

# KINGSTON K-14 SCHOOL DISTRICT

## COVID-19 RE-ENTRY PLAN



**Fall 2020**

Special thanks to:

Our Task Force-consisting of administrators, department directors, and teachers

To those who provided valuable input through our Parent & Staff Surveys

Guidance from State & Local Health Agencies

&

Our Kingston K-14 School Board for their support

Dear Kingston K-14 Families,

The top priority for the Kingston K-14 School District is the safety of our students, staff, and community. Due to the global COVID-19 pandemic, the 2019-2020 school year ended abruptly and not the way we wanted. When our schools open this fall, they will look a little different.

Every week, we learn more about COVID from our health officials. We know this virus is real. It's in our communities, and it may impact our schools. We also know the value of in-person learning and understand that being out of school for extended periods can have a detrimental impact on students' social and emotional well-being.

Over the past few weeks, our task force has been grappling with big questions: How do we bring kids safely back to school? How do we make sure our staff is cared for? How do we prepare for short- and long-term closures that may be required as the COVID situation continues to evolve?

As part of the planning process, we gathered feedback from families about their preferred way to return to school in the fall. There was overwhelming support for a return to in-person instruction. Since the beginning of this pandemic, Kingston K-14 School District has been monitoring this situation very closely and taking all possible precautions to keep our students and employees from exposure to this virus. District administration has been in contact with local and state officials, the Washington County Health Department, and the Department of Elementary and Secondary Education (DESE). We have also continued to monitor the websites and press releases of the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), and the Missouri Department of Health and Senior Services (DHSS) to be as preventative and educated on a safe return to school as possible.

That said, we realize not all families will be comfortable sending their student(s) back to the classroom just yet. With this understanding, our task force developed a Return to School Plan that respects and honors the individual needs of each family. Through many hours of planning and researching, we are carefully planning a return to school for the 2020-2021 school year while doing what we can to lower the risk of infection to any of our students and staff.

As parents and guardians, you can choose the right learning method for your child(ren).

**OPTION 1:** In-Person Classroom Learning with added precautions and safety protocols designed to limit exposure and transmission of COVID-19.

**OPTION 2:** 100% Virtual/Online Learning, we are tentatively looking at providing up to 4 hours of seat time. Depending on staffing, this could be offered during the school day in a small group setting with a teacher or 2 days of after-school learning for 2 hours each day. Parents will need

to provide transportation to and from school. Parents can opt-out of this option after the first quarter for grades K-5 and after the first semester for 6-12.

**This plan could change at any time between now and the start of school based on community spread and recommendations by state and local health officials. The document that follows provides more detail on each of the learning options. (Prior to completing this form, please see page 22 for more details on the virtual learning option.)**

**If you are selecting the virtual/online option, we are asking that you complete the following form for each of your children by **August 10th**:**

**Please complete a separate form for each of your children who will be enrolled in our virtual program.**

[https://docs.google.com/forms/d/e/1FAIpQLSeQhUEhRX9I7aRGjca5OQH3SoYiEbgvJ2w6MF2kgC-wOA\\_EA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeQhUEhRX9I7aRGjca5OQH3SoYiEbgvJ2w6MF2kgC-wOA_EA/viewform?usp=sf_link)

This date is important as it allows teachers and administrators to appropriately plan for classes, bus routes, technology needs, and all the other behind-the-scenes work required to provide a quality educational experience.

I want to acknowledge the work of the task force, educators, and health experts who have spent long hours discussing the tough questions and planning for what-ifs. I am also grateful to our families and community for your patience and understanding as we work together through this unprecedented planning-and-preparation challenge. We will do everything possible to support our families and make sure your child's needs are met. Please let us know if you have any questions.

Take care,

Dr. Lee Ann Wallace

Superintendent

**CDC Updates:** Please click on the link or go to [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) for updates. The following was updated on July 24, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

## What is known about the signs and symptoms, burden, and transmission of SARS-CoV-2 among children?

### Signs and Symptoms

Common COVID-19 symptoms [among children](#) include fever, headache, sore throat, cough, fatigue, nausea/vomiting, and diarrhea. [3] However, many children and adults infected with the virus that causes COVID-19 are asymptomatic (meaning they have no signs or symptoms of illness).

### Impact of COVID-19 on Children

Collecting and sharing data, including how it affects different places and populations, is important for understanding the context and burden of the COVID-19 pandemic. School officials should make decisions about school reopening based on available data including levels of community transmission and their capacity to implement appropriate mitigation measures in schools. Children appear to be at lower risk for contracting COVID-19 compared to adults. While some children have been sick with COVID-19, adults make up nearly 95% of reported COVID-19 cases. [4] Early reports suggest children are less likely to get COVID-19 than adults, and when they do get COVID-19, they generally have a less serious illness. [5] As of July 21, 2020, 6.6% of reported COVID-19 cases and less than 0.1% of COVID-19-related deaths are among children and adolescents less than 18 years of age in the United States. [6]

Early reports suggest the number of COVID-19 cases among children may vary by age and other factors. Adolescents aged 10-17 may be more likely to become infected with SARS-CoV-2 than children younger than age 10, [7], [8] but adolescents do not appear to be at higher risk of developing severe illness. [9] There are currently a higher proportion of COVID-19 cases among Hispanic/Latino children as compared to non-Hispanic white children. Children and adults with certain [underlying medical conditions](#) are at [increased risk of severe illness](#) from COVID-19. [10] Severe illness means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or may even die. Children with intellectual and developmental disabilities are more likely to have [comorbid medical conditions](#) (e.g., diseases of the respiratory system; endocrine, nutritional and metabolic diseases; and diseases of the circulatory system) that may put them at increased risk for severe illness from COVID-19. [11] Although rare, some children have developed multisystem inflammatory syndrome (MIS-C) after exposure to SARS-CoV-2. As of May 20, 2020, the majority of children hospitalized with MIS-C had recovered. [12]

Data on SARS-CoV-2 transmission among children are limited. Evidence from other countries suggests that the majority of children with COVID-19 were infected by a family member. [13] For example, the first pediatric patients in South Korea and Vietnam were most likely from contact with an adult family member. [14], [15] Published reports from contact tracing of students with COVID-19 in schools from France, Australia, and Ireland suggest that students are not as likely to transmit the virus to other

students compared to household contacts. [16], [17], [18] However, more research is needed on SARS-CoV-2 transmission between children and household members.

