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# TEAM KENTON

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## Kenton County School District 2020-21 Re-entry Guidance Document



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## Introduction

The Kenton County School District (KCS D) is committed to in-person classes for the 2020-2021 school year. This commitment is contingent upon the guidance of national, state and local health officials and the ability to effectively implement the strategies within this guidance document. While we stand ready and capable of providing instruction by alternate methods if required there is simply no replacement for in-person classes with regards to academic achievement, social/emotional support and peer to peer, peer to staff relationships. It is imperative that all members of TEAM KENTON and our greater community understand while we are committed to in-person classes during the 2020-2021 school year, student and staff safety is and will remain our number one priority. As a result, school during the 2020-2021 school year may be very fluid with decisions occurring often that may lead to changes to strategies and procedures outlined in this document. We ask that everyone commit to the guidance in this document as presented and if changed to ensure we have an opportunity to successfully educate our students in-person to the maximum extent possible during the 2021 school year. We extend a very special thank you to our TEAM KENTON community for your continued patience and understanding as we continue to navigate this worldwide pandemic. TEAM KENTON is strong and together we will have a world class 2020-2021 school year!

## Purpose of Guidance Document

The purpose of this guidance document is to communicate best practice guidelines to ensure a safe and healthy 2020-2021 school year for all stakeholders. ***Each local school should utilize the information in this guidance document to create their own individualized re-entry plan to share with stakeholders.*** This document was created by district staff in collaboration with local health officials, school leaders and the district advisory committee to include parents, students, teachers, principals and local health officials. Additionally, surveys were utilized to ensure the district received information from all stakeholders.

We extend a special thank you to everyone involved in creating this guidance to help ensure that the KCS D continues the focus to provide a world class education to all students even in fluid, unprecedented situations.

## Guiding Principles

- Honor and safeguard the health and safety of students and staff
- Maintain fidelity of instruction ensuring standards are taught and mastered by all students
- Ensuring equity and access for all students
- Support the social-emotional learning and teaching needs of students and educators
- Adhere to guidelines from the state and local health officials at all times to mitigate unhealthy behaviors, reduce the spread of infection and protect the wellness of all individuals
- Respect choices for personal health and preferences when possible for mode of instruction, while asking such commitments be made for no less than a designated period of time to assist with staffing and other decisions, with exceptions allowed for unexpected health concerns
- Recognize unprecedented circumstances may arise that will need to be accommodated
- Communicating effectively with all stakeholders
- Ensuring flexibility to meet the needs of all students, while maintaining fiscal solvency

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## Instructional Models

KCSD plans to have in-person classes for the maximum amount of student's possible following state and local public health official's guidance. Due to the uncertainty of guidance during the 2020-21 school year the district is prepared to provide multiple instructional models for our students and staff. The district will utilize Option B a "synchronous opt-in" model to start the 2020-21 school year. Parents/guardians will be given the choice to send their child to school for in-person classes, have their child participate in real time classes via technology at home or utilize recorded class sessions. Additionally, parents can select the district virtual school program for their child. This model is a completely online program. The district will follow social distancing guidelines at all times to include classrooms. Parents will be surveyed once school specific guidance is shared to obtain the number of students who plan to be at school for in-person classes. The results of this final survey may result in a rotational plan being implemented for in-person classes.

### Option A: Return to Normal or Traditional Instruction

Should health concerns subside before the opening of the school year, students and staff will return to a normal daily schedule of attending school in-person.

### Option B: Synchronous Instruction

Synchronous model with some students participating in a traditional class at school and other students participating at home via technology in real time. Students, participating from home, will have attendance taken, follow the daily school schedule and participate in each of their classes in live time. This synchronous model will be very different from what students experienced in the spring through NTI. If the district cannot open under normal conditions due to state and local public health officials' guidance, this model will be the preferred model by KCSD.

- The school district's academic calendar for 2020-21 will continue to be followed.
- Students who are not physically present in the classroom will be expected to participate online in real time during the class or watch a recording of the class at a later time and meet all classroom expectations.
- Grading expectations and attendance guidelines will be reviewed and revised as necessary.
- Staff will receive training on synchronous learning to ensure systemic usage and quality across the district.
- Training, resources, guidance documents and videos will be made available for students and families to support synchronous learning at home for all students.
- State and local public health guidance may dictate the number of students we are able to serve in-person at a certain time. The school/district will utilize all available space to ensure that we meet the needs of every KCSD student to the maximum extent possible.
- Technology and internet connectivity is essential and the district will provide assistance to the maximum extent possible.

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### Option C: KCSD Virtual Learning Center

This model is full time online instruction utilizing a learning platform. Families may choose this model for their child.

- The school district's academic calendar for 2020-21 will continue to be followed.
- This model is a Performance Based Instructional (PBI) Model. Students move at their own pace.
- Grading expectations and completion of work/assignments will be monitored by the local school.
- The local school will work to engage in communication and social emotional support of all students utilizing this virtual platform.
- All students will be considered students at their local school and can participate in all co/extra-curricular activities.
- Technology and internet connectivity is essential. The district will provide assistance if possible.

