



CONTINUITY OF SERVICES PLAN

2022-2023

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DRAFT

Plans are subject to modification due to updates in public health guidelines.

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INTRODUCTION

In the spring of 2020, the Lincoln County R-III School District developed a COVID19 Task Force Committee to organize and develop systems and best practices for the District's reopening in the fall of 2020. The Task Force's goal was to produce a plan to promote superior instruction for all students and facilitate trusting relationships between all stakeholders while reducing the impact of COVID19 conditions during the upcoming school year. The committee members were selected from various departments and positions across the District to get a diverse set of knowledge and skills. The committee members were then divided out into six sub-committees. As a whole, the Task Force Committee met regularly every week from the end of May through July 16 and reconvened in late 2020 to reassess the Return to Learn Plan for the second semester, spring 2021. The original plan was presented and approved by the LCR3 Board of Education in August of 2020. Revisions for the second semester were approved in October of 2020, and the current version was presented to and approved by the BOE in August of 2021. The Task Force sub-committees are as outlined below and include faculty, staff, administration, and special education representatives. Additionally, feedback from District families was sought in July of 2020, November of 2020, and again in August of 2021.

- Academics,
- Personnel,
- Health and Wellness,
- Facilities and Technology,
- Communications, and
- Transportation and Latchkey

Throughout the pandemic, the District has continued to seek information and guidance from the Lincoln County Health Department, the Centers for Disease Control and Prevention (CDC), the Department of Elementary and Secondary Education, the Department of Health and Senior Services, and other federal, state and county agencies or resources.

Looking forward, the District will continue to provide a realistic, balanced, and sustainable plan for in-person learning and continuity of services. The SRCSP and any subsequent updates will be distributed via the District's mass communication platform in both English and Spanish. An accessible version is also housed on the District's website, www.troy.k12.mo.us/COVID19. Plans will remain fluid as the situation around COVID19 continues to evolve.

ACKNOWLEDGEMENTS

The Lincoln County R-III School would like to acknowledge the input provided by District personnel, families, and community stakeholders throughout our Return to Learn and Continuity of Services processes and continual revisions of District practices and procedures surrounding the COVID19 pandemic. Stakeholder feedback is vital to the successful implementation of all District initiatives.

GUIDING PRINCIPLES

In order to ensure the continued well being of our students, employees, and community, this plan was developed with the following guiding principles:

Trusting Relationships - The Lincoln County R-III School District believes that the basis of success for our students, employees, families, and community must be trusting relationships. Regardless of proximity, we are committed to providing trusting relationships with all stakeholders.

Superior Instruction - The consistent delivery of superior instruction to all is the foundation for the success of all educational programs, whether through in-person instruction or distance learning. Since coursework delivered through hybrid methods must continue to be available (on-campus and distance learning), it is imperative that it should meet the same standards across the board. Educators will need to be provided “space and grace” as they work to improve the delivery of content through multiple methods.

Safety - Safety has always been a top priority for our District. Providing a safe and effective learning and working environment for students, employees, and our community guides our decisions. The District will continue to partner with local and state health officials to ensure our facilities are prepared efficiently and effectively for students and staff to be on-campus.

Social and Emotional Wellness - The District believes the social and emotional wellbeing of our students and employees must be met before successful teaching and learning can take place. Through professional development and partnership with local resources, the District will provide social and emotional education and support for our students, employees, and families.

Equity- The District believes that every child deserves equal access to quality instruction regardless of race, religion, ethnicity, ability, gender, and socio-economic status. The District is committed to providing every child with the instruction and resources necessary to achieve their individual academic goals.

SECTION 1: MITIGATION

The LCR3 School District will continue to consider guidance as provided by DESE and DHSS. The most current document is the DESE and DHSS Missouri School Operating Guidance Document revised in February 2022, <https://dese.mo.gov/media/pdf/covid-mo-k-12-guidance-update-may-2021>.

A. Handwashing And Respiratory Etiquette

Handwashing stations and/or sanitizer will be available for use throughout District campuses. Building personnel will encourage students and staff to wash their hands using different methods such as flyers, bulletin boards, demonstrations, etc.