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## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Washington County Health Department, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

### LEVEL I

#### IN-PERSON/REGULAR SCHOOL CALENDAR AND VIRTUAL INSTRUCTION

### Kingston K-14 Daily Mode Indicators and Explanations

#### LEARNING OPTIONS

Please choose the one that is right for you and your family.

#### OPTION 1

##### Regular School Calendar In-Person Learning

*School will start on August 24<sup>th</sup> and classes will meet in-person with a traditional schedule*

*What this will look like:*

- *Face coverings/masks will be optional but strongly encouraged for students and staff who are at high-risk or are working closely with others. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.*
- *Desks and students spaced apart (6 feet when possible) facing the same direction*
- *Classroom doors open when possible*
- *One-way traffic in hallways and stairways as much as possible*
- *Hand sanitizer in classrooms and on buses*
- *No outside visitors, including volunteers, except for essential business*
- *Limit sharing of school supplies*
- *Lunch and recess with assigned cohorts for K-8 students*
- *Lockers will be available to students.*
- *Water bottles recommended for every student*
- *No dressing out for PE*
- *No field trips or large assemblies at this time*
- *Virtual Open Houses and parent-teacher conferences*
- *District may transition to 100% virtual as the COVID situation evolves*

The district's number one priority will be to protect the health and safety of all stakeholders. For students who choose in-person instruction, we will implement the following preventive protocols:

- Face coverings/masks will be optional, but strongly encouraged for students and staff who are at high-risk or are working closely with others. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.
- Kingston K-14 School District staff will be required to self-screen and report daily for symptoms of and **exposure to** COVID-19.
- We are asking that parents screen students for COVID-19 symptoms at home before getting on the bus or coming to school. Please ask the following screening questions listed below.

### Daily Screening Questions

All students and staff **are required** to self-assess their daily health situations to determine if they are at risk of exposing others to COVID-19. They **MUST** be able to answer **NO** to each of the following questions. ***If a student or staff member answers YES to any of the questions listed below or if they have a temperature of 100.4 or higher, they should NOT come to school that day.***

1. *Do you have a temperature higher than 100.4?*
2. *Do you have a household or have been in close contact with someone who has been diagnosed with COVID-19 in the past two weeks?*
3. *Do you have symptoms of lower respiratory illness such as a new or worsening cough, shortness of breath, or difficulty breathing?*
4. *Have you experienced any chills or repeated shaking with chills?*
5. *Have you experienced any muscle pain or headache (different than normal exercise-induced pain or your seasonal allergies or other diagnosed condition)?*
6. *Have you experienced any sore throat (different than your seasonal allergies or other diagnosed condition)?*
7. *Have you experienced any recent loss of taste or smell?*
8. *Have you experienced any recent diarrhea or vomiting?*

***If a student or staff member answers YES to any of the above questions, or if they have a temperature of 100.4 or higher, they should NOT come to school that day.***

Students will also be screened periodically by staff/nurses as needed. If a student exhibits any symptoms, the following protocols will be followed.

- Health isolation rooms will be designated at each nurse's office.
- A student displaying symptoms will be required to wear a mask and placed in the isolation room until someone can arrive to take them home.

- Symptomatic staff will be required to wear a mask and promptly depart campus.

### **Range of Symptoms**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. Please visit the CDC site at

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

### **When to Seek Emergency Medical Attention**

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

## COVID-19 HEALTH OFFICE PLANS

The safety of our students and staff is our number one priority. In our efforts to make this happen, parents must read the following guidelines very carefully about our NEW protocols and procedures when a student is sent to the nurse's office. The guidelines have been put into place by the CDC and the Department of Health and Senior Services (DHSS).

Students will also be screened periodically by staff/nurses as needed. If a student exhibits any symptoms, the following protocols will be followed.

- Health isolation rooms will be designated at each nurse's office.
- A student displaying symptoms will be required to wear a mask and placed in the isolation room until someone can arrive to take them home.
- Symptomatic staff will be required to wear a mask and promptly depart campus.

Nurse offices will maintain an adequate supply of personal protective gear (masks, gloves, disinfectants, and thermometers) to evaluate for the disease and reduce the spread of the disease.

### **Nurse's Offices:**

- Nurses' doors will have a stop sign posted, requiring individuals to knock prior to entering.
- Ill students/staff members will be isolated from others, but when that is not possible, seated 6ft away from others.
- Limit the number of students in offices at one time to help with social distancing per room capacity.
- Students will be called to the nurse's office to take their daily medications and PRN meds. The teacher can call the nurse's office before sending a student.
- Prioritize the students with possible symptoms and place them in the isolation area.
- Log every student in and out of the nurse's office for contact tracing purposes.
- Daily surveillance reports will be submitted to the local health department for students/staff.
- Hang signs throughout the building to remind the etiquette about hand washing, covering coughs and proper face-covering procedures, etc.
- Teach all students/staff the proper way to wash hands and the use of hand sanitizer.
- Sanitize the nurse's office and isolation area after a student that has been ill has been in the office and periodically throughout the day.
- Provide a mask to a student or staff if present with illness while waiting to send them home.
- Find out as much information about the student such as, if they were ill before school, did they take any fever-reducing medications, been around anyone sick, etc.