### Option D: Non-Traditional Instruction (NTI)

The district has been approved by the Kentucky Department of Education to utilize 10 days of NTI during the 2021 school year. The district will only use this model full time for all students outside of the 10 make up days if directed by state/local officials to close all schools to in-person learning. This model may be used for short, medium or long term closures.

- The school district's academic calendar for 2020-21 will continue to be followed.
- Staff will receive training to ensure systemic usage and quality across the district.
- Grading expectations and completion of work/assignments will be monitored by the local school.
- The local school will work to engage in communication and social emotional support of all students utilizing this virtual platform.
- Technology and internet connectivity is essential. The district will provide assistance if possible.
- Student "hard copy" assignments will be made available if technology/internet needs cannot be met.

### KDE Healthy at School Guidance on Safety Expectations and Best Practices for Kentucky Schools

The safety and well-being of our staff and students is our #1 priority! The district will follow the guidelines and recommendations of all state and local public health officials at all times to ensure everyone is working and learning in a safe environment.

Before returning for the 2020-21 school year all staff MUST complete a [COVID-19 Back to Work document](#).

Before returning for the 2020-21 school year all parents/guardians MUST complete a [COVID-19 Back to School document](#) for each student enrolled in the KCSD.

This document screens for past and present history of self-quarantine, symptoms, diagnosis of COVID-19, and contact with confirmed cases. Staff and parents/guardians will sign acknowledgement of the need to self-monitor daily, need to report symptoms, expectations if symptoms are reported, as well as need to wear masks and social distance.

Each principal or designee is responsible for obtaining, reviewing, tracking, and retaining a signed COVID-19 document for each member of their staff and student body. If the staff member or parent/guardian has answered all symptoms and questions with a “NO”, the principal or designee can complete the bottom “Internal use only” section and retain the document for their school’s record keeping. If any symptoms or questions are answered with “YES”, then scan and send the document to Paula Rust or school nurse for review. Paula Rust/school nurse will review, contact the employee/parent/guardian or Health Department if necessary, and return the document with review of signature once the staff member/student is okay to return back to work/school. *Listing travel outside of Kentucky within the last 14 days is not to be considered a “question” and can be reviewed at school level without need to send the document to Paula Rust/school nurse if all other areas are acceptable.*

### **Staff/Student Guidelines**

As outlined by state and local health officials, the following guidelines will be implemented:

- Enforced Social Distancing (six (6) feet or more)
  - This element is essential to reduce the need for contact tracing if a positive case is identified in the classroom (see [KCSD COVID-19 Decision Tree](#) for close contact with non-household member for details)
- Universal masking
  - Students who are enrolled in first grade and above and staff are required to wear a cloth face covering, unless medically waived
  - Face shields do not take the place of a cloth face covering, but can be used in addition to a mask or if exempt due to age or medical waiver
- If staff/students remain stationary and can maintain social distancing (currently 6 feet or more), a mask can be lowered as long as no persons are walking around inside the classroom/setting
- Any time students or staff transition, they must wear a mask unless exempt due to age or medical waiver



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- Masks should:
    - Fit snugly but comfortably against the side of the face
    - Be secured with ties or ear loops
    - Include multiple layers of fabric
    - Allow for breathing without restriction
    - Be able to be laundered and machine dried without damage or change to shape
    - Cover both nose and mouth
  - Provide adequate hand sanitizer and encourage hand washing
  - Ensure proper sanitation
  - Conduct daily temperature/health checks of students, and visitors before/upon entering school property
  - To the greatest extent possible, limit the cross transfer between special programs, students, and school staff
  - Staff and students will be expected to wear personal protective equipment (such as face coverings), as necessitated by state and local public health officials or individual preference. (see Universal masking above). Staff and students will be expected to provide their own cloth covering daily unless exempt due to age or medical waiver. The district will maintain a supply for those who cannot obtain a cloth mask.
  - Staff will be asked to sign the [KCSD return to work document](#) that requires them to:
    - Stay home if they are sick
    - Self-monitor their temperature daily and stay home if they have a temperature at or above 100.4
    - Staff will self-report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days
  - Parents/Guardians will be asked to sign the [KCSD return to school document](#) that requires commitment to the following safety precautions:
    - Keep child home if they are sick
    - Self-monitor the temperature daily and keep the child home if they have a temperature at or above 100.4. Temperature will be checked at the school facility as well.
    - Report to school staff if their child has symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days
  - Per CDC recommendations, the district will isolate sick individuals from well students and staff until they can leave the school (see [KCSD COVID-19 Decision Tree](#) for guidance)
  - Protect the privacy and confidentiality of students and staff at all times
  - Identify and notify students/parents/guardians who may have been exposed to communicable disease
  - Follow state and local guidelines for students/staff identified with COVID-19
- [CDC-What to Do If You Are Sick](#)
- Provide learning opportunities for students and staff regarding how to decrease the risk of exposure while at work/school, good hygiene practices, infection control strategies, and basic information about COVID-19

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## Social-Distancing/Reduction in Contact

Space planning solutions can be used to reduce transmission of contagious diseases through social distancing. Current guidance for social distancing is six feet. KCSD will follow the guidance of all state and local public health officials on social distancing. Note: public safety codes, building codes, applicable laws and security requirements must not be compromised to achieve social distancing.