Students and employees will be asked to engage in prevention hygiene, including, frequently washing hands with soap and water for at least 20 seconds or sanitizing hands. When hand washing is not an option, hand sanitizer with at least 60% alcohol content will be available throughout each building.

Additionally, individuals should try to avoid touching their eyes, nose, and mouth and wash or sanitize their hands after touching their face. All individuals should cover their mouth or nose with a tissue when coughing or sneezing or use the inside of their elbow.

B. Cleaning And Maintaining Healthy Facilities, Including Improving Ventilation

The District will continue to follow the cleaning protocols outlined in the District’s Pandemic Cleaning Plan.

The District has installed ionization units into HVAC systems in all District classrooms and workspaces. These units will continue to be maintained appropriately and effectiveness monitored.

Facilities Cleaning

The safety of our employees and students is our first priority. The cleaning steps outlined below are taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students.

General Disinfection Measures

Category	Area	Frequency	Responsibility
Workspaces	Classrooms, Offices	Daily	Primary Occupant/Custodian
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily	Primary Occupant/Custodian
Electronic Equipment	Copier machines, Shared computer monitors, TV’s, Telephones, keyboards	At the end of each use/day and/or between use	Primary Occupant
General Used	Handles, light switches, sinks,	Daily	Primary Occupant/Custodian

Objects	restrooms		
Buses	Bus seats, handles/railing, belts, window controls	Daily	Bus Driver
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	Daily	Custodian

General Disinfection Measures Protocol

General disinfection measures will be followed regularly. Germicidal will be used on a daily basis, with trained custodial staff. Electrostatic fogging sprayers may also be used to disinfect classroom and work spaces.

Personal Workspace/Classroom

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

Shared Workspace

Employees are encouraged to disinfect shared workspaces throughout the day, giving special attention to commonly touched surfaces. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces. LCR3 has alcohol-based hand sanitizers throughout the workplace and in common areas. The LCR3 Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectants should be used when cleaning individual workspaces.

Copiers and Office Equipment and Devices – Employees will be encouraged to wipe the surface before and after use.

Preventive Material Inventory

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
2. Confirm a supply of gloves and other protective gear.
3. Thermometers and temperature tablets are on-site at each building.

E. Contact Tracing In Combination With Isolation And Exclusion, In Collaboration With The State, Local, Territorial, Or Tribal Health Departments

The most current guidance from the Lincoln County Health Department, the Center for Disease Control, the Department of Elementary and Secondary Education, and the Department of Health and Senior Services will be taken into consideration.

F. Diagnostic And Screening Testing And Reporting

When determining whether or not a student or staff member should be excluded from school for illness-related symptoms, consider the Board of Education Communicable Disease policy and regulation 2860.

People with COVID19 have reported a wide range of symptoms. A regularly updated list of COVID19 symptoms may be accessed here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Student

Families are strongly encouraged to self-screen each day prior to arriving on campus and keep children home when symptoms are present.

To help prevent the spread of COVID19 and reduce the potential risk of exposure to others, parents/guardians are asked to monitor their child for COVID19 symptoms daily. COVID19 symptoms include:

- A fever (100 F or higher), or a sense of having a fever
- Cough
- Shortness of breath or difficulty breathing
- Any new loss of sense of smell or taste
- Sore throat
- Muscle or body aches
- Chills
- Headaches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fatigue

If a student is experiencing COVID-like symptoms the student should stay home in accordance with the Board of Education Communicable Disease policy and regulation 2860. Students who test positive for COVID should remain home for 5 days from symptom onset or positive test result if the student has no symptoms. The student may return on day 6 if the student has been fever free for at least 24 hours and the student's symptoms are improving.

District Employee

- Any employee experiencing COVID19-like symptoms should report their symptoms to their supervisor or administrator immediately.
- Employees who are experiencing symptoms should not report to work. If an employee starts to experience COVID19-like symptoms while at work the employee should leave work immediately.
- The employee should contact their primary healthcare provider or LCR3 Health Services for a test. The District will notify the Health Department, as required.