- Students will not be allowed to ride the bus until they have been cleared by the nurse.
- Educate the parents/guardian about signs/symptoms and the procedures for returning after a suspected case of COVID-19:
  - *Have you had contact with someone who has been diagnosed with COVID-19 in the past two weeks?*
  - *Do you have symptoms of respiratory illness such as a new or worsening cough, shortness of breath, or difficulty breathing?*
  - *Have you experienced any chills or repeated shaking with chills?*
  - *Have you experienced any muscle pain or headache that is different than normal, seasonal allergies, or other diagnosed conditions?*
  - *Have you experienced a sore throat that is different from your seasonal allergies or other diagnosed condition?*
  - *Have you experienced any recent loss of taste or smell?*
  - *Have you experienced any recent diarrhea or vomiting?*
  - *If a student has a positive finding on any of the above daily screening questions or a fever of over 100.4, they cannot attend school.*

#### **Returning to school after Exclusion:**

- **Untested.** Persons who have **NOT** received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following 3 conditions are met:
  - They have NOT had a fever for at least 24 hours (that is 1 full day of **NO fever without the use of medicine that reduces fevers**); and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least (10) calendar days have passed since your symptoms first appeared.
- **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following 3 conditions are met:
  - They no longer have a fever (**without the use of medicine that reduces fevers**); and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - They have received (2) negative tests in a row, at least 24 hours apart.
- **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return:
  - when they have gone (10) calendar days without symptoms and have been released by a healthcare provider.
  - Students may also return if they are approved to do so in writing by the student's health care provider.

### **Siblings or Other Students in the Household**

- If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.

### **Self-Quarantine**

- If a student or employee has recently had **close contact** with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a “hot spot” by the CDC, they may be excluded from the school building and recommend that they self-quarantine for 14 calendar days.

### **Identify and plan for vulnerable students:**

- The nurse will identify the high-risk students and notify administrators
- The plan will be implemented if necessary for those students in conjunction with administration, parents, and student

### **Visitors/Parents:**

- Parents or Visitors dropping off anything for the nurse’s offices will have to remain in the foyers, and the office will have one of the building nurses meet them to pick up the item.

### **Transportation:**

- If an ill student does not have a ride home, the resource officer can transport with/without other school personnel but both should be wearing an N95 mask
- If an ill student does not have a ride home, the bus can take them home, the school personnel on the bus should be wearing an N95 mask for protection
- Any school personnel taking a student home should be logged for contact tracing purposes
- Buses will be disinfected before and after the ill student is transported
- N95 mask must have a fit test per person for accurate sizing

### **Parents:**

- If a parent calls in and states that their child has tested positive for COVID-19, we will instruct them to keep the child at home and the building nurse will contact the local health department and our administration for further guidance

### **Staff Illness:**

- Staff “calls in” will be to their Building Administrator, Facilities Director (Custodial and Transportation Staff), or Food Service Manager. If there are COVID-19 related symptoms a surveillance questionnaire will be completed for contact tracing.
- The Administrator will report to the School Nurse staff who reports possible COVID-19 symptoms immediately. Staff related illnesses will be included in the daily surveillance report to the Health Department.
- If an employee becomes ill at work or begins to exhibit symptoms of COVID-19, they may be asked to leave work. Employees returning to work may be asked to submit a healthcare provider report before returning to work.
- If you have **directly been exposed** to the virus from contact with someone confirmed positive COVID-19 outside of the school district contact:
  - Your healthcare provider
  - The School District Building Administrator
  - Your healthcare provider will work in collaboration with the Health Department to determine the next steps.

### **Updated: July 24, 2020 Daily Home Screening for Students**

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev1.pdf>

## **TRANSPORTATION PROTOCOLS**

Our goal is to make sure students are transported safely to school. With the current social distancing guidelines, Kingston K-14 School District will have new protocols in place for the 2020-2021 school year. Please read the following information carefully.

- We are encouraging ALL parents to transport their child(ren) to and from school to minimize the number of students on school transportation (buses).
- Families will only be allowed to select one permanent pick-up/drop-off address (these can be different).
- Any **permanent change** to a student’s bus route is to be done **at least one day** in advance and in writing to your child’s school.
- Temporary bus changes will **not be allowed** and bus notes will **not be issued**.
- No open food or drink will be allowed on the bus.
- All transportation district personnel will be trained on proper cleaning and sanitizing procedures prior to the start of school.
- Buses will be disinfected after each bus run.

- All students riding the bus will be encouraged to wear a mask at all times. If your child needs a mask to wear while on the bus, please contact the transportation department.
- All students riding the bus will have assigned seating. Siblings will be asked to sit together on the bus.
- All buses will have hand sanitizer installed. Students will use hand sanitizer while loading and unloading the bus.
- If a student currently has transportation written into their IEP plan, the IEP team will make the most appropriate decision for those students.
- If a student is sent home sick, a parent must bring them to school to see our school nurse before they will be allowed back on the bus to return to school.

### **CAFETERIA PROTOCOLS**

The district is taking extra precautions at this time to keep students safe. When school begins, several changes are being made in all facilities.

