

# Lakeland Joint School District #272

Dr. Becky W. Meyer, Superintendent of Schools

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**LJSD Vision: A community committed to academic excellence ... dedicated to student success.**

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To: Lora Whalen, Panhandle Health District, Region 1 Director  
From: Dr. Becky Meyer, LJSD Superintendent  
Date: May 3, 2020  
RE: Proposed June 1- June 5, 2020 End of Year School Visitation Plan  
Cc: LJSD Board of Trustees

As accurately relayed by the Panhandle Health District (PHD), schools, working together with local public health districts, have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments. Schools serve students, staff, and visitors from throughout the community. All of these people may have close contact in the school setting, often sharing spaces, equipment, and supplies.

Combining guidance from the Panhandle Health District's COVID-19 Guidance for Schools and Checklist, the Governor's Stages of Reopening, the State Board of Education's Guidance, and our District's Board of Trustees school closure ratification, I am proposing the following plan for the first week of June, which is our official last week of school. As I am understanding the necessary steps to approval, once you approve the plan, I am able to submit it to our School Board for their consideration. I am happy to provide clarification or address questions via online meeting or a phone call. Thank you so much for your time and expertise - I know you are extraordinarily busy at this time and we appreciate your assistance!

## Proposed Plan:

The LJSD WILL NOT REOPEN for normal school operations this school year (2019-2020), instead, we will have an End of Year School Visitation Plan.

## School Structure

- Our entire student body will be divided into five near-equal size groups, according to last name. Each group, approximately  $\frac{1}{5}$  of our student body, will be assigned to one day during the week of Monday, June 1 through Friday, June 5, 2020 to "visit" the school and gather personal belongings, participate in modified end of year ceremonies, return technology as applicable, and most importantly, create a space for a sense of closure with their classroom teacher(s). I have included the proposed student body groupings below. Please note: in our largest school, as measured by square footage, the highest number of

students that will be on campus during any one day is only 178. This will allow for the prescribed social distancing guidelines to be followed.

- [Student Groupings](#) - Option 3
  - Day 1: Monday, June 1 = Last Names A - C
  - Day 2: Tuesday, June 2 = Last Names D - G
  - Day 3: Wednesday, June 3 = Last Names H - L
  - Day 4: Thursday, June 4 = Last Names M - R
  - Day 5: Thursday, June 5 = Last Names S - Z
- The visitation plan includes a reduced schedule and the schools will only be open for 3 - 3½ hours each day.
  - [School Visitation Hours](#)
- We will rearrange student desks to maximize the space between students. All classroom desks will be forward facing and students will only sit on one side of classroom tables, all forward facing.
- We will not hold any group events/activities with more than 50 in any one space, and all group events will maintain social distancing guidelines.
- Grab and Go lunches will only be available at the Elementary level through our Child Nutrition Program and will be eaten either in the classroom or outside, weather depending. The lunchroom will not be utilized during the week.
- We will eliminate or limit nonessential visitors during the week.

### Bus Transportation

- Bus transportation will run normal route times for morning pickup. After the 3 - 3½ hour school visitation schedule, bus routes will run return routes. Buses will not contain more student riders than allowable to maintain social distancing guidelines.
  - [Student Bus Routes](#) - Option 3
- Cloth face coverings will be available on bus transportation and in schools for any student, parent or staff member that requests one. We have these in stock and they will be distributed to the appropriate locations prior to June 1, 2020.
- Hand sanitizer and tissues will remain available in all buses.

### Protective Health Protocol

- We have reviewed, updated, and implemented the applicable stages in our LJSJSD Crisis Response and Emergency Operations Plan.
- We have and will continue to reinforce healthy hygiene practices. These will be reinforced in communication to be sent out to all students, parents and staff on May 27, 2020.
- Hand sanitizer, soap/paper towels and tissues will remain available in all classrooms and throughout school facilities.
- Intensified cleaning disinfection protocols and practices are in place and have been since March 16, 2020. An updated daily disinfection protocol will be utilized June 1-5, 2020.
  - [Updated Facilities Disinfection Protocol for June 1-5, 2020](#)

- Cloth face coverings will be available in schools for any student, parent or staff member that requests one. We have these in stock and they will be distributed to the appropriate locations prior to June 1, 2020.
- If a student becomes sick during the visitation period, a parent/guardian will be notified and responsible for immediate pick-up from the school.
- If a confirmed COVID-19 case were to be identified during the school visitation week, the remaining school visitation schedule would be cancelled and a deep cleaning protocol initiated, as recommended, after consultation with the Panhandle Health District Director.

### Attendance Considerations

- Attendance is completely optional. No attendance will be collected during this week and any parents who do not feel comfortable with their child(ren) returning to school will not be obligated to attend. Any student school work or personal items will be either mailed home or held for pickup at a later date, whichever is most comfortable for the parents.
- We will honor requests of parents who may have concerns about their children attending the school visitation due to underlying medical conditions of those in their home.
- Individual plans to accommodate the needs of vulnerable populations will be honored and addressed on a case by case basis, with consultation of the Lead School Nurse.
- We will honor requests of staff who may have concerns about returning to work during the school visitation week due to underlying medical conditions or of those in their home.

### Communication

- Parent and staff communication has been occurring weekly throughout the school closure to share the district's plan for response, protocols, and policies to manage the impact of the coronavirus.
- Social distancing strategies will be put in place and guidelines, as recommended by PHD will be shared with all students, parents and staff in communication on May 27, 2020.
- Communications will specifically require students, parents, and staff to stay home if they feel ill or have a temperature.
- Communications will emphasize everyday preventive actions for students, parents, and staff. PHD guidance will be shared.
  - [CDC Staying Home When Sick Flyer / What To Do If You're Sick](#)
  - [Avoid Spreading Germs at Work Flyer](#)
  - [Handwashing Guidance](#)
  - [Cover Your Cough Flyer](#)

### Attachments:

- [Student Groupings - Option 3](#)
- [BASE Program Stages \(Before and After School Education\)](#)
- [PHD Guidance for Schools](#)
- [Guidance Checklist](#)