District staff members should use the same guidelines above, as parents do for students, in regards to self-screening at home before coming to work.

Employees who test positive for COVID19 should remain home for 5 days from symptom onset or positive test result if the employee has no symptoms. The employee may return on day 6 if the employee has been fever free for at least 24 hours and the employee's symptoms are improving.

G. Efforts To Provide Vaccinations To Educators, Other Staff, And Students, If Eligible

The Lincoln County R-III School District partnered with Compass Health Network to provide a vaccination clinic for all Lincoln County educational employees in the spring of 2021. Additional clinics have been available for all eligible persons through the Lincoln County Health Department and other local agencies.

The District will continue to work with local healthcare providers to encourage vaccination and provide information on the availability of vaccinations.

C. Appropriate Accommodations For Children With Disabilities With Respect To The Health And Safety Policies

Should any individuals need accommodation with respect to health and safety policies and/or practices, the student and/or guardian should reach out to their building administration. Employees may reach out to their supervisor or the Human Resources office.

D. Additional Mitigation Practices

Cafeteria And Meal Periods

Seating options may expand to allow for social distancing protocol. Students may be assigned to an area other than the cafeteria to eat, this may include their classroom. Seating charts may be utilized.

Classroom Arrangements

Desks/student areas may be distanced as space allows. One-on-one instruction may take place in the hallway. Weather permitting, students may go outside for instruction.

Field Trips

Field trips are approved through the Academics Department. Principals will work with the Academics Department and Transportation Department to authorize all requests.

Transportation Information For Grades K-12

Buses will be cleaned regularly and may include the use of electrostatic sprayers.

Employee Intradistrict Travel

Each staff member who enters a building that is not their primary work site should report to the main office or reception area and be entered into the building's attendance record.

Substitutes And Independent Contractors/Vendors

Substitutes, independent contractors, and other vendors who will be working in District buildings and/or in contact with District students are expected to follow the screening procedures for employees and be entered into the building's attendance record. These individuals are expected to follow any travel restrictions and preventive hygiene, social distancing, and protective equipment protocols that are in place for LCR3 employees.

Employee Protective Equipment

In order to minimize exposure to COVID19, protective equipment may be needed to prevent certain exposures. Protective equipment will be on hand for use by District employees.

Employee Training

Training will be accessible to employees on COVID-related protocols and protective measures.

SECTION 2: CONTINUITY OF SERVICES

LCR3 will continue to provide In-Person instruction options for all students. The instructional planning, implementation, and reflection process will be completed within the framework of the Professional Learning Communities model. All LCR3 teachers engage in routine collaboration activities with their job-alikes that focus on identifying high leverage standards, setting student learning goals, participating in common unit planning, utilizing research-based instructional strategies, developing and implementing common formative and summative assessments, reflecting and analyzing on student learning data and making adjustments to daily instruction and intervention efforts. These practices in Tier One Instruction, Tier Two Interventions, and Tier Three Interventions impact all LCR3 students to ensure excellence through superior instruction and trusting relationships.

Tier One Instruction

During Tier One instruction, all students access instruction that focuses on essential standards for each grade level or course by unit through common unit plans developed collaboratively by professional learning community (PLC) teams. Through this teaching-assessing cycle, students participate in common formative and summative assessments over essential standards to determine mastery. Once Tier One instruction is completed within a given unit, teams identify Tier Two intervention support by student, standard, and learning target. Regarding student behaviors, schools identify and teach specific academic (effort, organization, motivation) and social (responsibility, respect, language) behaviors through RULER (Tier One Social-Emotional Learning Curriculum). For those students that struggle to meet academic and social behavior expectations, additional support is provided daily during Tier Two interventions.

Tier Two Interventions

During Tier Two interventions, all students identified as not meeting mastery in specific academic standards in the previously taught unit(s) receive timely and systematic support from their classroom teachers and other identified interventionists during dedicated time provided each day (at least thirty minutes per day) in small groups utilizing research-based programs (LLI, Foundations, Bridges, Read Naturally, READ 180, Math 180, RULER). Each teacher team monitors the progress of their students to determine if the intervention is improving student mastery of essential standards. For those students that have achieved mastery during Tier One instruction, extensions and enrichment opportunities are provided during Tier Two intervention time. Regarding interventions for student behaviors, mental health professionals including crisis counselors and social workers join school leadership teams to develop plans to support struggling students and monitor progress. No students miss Tier One instruction on essential standards to participate in Tier Two academic or behavioral intervention.