- Please see individual building plans for breakfast and lunch procedures.
- Lunch schedules will be developed to limit the mixing of groups.
- Arrows will be in place for one-way lines to form 6ft markings for waiting in line.
- The cashier will type in students' lunch numbers to eliminate the use of the keypad.
- Food on stations will be pre-portioned and pre-wrapped. Students will be required to use hand sanitizer before getting milk. Cutlery is individually packaged. All other food and condiments will be distributed by a food service employee.
- The share table/crate will not be available for students to share unopened food due to risk of exposure.
- No external food deliveries or lunch visitors for students.
- Hand washing and sanitizer will be used before meals.
- Food allergy accommodations will still be in place.
- Students will sit with an assigned cohort group with space between tables.
- Students will enter and exit by specific routes.
- Lunch shifts will be extended to allow time for sanitizing all tables between lunch shifts.
- Cleaning procedures will take place between lunch shifts.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth recommendations will be posted.

## CLASSROOM PROTOCOLS

Kingston K-14 School District will be implementing the following procedures to maximize the safety of all students. Please keep in mind that our intent for all students is to keep them in a stable group as much as possible while at school. The following information is a list of general protocols that the district will implement. Each building has a plan with more information.

- Face coverings/masks will be optional but encouraged for students and staff who are at high-risk or are working closely with others. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.
- To the extent possible, students will remain in their cohort/cluster/families.
  - Students in grades 5-12 will still switch classes each hour.
  - The elementary students will remain in their homeroom throughout the day except for scheduled events such as activity time, recess, or bathroom breaks.
- All classrooms will be set up to encourage social distancing. All desks will be facing forward in the same direction so students do not sit face-to-face and assigned seating will be implemented.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth recommendations will be posted.
- Teachers and administrators will work together to strive for space between each person as space allows, while also removing flexible seating (when appropriate), including couches and bean bag chairs. All unnecessary furniture-tables, chairs, lighting, and shelving will be removed as determined by the classroom teacher and building administrator.
- In classrooms where tables are used for seating, students will be seated on one side only or dividers will be used to separate student space.
- Classroom teachers will educate students on proper hand hygiene along with different viruses and signs of illness (age-appropriate). There will be time built into the daily schedule for routine hand washing by both students and teachers.
- All buildings will have sanitizing stations for students to use. These will be positioned throughout the building. Students will be required to use hand sanitizer before and after moving from one location to another.
- There should be limited sharing of school supplies.
  - Teachers will eliminate community/shared supplies on tables/desks.
  - In classrooms where sharing must occur, students will be given the opportunity to wash/sanitize their hands when entering and leaving the room.
  - It is understood that many teachers have a supply of pencils available for students. Those supplies will be individually sanitized before being placed for students to use (a clean pencil container/dirty pencil container).

- Teachers/custodians will wipe desks down between classes and at the end of each day.
- Keyboards will be sanitized and wiped down between classes.
- Music and choir classes will be arranged to allow for maximum social distancing. The room will be disinfected with spray before the beginning of each class period. Students will be placed so not face-to-face at any time. Instruments that are shared will be wiped down between each use. At no time will mouthpieces be shared.
- Physical Education classes will be held outside as much as possible. All equipment will be disinfected between classes.

### LIBRARY

- Buildings will ensure work spaces allow for social distancing.
- Sanitizing materials will be provided at workstations and the desk.
- Each library will establish a book return area and hold books for 72 hours before being disinfected and shelved.
- Checkout will be done using social distancing protocols with markings on the floor in the checkout area.
- Couches and other comfortable seating areas will not be used.
- One way traffic markings through bookshelves will be used to promote social distancing.
- Entrances and exits will be marked to assist in traffic flow and social distancing.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth recommendations will be posted.

### STUDENT TECHNOLOGY

**The district initially intended to provide Chromebooks and jump drives for all students in grades 1-12. However, we received word on July 28th, that our order has been delayed due to the volume of orders being placed across the nation and the delay in overseas manufacturing and shipping. At this time, we do not have an anticipated shipping or arrival date.**

In the event these devices end up being delivered students will leave these devices at school, unless directed to take them home. In the event of an extended closure, work will be preloaded onto the jump drives, and students will be allowed to take the jump drives and Chromebooks home to participate in remote education.

- Students in grades 5-12 will check out their Chromebook every morning and return it to their charging station every afternoon before leaving school.
- Students in grades 3-4 will leave their Chromebooks in their classrooms. They will not travel with them from classroom to classroom. Grades 1-2 will have chromebooks available if and when they come in.
- The district will develop and offer training for parents to familiarize themselves with classroom learning platforms/applications.
- The district is working on establishing a Help Desk that individuals can call.

### **RESTROOM PROTOCOLS**

- Restroom breaks will be scheduled throughout the day to avoid overcrowding, to the extent possible.
- Each restroom will display a maximum capacity sign.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth recommendations will be posted.
- Students will be required to use hand sanitizer before and after moving from one location to another.

### **HALLWAY PROTOCOLS**

- Movement through the hallways will be one-way, to the extent possible. Physical distancing markers and cues will be placed throughout the building, which will remind and prompt students to remain six feet apart in areas where they are not stationary. Appropriate social distancing when lining up or walking down the halls will be taught and monitored by all staff members.
- Passing times will be staggered to the extent possible, to reduce the number of students in the hallways at one time.
- Water fountains will be closed for student use until further notice. Multiple water bottle filling stations have been installed in all buildings. Students are encouraged to bring bottled water or a refillable bottle to school. Please discuss the importance of not sharing water bottles with others.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth recommendations will be posted.

## RECESS PROTOCOLS

We understand the importance of recess time for students. In accordance with the Department of Health and Senior Services and the Department of Elementary and Secondary Education, “multiple cohorts could have recess at the same time, as long as they are playing in separate areas of the playground.” Therefore, classroom cohort play is encouraged using social distancing protocols.

- Classrooms will visit the playground on a schedule that limits interaction between different classrooms. Consequently, recess times will be spread out throughout the day. There will be protocols put into place during outside time. These will include cleaning processes and expectations.
- All small playground equipment will be sanitized after each individual student uses it before the next student can use it.
- Students will sanitize and/or wash their hands immediately upon reentering the building.
- Line-up areas will be marked off to encourage social distancing.

