exhibiting symptoms, daily self check is important. Please note if you have experienced one of the following within the last 14 days, you are recommended to stay home:

- a fever (100 or higher), a sense of having a fever;
- chills, a cough, sore throat, headache;
- new loss of smell or taste, new muscle aches;
- or if you or a close contact has been diagnosed or presumptively diagnosed with COVID-19.

Employees should not come to work under any circumstances if they are sick and they should leave work immediately if they start to feel ill. Please contact Human Resources with questions.

Masks

- All employees will be strongly encouraged to wear a mask/face covering.
 - Please wear a mask when interacting with others not in your stable group (i.e. in the hallways and outside of your classroom/department).
 - When in your classroom/department, you do not need to wear one.
- You may bring your own mask to work or one will be provided to you.

² Source: Adapted from Clayton Public School District

- Please refer to the signs in your building for additional tips on protecting yourself and others while wearing a mask.

Social Distancing

- CPS will continue to monitor health department recommendations regarding social distancing.
- Do not congregate in public spaces like restrooms, break rooms/kitchens, or hallways.
 - Supervisors will remove chairs from break rooms and reorganize the spaces so social distancing is maintained.

Wash Your Hands and Practice Good Health Etiquette

- While every building will have additional hand sanitizer stations and every classroom will have hand sanitizers, there will be an expectation of students following these healthy practices:
 - Clean your hands (consider regular “hand washing” breaks) and disinfect frequently touched items.
 - Avoid touching your eyes, nose and mouth.
 - Cover your mouth and nose with a tissue when coughing or sneezing; or use the inside of your elbow, not your hands.
 - Clean your hands (wash them or use hand sanitizer) after coughing, sneezing, eating/handling food or touching things in “common” areas in your building (kitchen, mailroom, copier, lobby, etc.).
 - Wipes and/or cleaning solutions will be provided in every classroom.

Student Services

Maintaining the health and safety of our students continues to be of paramount importance as we plan for our return to school. With that in mind, it is crucial we ensure student information remains up to date. In the event that a student becomes ill, we must be able to get in contact with the legal parent/guardian or their designated alternate contact. The following protocols will be used to ensure a family's address is correct:

- Parents will be asked if any information has changed.
- The CPS District Registrar, Jeni Brooks, will attempt to make contact with K-5 students whose Spring 2020 work packets were returned due to incorrect address information to obtain updated student information.
- If the District Registrar is unable to reach the family, Home School Communicators will attempt to locate families and obtain updated information when they return to work in August.
 - In some instances, it may be necessary to wait until the student returns to school to determine the accurate residence information.

In the event a student needs to be sent home:

- For students who exhibit symptoms (fever, cough, etc.), as defined by the health department guidelines, and whose parents are unable to be located, the alternate contact person will be called to pick up the student.
- The Home School Communicator may be asked to transport the student home for parents who are unable to pick up their child due to a lack of transportation. Both the HSC and the student will be required to wear a mask. Whenever possible, the student should ride in the back seat of the vehicle with the windows open.

What happens when a student does not come to school?

There is concern that children who were enrolled in 2019-20 (and still residing in Columbia) may not return to school in the 2020-21 school year. CPS will work to locate children and present the families with our school options.

Trauma

The importance of good mental health cannot be understated at this time. The COVID-19 pandemic is a rapidly evolving situation that is causing stress and uncertainty for many of us.

There are steps school leaders and staff can take to foster health and well-being in themselves and their school communities. Keep in mind that recovery from a crisis takes time and may not happen in a linear fashion—especially during a pandemic that does not have a defined, known end.

- Awareness, balance, and connection can help;
- Set and celebrate achievable goals;
- Celebrate the resilience of the great people around you who go above and beyond as they support and help others in times of crises.³

Here are just a few resources from the CPS Counseling and Crisis Counselor:

Helping Children with Traumatic Separation or Traumatic Grief Related to Covid-19

<https://www.nctsn.org/resources/helping-children-with-traumatic-separation-or-traumatic-grief-related-to-covid-19>

National Association of School Psychologists - Trauma Resources

<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/mental-health-resources/trauma>

Trauma Sensitive Schools Online Professional Development

<https://dpi.wi.gov/sspw/mental-health/trauma/modules>

³ Adapted from the National Association of School Psychologists (NASP)

Professional Development

Professional learning is the cornerstone for a strong educational system and will continue for all CPS employees when needed or required. For this summer and transitioning into the 2020-2021 school year, all measures will be taken to provide employees with a safe method of receiving professional development that meets health department guidelines. When at all possible, professional development sessions will be provided virtually or with as minimal contact as possible.

If there is a need for face-to-face, in-person professional development to occur, social distancing and other safety measures will be followed in accordance with the health department guidelines.

Professional Development Travel

At this time CPS has suspended in-state and out-of-state travel due to safety concerns. Employee safety is paramount and extreme caution should be taken to not expose employees to undue risk through work-related travel.

If an employee believes there is a situation that warrants travel being approved for district business, please send your supervisor and Shelli Adams (shadams@cpsk12.org) an email outlining the reason for the exceptions to travel for district business. Approval will need to be secured before any paperwork is to be completed or travel arrangements can be made.

All virtual professional learning that does not require travel needs to follow the established procedures for approval through the supervisor and/or budget manager. No changes have been made to the process of approval for non-travel expenses.