Tier Three Interventions

Students that continue to struggle, despite access to Tier One instruction and Tier Two interventions, will receive additional time and support from highly trained educators to address critical foundational skills (reading, writing, number sense, traumatic events due to health or home) during dedicated time each day (at least fifty minutes per day) in an individualized setting. These lagging skills are identified/monitored through the use of a universal screening tool that is administered to all students three times per year (August, January, May). LCR3 utilizes the Renaissance STAR Assessment for Reading and Math and DESSA for Social Emotional Learning. Tier Three interventions are developed, implemented, and monitored by a site intervention team that prioritizes resources based on greatest need students. Also, this intervention team creates timely referral processes to identify, monitor, and evaluate Tier Three intervention effectiveness. No students miss Tier One instruction or Tier Two interventions on essential academic or behavior standards to participate in Tier Three interventions.

Nutritional and Health Services

Due to the discontinuation of funding available through Federal programming, the District will no longer provide free meals to all children residing in the District's boundaries beginning July 1, 2022. Students that complete and qualify for the Free and Reduced Meal program will be eligible to receive free or reduced price breakfast and lunch. The application for this program can be found at <https://www.troy.k12.mo.us/domain/274>.

Overview Of Learning Approach Based On Building Occupancy

LCR3 will prioritize in-person learning for all students. However, should a variation from this model be necessary for the health and safety of our students, employees, and families, we will follow the below structure.

Information and direction about limited occupancy plans will be sent to all employees, students, and parents before implementation. Please see below for a summary of the possible plans for instruction and building occupancy that the District may experience throughout the school year.

Tier	Timing/ Triggering Criteria	Items
Full Occupancy	<ul style="list-style-type: none"> • Current 	<ul style="list-style-type: none"> • In-person learning offered to all students with additional safety guidelines • Families may elect virtual option for a minimum of one semester, grades K-12 • May include short term building closures, as necessary
Limited Occupancy	<ul style="list-style-type: none"> • Building capacities are limited by state or local order preventing all students from being present at one time. 	<ul style="list-style-type: none"> • Limited building capacity-combination of distance and in-person learning • May include short term building closures, as necessary
Full Virtual	<ul style="list-style-type: none"> • State or local long term closure order • Evidence of District-wide transmission of COVID19 • Evidence of widespread community transmission in Lincoln County • Low staff and/or student attendance 	<ul style="list-style-type: none"> • All students will receive distance learning

Student Device/Internet Access

LCR3 utilizes Apple devices for instructional purposes in all grade levels. If already checked out, students will retain their device in the instance of online learning. Devices for virtual learning are not brand-specific. Chromebooks, desktop PCs, and Android tablets are a few examples of alternative brands that may be used, however, using an iPad is encouraged.

District-owned devices not previously deployed to students will be made available to families through a check-out procedure at Central Office. Wireless access devices are limited in quantity and may be available for checkout, one device per household. In the event of a building closure, District-owned buses equipped with wireless access will be mobilized to strategic locations around the community. School parking lots will be available for access to the district wireless network.

Special Education

IEP teams will determine appropriate services based upon the current scenario. This could be accomplished by adapting the Service Summary IEP page and Notice of Action.

Homeless Students

All identified homeless students will be generated a class schedule and provided instruction as all other students. All other technology and accommodations will be provided by the district of origin.

English Language Learners

ELL teams will determine appropriate services based upon the current tier. Most likely ELL teachers will join virtual meetings to provide support. In addition, they will do one-on-one check-ins.

Social-Emotional Well-being of Students and Staff

The Lincoln County R-III School District recognizes the importance of the social and emotional well-being of students and staff as it relates to the COVID19 crisis. Accordingly, the Lincoln County R-III School District is committed to supporting the social and emotional wellness of our students and staff. Buildings will continue to offer resources and support to assist students and staff. Support may include Social and Emotional (SEL) learning, relationship building, school community building, and access to mental health/wellness services.