## GYM and COMMON AREAS

- Entrances and exits will be marked to assist in traffic flow and social distancing.
- One way traffic markings will be used to promote social distancing.
- Hand sanitizer will be available for student use.
- Markings for individual exercise areas will be used as needed to promote social distancing.
- Procedures for disinfection of equipment will be in place along with a cleaning schedule log.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.

## BUILDING OFFICES

- Each office will have a visitor window to communicate with visitors in an effort to limit visitors to the interior office.
- Health screening documentation will be collected, if required for reentry.
- Hand sanitizer will be available for use.
- Tape or a visual on the floor will be used to limit one person/family at a time at the desk/window along with tape or a visual on the floor 6 ft apart to form a line.
- When possible and appropriate, building offices will remove furniture to ensure social distance seating inside the office and discourage loitering.
- Two buckets for pens/pencils will be used, one for disinfected pens and one for dirty pens.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.

## ATHLETIC/EXTRACURRICULAR EVENT PROTOCOLS

- Face coverings/masks will be optional but encouraged for spectators attending events on campus. However, this guidance can change based on recommendations from the Washington County Health Department/CDC.
- Because complete social distancing is not possible during athletic practices and extracurricular events, all parents who have a child participating will be required to sign a participation waiver for the 2020-2021 school year before a child can participate. The waivers will be attached to the child's physical and copies kept in the Athletic Director's office. If you signed a waiver for summer sports, you will need to sign a new one for this school year and it will be good for the year.
- Athletes/extracurriculars must pass a daily wellness check before entering the practice venue.
- Gatherings (huddles, gating, etc.) will be spaced out to allow for 6 feet social distancing.
- Coaches will use PPE equipment to hand out gear to student-athletes.
- Students will provide and use their own water source clearly marked with their name, and it should not be shared with others. Shared drinking sources (water fountains) will not be used.
- Face coverings are strongly encouraged when social distancing is not possible.

- Athletes should refrain from pre-practice gatherings of players or celebratory contact (hugs, handshakes, high fives, fist bumps, etc.).
- Athletes should arrive as close as possible to when the activity begins and leave as soon as the activity ends.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment will be cleaned prior to use by the next individual or group.
- Athletes should avoid touching gates, fences, benches, etc. when possible.
- Athletes should notify their coach of any signs of symptoms of COVID-19 if detected during practice. The athlete will be isolated until they can be sent home and the family should contact their healthcare provider.
- Spectators will not be allowed at practices.
- Regular hand sanitizing and the wiping down of equipment will take place regularly.
- All shared equipment will be disinfected before use.
- Athletes are encouraged to stay home when ill.
- Keep in mind that spectator capacity MAY be reduced to the maximum number allowable to seat spectators 6 feet apart.
  - Attendance at contests and performances will be determined based on the available data closer to the start of the event. In the event of limited contest attendance, the district is researching options to live stream contests and performances through different social media platforms.
- Should it become necessary to reduce seating, a limited amount of tickets may be given out to each team. Spectators would need to turn that ticket in when paying at the gate.
- Concession stands will be open following Health Department guidelines.
- All social events and assemblies will be eliminated temporarily. If social distancing guidelines are lifted, this could change.
- Students will be provided with transportation to sporting events, but should a parent wish to transport their child to and from the event, they may for the 2020-2021 school year only. If they are going to transport a child other than their own, they will need to have administrator approval by noon of game day.
- Students may not drive themselves.
- MSHSSA Guidelines  
<https://www.mshsaa.org/resources/PDF/2020-2021%20MSHSAA%20Guidelines-Recommendations%20for%20Opening%20Sports%20and%20Activities.pdf>

## FACILITIES/CUSTODIAL/MAINTENANCE PROTOCOLS

- All frequently touched surfaces will be disinfected multiple times during the day. These may include door handles, light switches, and any equipment that may be used by multiple students.
- Water fountains will be closed for student use until further notice. Multiple water bottle filling stations have been installed in all buildings.
- Students are encouraged to bring bottled water or a refillable bottle to school. Please discuss the importance of not sharing water at school. Restrooms will be disinfected multiple times during the day.
- Blowers have been turned off and replaced with touchless paper towel dispensers.
- Our custodians will ensure there is always adequate soap and paper products available in the restrooms and classrooms with handwashing stations.
- Hand sanitizer will be available in all classrooms and high traffic areas.
- Signs will be posted in the classrooms and restrooms with directions on how to effectively wash hands.
- Disinfectant stations will be placed throughout the building. These will include the cafeteria, entrances, office entrances, gym/physical education classes, etc.

## STAFF WORKSPACE PROTOCOLS

- Every effort will be made to reduce the number of staff meetings in person unless social distancing can be maintained. Google Meet and Google Classroom will be utilized as much as possible.
- Staff will regularly clean and disinfect workspaces.
- Copy/mail rooms will be following social distancing guidelines and maximum capacity guidelines.
- Staff members will be encouraged to wear a mask while working near students, another staff member, or an essential visitor.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.

## **PUBLIC/VISITORS**

- Under the current circumstances, only essential visitors will be allowed entry into the building for pre-approved appointments.
- Signs for visitor restriction will be posted along with a health screening check poster.
  - Individuals should NOT enter a school building if they answer YES to any of the screening questions.
- Essential visitors will be required to wear a mask.
- Vendors and outside contractors will be required to complete temperature checks, health screening questions, and wear a mask when in any building on campus.
- Accurate records of anyone who has been inside a building will be kept at each school and department in case an outbreak occurs to assist with contact tracing efforts. The time visitors enter and exit the building will be recorded.
- Essential visitors will be screened and required to have a temperature check, then sign a log documenting date, time, locations visited in the building, and reason for the visit.
- Students who are being picked up due to illness will be escorted to the parent's vehicle. Parents will call to inform the office they have arrived. The student will then be escorted to the car.
- Parents who have to pick up a student early for any reason will call the front office to let them know they have arrived. The student will then be escorted to the car.
- Public use of facilities will not be permitted at this time.
- No outside deliveries to students will be allowed.
- Signage pertaining to handwashing, social distancing, coughing, hygiene, and face cloth coverings, will be posted.
- Hand sanitizer will be available upon entry.

## **Early Childhood Programs ECSE Program**

- In-person instruction will be available for preschool students.
- In the event our school is closed, the teachers will send packets along with sharing activities, games, and online practice/websites for parents to do with their child.
- There will be no more than 14 students per class in preschool.
- Necessary cleaning protocols will be implemented.
- Large gatherings (such as all-school assemblies and school-wide celebrations) will not occur.
- Students on IEP's will be provided services as indicated on their plan.

## OPTION 2

**Regular School Calendar 100% Virtual Learning, 4 hours of in-school or 2 days of after-school learning.**

*School will start on August 24<sup>th</sup> and lessons will be conducted virtually.*

### **Kindergarten – 12th Grade**

#### **The Kingston K-14 School District Virtual Learning Program**

If you opt-out of the in-person classes for the fall, the Kingston K-14 School District is allowing parents to enroll their child in full-time online classes for the fall of 2020. If your student does not have access to a device, please let us know. We do not currently have Chromebooks available for grades 1-2, they are on backorder. This program is being offered for parents who have concerns about their child attending in-person school as a result of our current pandemic. For optimum learning, students will need access to the internet to enroll in virtual learning so they can participate in Google classrooms, Google Meet, and access recorded lessons with a classroom teacher, when possible. We are tentatively looking at providing up to 4 hours of seat time. Depending on staff, this could be offered during the school day in a small group setting with a teacher or 2 days of after-school learning for 2 hours each day. If students can't attend in person, they will be expected to attend virtually after-school. Parents will need to provide transportation to and from school. Parents can opt-out of this option after the first quarter for grades K-5 and after the first semester for 6-12.

A full-time online student is still a student of the Kingston K-14 District. To enroll in our virtual program, you must be a resident of the Kingston K-14 School District. Below is the link to the form that will need to be completed by **August 10th**. This form must be completed by a parent. **Please fill out 1 form per child.**

[https://docs.google.com/forms/d/e/1FAIpQLSeQhUEhRX9I7aRGjca5OQH3SoYiEbgvJ2w6MF2kgC-wOA\\_EA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeQhUEhRX9I7aRGjca5OQH3SoYiEbgvJ2w6MF2kgC-wOA_EA/viewform?usp=sf_link)

**Forms will be placed in the entrance of the High School and you may pick up a form anytime at that location. We will have a private drop box where you can place your completed form.**

Listed below is some basic information about full-time online classes:

All students in grades K-12th grade will have the option to enroll in the virtual learning program. All instruction will include a combination of the district adopted textbooks and

resources, teacher-directed instruction, to the extent possible, and district approved adaptive technology programs. The Kingston K-14 School District Virtual Learning Program registration **is due by August 10, 2020**. In order to help us plan, no late registrations will be accepted.

- Teachers will communicate, assign work, and provide feedback using Google Classroom and Google Meet platforms, along with Bloomz and other online programs, for personalized instruction.
- Students will have interactions with their teachers via video conferencing. They will also have access to activity teachers (art, music, and PE), school counselors, and reading/math specialists, as needed.
- Students and families should plan on direct daily instruction online. The direct-instruction will be extended with practice activities for students to complete off-line at home.
  - Teachers will also be available to meet with students individually or in small groups throughout the week to provide additional support, including intervention and enrichment needs as scheduled.
  - Students will continue to participate in the district benchmark assessments including the Missouri Assessment Program (MAP) in the spring and other classroom assessments as needed throughout the school year.
- K-12 grading practices will follow the same grading system and scale as in-person classes.
- Even though a family has chosen the Kingston K-14 School District virtual learning program, the student will continue to be affiliated with their child's home school building, including communications from their school building.
  - If you begin as an online student, there will be an opportunity to move to in-person learning after the end of the first semester (at the end of the first quarter for K-5 students).
  - Similar enrollment guidelines will be in place for the second semester as well.
- Participation in the Kingston K-14 School District Virtual Learning Program requires a device and reliable WI-FI connection for video conferencing.
  - Students should have a device and reliable connectivity in order to effectively engage in online education. The district will make every effort to assist in providing a device if a student does not have one.
  - In order to enroll in online courses, students must have the necessary computer and technical skills in order to succeed. Students must also have the ability to stay engaged in virtual courses.
  - Students' commitment and participation in online learning is essential to their success. Students will be expected to participate actively in their classes.
  - Students must commit to online learning for a minimum of at least one quarter for grades K-5 and one semester for grades 6-12.
  - Students who begin in-person classes will be transferred to virtual learning with their teacher in the event of a school closure.
  - Students who enroll in the Kingston K-14 School District Virtual Learning Program at the start of the year will remain in the program regardless of a Kingston K-14 School District closure.