Families and schools will need to partner together to check how students are feeling and assess their individual needs to provide the support our students need. If you have any concerns, please reach out to your child's school.

Resources On Talking With Children About Mental Health And COVID19

- [COVID-19 Parental Resource Kit: Ensuring Children and Young People's Social, Emotional, and Mental Well-being](#) to help support parents, caregivers, and other adults serving children and young people in recognizing children and young people's social, emotional, and mental health challenges and helping to ensure their well-being.
- [Helping Children Cope With Changes Resulting From COVID-19](#)

Buddy Bags

Buddy Bag distribution will continue and students will be added as identified.

Visitor And Volunteer Restrictions

The safety of our staff and students remains the District's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will be limited. Parents/Guardians will be allowed for meetings as needed and the District will not permit guests for lunches. Drop Boxes may be installed outside of District buildings to help decrease the number of visitors to District buildings. All visitors will enter through the office or reception area and adhere to safety/security protocols including, but not limited to, being entered into the building attendance record.

Volunteers will continue to be allowed as necessary. Volunteers will be entered into the building's attendance record each day they are on campus. Volunteers will be expected to follow the employee reporting and screening procedures outlined herein in addition to the District's volunteer approval process.

Employee Reporting During Closure

In the event of a short-term closure, custodial and maintenance staff will report to the building affected for deep cleaning. All other building staff members will report as directed by their supervisor and may be directed to perform duties on campus or remotely. Certified staff members will provide distance learning instruction.

In the event of a long-term closure, Certified and Classified staff will report to buildings to perform the duties of

their position, as directed by their supervisor. Certified staff members will provide distance learning instruction.

Employee Remote Work Expectations

Employees may be directed by their supervisor to work remotely, as necessary, for the instructional benefit of students. Employees should work their normal work schedule and hours while working remotely unless otherwise directed by their supervisor. An employee may not work any overtime hours while working remotely unless granted prior approval by his/her supervisor. Any employee who is assigned to work remotely who does not have sufficient internet connectivity to perform all duties of their position should notify their supervisor.

In-person-only Employee Positions And Duties

If the District should have to close campuses, full-time positions and activities may be impacted. The District's intent is to pay all individuals or re-assign duties to ensure that services are still provided to all students and that pay remains as the budget allows. Should the budget be impacted in a way that the District cannot afford standard operating procedures, the District will notify impacted employees.

SECTION 3: OTHER FUNDS

The District's current ESSER III Funding budget document can be found in the December 14, 2021, Board of Educaiton meeting agenda

[https://go.boarddocs.com/mo/lcr3sd/Board.nsf/files/C9KS5Z697282/\\$file/ESSER%20III%20Budget%20Grid.pdf](https://go.boarddocs.com/mo/lcr3sd/Board.nsf/files/C9KS5Z697282/$file/ESSER%20III%20Budget%20Grid.pdf)

SECTION 4: COMMUNICATION

The Lincoln County R-III School District will provide a copy of the CSP to internal and external stakeholders through the District's mass communication platform and on the District's website. It will be made available in English and Spanish and will be accessible in an electronic format.

The CSP will be reviewed in its entirety prior to the beginning of each fiscal year (beginning July 1) and prior to the start of the second semester (January 1), or every six months. As updates are needed for individual sections of the Plan, they will be made and communicated in a timely manner.

Communication Methods

The District uses multiple platforms to communicate with families. It is important that all contact information for students, parents, and guardians be up-to-date in our student information system. Please be sure to complete your child's back-to-school forms to update this information. The below are ways the District will communicate the most up-to-date information:

- Teachers, students, and parents/guardians should check their email often
- Download and register the ParentSquare or StudentSquare app
- Visit our district website, www.troy.k12.mo.us
- Follow our social media platforms
 - Facebook @LincolnCountyR3Schools, Twitter & Instagram @linc_r3
- Utilize Canvas (K-12)

Closures and emergencies will also be communicated via local television and radio news outlets.