- Younger children will likely need family support logging-in, supervision while online, and potential troubleshooting.
- Kingston K-14 School District will provide all print materials, including textbooks, that may be needed for the program.
- The District breakfast and lunch program will provide meals-to-go for virtual students. Additional details are continuing to be developed and will be provided at a later date.
- Students with an IEP and/or a 504 plan may choose to enroll in the Kingston K-14 School District Virtual Learning Program.
- English Learners (ELs) may choose to enroll in the Kingston K-14 School District Virtual Learning Program.
- Virtual courses that are Kingston K-14 School District teacher-directed will mirror the in-person versions; same curriculum, pacing, and assessments, to the extent possible.
- Families choosing this option are encouraged to reach out to their building principals to better understand the expectations and time demands.
- Requires parent/guardian support.
- Requires students to be online multiple times during the day.
- Virtual instruction will be delivered to all K-12<sup>th</sup> grade students.
- Teachers will track the completion of assignments weekly and provide feedback to students.
- Attendance will be taken daily for online students.
- Work is required to be submitted at the teacher defined times.
- Virtual school teachers will set up times to conference with students/parents periodically during regular school hours to answer questions. After hours communication is at the discretion of the teacher.
- Assessments will be administered by a teacher. If after-school hours, it will be administered by a tutoring teacher.
- The grading scale for virtual instruction will follow the same guidelines as in-person instruction. The grading scale is the same as the regular grading scale.
- Training will be provided to all students on how to access all assignments and virtual instruction. Also, tutorials will be posted on our school website for parents to access as needed.
- The district will work with all parents that need additional assistance with virtual instruction.
- Students will be allowed to check out a Chromebook upon request and to the extent possible. Chromebooks are on backorder, therefore we will not have them available for grades K-2 at this time.
- A student who chooses **full-time on-line classes will NOT** be eligible to participate in MSHSAA related athletic activities and extracurricular clubs.
- Students in grades 6-12 who enroll in full-time online will stay in this program for one full-semester. Due to staffing needs and grading, there will be no flipping back and forth with this program.

- If a student is sent home due to COVID concerns, and cannot return for an extended period, they will be enrolled in the virtual learning program.

### **Virtual School for Students in Grades 6-12**

- These students will be enrolled in a limited catalog of virtual courses provided through online programs and monitored by teachers.
- They will be required to stay in these courses for at least **one semester** at a time, at which point we will work with the family to either continue this virtual instruction or make plans to come back to campus.
- Students not making adequate progress or demonstrating proficiency on grade-level skills will not earn credit for their courses. To earn credit, students must score above 59% for a semester grade.
- Assessments will be given at school with a teacher.
- High School Students enrolled in full-time online classes will still be able to participate in classes at Unitech.

### **Virtual School for Students in Grades K-5**

- These students will be required to stay in these virtual courses for at least **one quarter** at a time, at which point we will work with the family to either continue this virtual instruction or make plans to come back to campus.
- Students not making adequate progress or demonstrating proficiency on grade-level skills may be considered for retention.

**To help us prepare, we are asking parents to complete the enrollment form for Full-time online enrollment no later than August 10th. We understand this is a personal decision, and we want to provide as much support as possible. Please understand that once you commit to this option, it must be followed for at least 1 quarter for grades K-5 and at least 1 semester for grades 6-12 due to staffing and scheduling decisions.**

If you choose in-person learning, please be aware that the District may elect to move from full-time classroom learning to 100% virtual based on the evolving COVID situation; this could happen before school starts on August 24 or anytime during the year.

## LEVEL 2

### School Closure Mandated by the Washington County Health Department/State

*School will be closed short-term or for an extended period with virtual instruction and/or packets of work being provided.*

If the district is notified by local and state health officials of a substantial community outbreak, the district will transition to virtual instruction only. All schools will be closed and the following expectations will apply:

- Virtual instruction will be delivered to all PK-12<sup>th</sup> grade students.
- Teachers will assign curriculum related lessons and activities via Google Classroom, Google Meet, USA Test Prep, IXL, Reading Counts, Raz Kids, or any other online program used within the district.
- Teachers will track the completion of assignments weekly and provide feedback to students.
- Virtual instruction and assignments will contain the same content as in-person instruction/assignments to the extent possible.
- Virtual assignments will be required and graded as assigned
- Assessments will be administered virtually.
- The grading scale for virtual instruction will follow the same guidelines as in-person instruction.
- Our school parking will allow internet access.
- Training will be provided to all students on how to access all assignments and virtual instruction. Additionally, tutorials will be posted on our school website for parents to access as needed.
- The district will work with all parents that need additional assistance with virtual instruction.
- Students will be allowed to check out a Chromebook upon request based on availability for grades 3-12.

**Students will begin the year learning how to navigate through Google Meet and Google Classroom. We are also planning to offer a parent workshop to teach parents how to navigate these online platforms.**

#### **STUDENT EXPECTATIONS:**

- Students should have a device and reliable connectivity in order to effectively engage in online education. The district will make every effort to assist in providing a device if a student does not have one.
- Students' commitment and participation in online learning is essential to their success. Students will be expected to participate actively in their classes to the extent possible.
- Students are required to be available for instructional logins multiple times each school day.
- Students will use Google Classroom. Parents/guardians will be invited to Google Classroom as a guardian.
- Grading practices will be the same as they were prior to March 2020 and will mirror that of in-person learning to the extent possible.

**PARENT EXPECTATIONS:**

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

**TEACHER EXPECTATIONS:**

- Set up and follow a daily schedule with times for connecting with students engaged in online learning.
- Record any videos so students who lack immediate access can access them at a later time.
- Set up, post and adhere to, daily virtual office hours to provide additional support for students.
- Provide appropriate support and feedback for students on a daily basis.
- Provide rigorous, engaging, daily lessons that mirror that of in-person school to the extent possible.
- Should have a "go bag" of supplies necessary to work from home in the event of a closure
- Training on Google Meet/Google Classroom and other digital learning tools available
- Hiring additional substitute teachers in preparation for teacher absences due to illness
- Support and advocacy for work-life balance and self-care

**MENTAL & EMOTIONAL HEALTH**

Helping STUDENTS thrive during a public health emergency

What to Expect:

- Provide closure to the 2019-20 school year
- A daily check-in with each student
- Teach positive coping skills
- Proactive anti-bullying initiative around mask-wearing
- Refer students to the counselor or care team as needed
- Regular and clear parent communication
- Offer parent virtual meetings to allow for 2-way communication
- Resources for students, families, and staff will be published and updated on the district and school website

Helping TEACHERS AND STAFF supporting the wellness needs of our employees

What to expect:

- Masks encouraged for staff and students when distancing is not possible
- PPE available for all staff
- <https://www.anthem.com/blog/your-health-care/telehealth-alternative-to-office-visits/>
- Meetings held virtually as much as possible
- COVID-capacity limits posted in conference rooms and meeting spaces
- Must notify superintendent if traveling to areas with high COVID-19 rates
- Superintendent will work with individuals who require extended medical leave or have underlying health conditions that may put them at higher risk

### **COMMUNICATION**

#### **Providing timely and accurate information**

Expect Regular Communication

- Via your student's teacher and school building
- Monitor the District website for updates
- Follow the District on Facebook, Twitter
- Make sure your contact information is up to date in our Student Information System

## **Special Education and Section 504 - Information and FAQs**

### **If my child has an IEP, can I still enroll my child in The Kingston K-14 School District Virtual Learning Program option?**

Yes, all students have the following options: the Kingston K-14 School District Virtual Learning Program Option or In-Person Learning.

### **If I choose to enroll my child in the Kingston K-14 School District Virtual Learning Program option, how will my child receive special education services?**

All students with an IEP and special education services will 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 I choose the Kingston K-14 School District Virtual Learning Program option and also choose for my child to receive their special education services in-person in their building, will my child be provided transportation?**

No, all students participating in the Kingston K-14 School District Virtual Learning Program option would be required to provide their 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 my child receive special education services each day?**

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 my child has special instruction from a curriculum that is based on alternative learning standards (MAP-A) and/or is significantly modified to meet his/her education needs?**

Parents of students who access alternative learning standards can still opt into the Kingston K-14 School District Virtual Learning Program Option distance learning platform. The student's IEP team, which involves the parents, will discuss the student's needs and plan accordingly.

**What if my child needs a more flexible schedule and cannot attend Zoom/Google Meet meetings during the school day?**

If you are concerned about your child's schedule, please, contact your student's special education teacher to problem-solve.

**If I choose remote learning for my child, will his/her IEP change as well?**

Yes. Missouri's Department of Elementary and Secondary Education (DESE) requires all districts to complete a "Form G" as part of the IEP process. This form addresses distance learning options and procedures which will address the unique learning and health needs of each student. It will be completed with input from IEP team members, which includes the parents.

**Will my student receive the same amount of services if I choose remote learning?**

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

**If my child has a 504, can my student still enroll in the Kingston K-14 School District Virtual Learning Program option?**

Yes, all students have the following options: the Kingston K-14 School District Virtual Learning Program option and In-Person Learning.

**If I choose for my child to enroll in the Kingston K-14 School District Virtual Learning Program option, will my child receive accommodations?**

Yes, Section 504 students are eligible to receive 504 FAPE plan accommodations that are determined by the team.

**If I choose to enroll my child in the Kingston K-14 School District Virtual Learning Program option, will I be able to make an IDEA or 504 referral for an initial evaluation?**

Yes, the district will continue to follow the U.S. Department of Education evaluation process for initial evaluations.

## **English Language Learners (ELLs) - Information and FAQs**

**If my child is an ELL student, can he/she enroll in the Kingston K-14 School District Virtual Learning Program option?**

Yes. All students are eligible to enroll in The Kingston K-14 School District Virtual Learning Program option.

**Will my ELL student continue to receive EL support in the Kingston K-14 School District Virtual Learning Program option?**

Yes. All students who are eligible for English Learner (EL) support will continue to receive direct and indirect EL support while taking part in the district's virtual learning program.

**Students participating in the Kingston K-14 School District Virtual Learning Program option will have the option to receive direct ELL services from a district ELL teacher through one of the following ways:**

1. Go to an assigned building and join EL groups there during regular school day hours. There will be specific times and days that the student must be present to participate in their designated EL groups. Transportation will not be provided.
2. Work with a district EL teacher in online meetings and groups via Google Meet during regular school day hours. There will be specific times and days that the student will need to log into the Google Meet meetings with the EL teacher to receive EL support.

**If we choose to attend ELL sessions in-person, will transportation be provided to and from the school for those sessions?**

No. All students participating in the Kingston School District Virtual Learning Program option will be required to provide their transportation to and from school to join EL groups in person.

**Will newly enrolled students be screened for ELL support if they choose to enroll in the Kingston K-14 School District Virtual Learning Program option?**

Yes. 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 The Kingston K-14 School District Virtual Learning Program option. The EL department will work with the family to schedule the screening test for newly enrolled students.

**If my family chooses in-person enrollment, will ELL services look different than they usually do?**

Yes. We will continue to follow the CDC, DESE, and the Washington County Public Health Department guidelines, we will attempt to establish and maintain stable groups among students. This could include teachers pushing into the regular classroom, rather than the typical pull-out only program. This will be determined by individual building schedules.

**If my family chooses in-person enrollment and the district has to close my student's school or the entire district because of health concerns, will my student continue to receive ELL support?**

Yes. The students' classes will move to virtual. Your student's ELL support will be provided online, as well. These plans will be established with the parents/guardians.

We are in this together! #KingstonStrong #KidsDeserveIt