- As much as possible, individuals will maintain social distancing at all times. Remote instruction will be considered for individuals unwilling or unable to comply with social distancing.
- Schools will schedule teacher rotation to students vs. student's rotation to teachers to the maximum extent possible. Even if not possible the number of student transitions should be limited (i.e. only change for 2/3 periods daily vs 6/7)
  - For example:
    - Students would be on an A/B schedule. They would attend classes longer and only change classes 3 times throughout the day.
    - Teachers rotate and students do not move
- Designate entry points for arrival and dismissal of students to reduce contact and maintain social distancing to the greatest extent possible. If arrival or dismissal requires the need to "hold" students, social distancing in large spaces following room capacity calculator can be utilized.
  - Mask use is required unless age or medical waiver exempt
  - Use measures to keep sub groups of students together
  - All seating should be facing the same direction
  - If "holding" students becomes routine, seat assignment is required
- Assign school staff to designated entry points to take temperatures of arriving students
- Determine a process to manage students identified at entry with temp  $\geq$  100.4 to be isolated from the group while maintaining confidentiality and privacy
- All desk/seating should be arranged so students seats face the same direction
- Minimize the use of lockers/cubbies and/or assign appropriately to maintain social distancing during use
- Reference cleaning protocols necessary between class changes located on page 22
- Recess and physical education, as much as possible, will occur outdoors (weather and space permitting) with students appropriately spaced to maintain social distancing
- District property will be identified to the maximum extent possible using protocols to ensure social distancing. (i.e. queuing signage)
- Social distancing signage will be placed throughout facilities



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## **Mask Exemption**

Students first grade and up who provide the school with a medical exemption from a licensed medical professional are not required to wear a mask. In order for the mask requirement to be waived, the parent/guardian must provide the school with a letter from the physician. It must include the following:

Student Name

Date of Birth

Medical reason the student cannot wear a mask

Signature, Printed Name, and Date of the Physician

The statement must be on the physician's office letterhead.

## **Visitors to School, Field Trips, and other information**

- Limit non-essential visitors on school property and reduce congestion in common areas
- Field trips, assemblies, and other large group activities should be cancelled
- Adhere to state and local health officials guidance regarding group gatherings
- Students should have seating assignments and corresponding documented list in all locations to include but not limited to: classrooms, cafeteria, and buses

Each school shall identify a dedicated health room and isolation room/space to separate students/staff who are ill from healthy students and staff. The current health room can be reconfigured to isolate sick students through hanging a curtain and serving healthy students by stepping outside of the health room to dispense medication, etc... Once ill students/staff exit isolation cleaning protocols should occur immediately.

Schools should develop protocols for when students should be sent to the nurse and what is handled in the classroom.

KCSD will continue to strive to provide world class teaching and learning for ALL students regardless of the model/option being implemented. While we ask for continued patience during this unprecedented time. We are committed to providing world class Instruction, Curriculum and Assessment ensuring quality, equity and access systemically for every KCSD student.

Curriculum

The Kenton County School District will be implementing a synchronous model. Under this model, parents may choose whether their children attend school in-person or virtually at home. Instruction would be delivered synchronously to students who are at school and at home through virtual live streaming or recorded lessons. This model allows for delivery of instruction on a continual basis with flexibility for those students at home to view recorded lessons if it isn't possible to participate during the live lesson. Schools will work with each family to determine if their child will be participating in-person, synchronously through virtual technology in real time, or through our district virtual learning center. Students will remain in the chosen model unless extenuating circumstances present a need for this to change.

In order to determine and incorporate any anticipated student knowledge gaps from the previous grade level as we begin the 2020-21 school year, our teachers, principals, and district staff and administrators worked together to revise the district curriculum maps. The [2020-21 KCSD Elementary and Middle Curriculum Maps](#). [2020-21 High School Curriculum Maps](#) have been revised and updated on our district website for all stakeholders. Additionally school teams worked together vertically indicating the recommendations for review/re-teaching of content vertically and have this information to incorporate into instruction for the 20-21 school year. A responsibility of the School Based Decision Making (SBDM) Council is to adopt the curriculum for each school.

In order to keep instructional continuity during closures, all instruction should be designed using available technology platforms. Google Classroom will be the learning management system for all instruction. Designing all instruction in a tech-enabled way makes transitions smooth. Tech-enabled instruction works just as well during in-person instructional delivery and can easily be modified for offline (paper) instructional delivery. Through having all students receive their in-person instruction using tech-enabled design, such as Google Meet/Classroom, students will not be challenged with new methods of instructional design during a closure. Many of our schools and classrooms are already functioning with the use of Google Classroom for instruction and have provided additional training for staff at the conclusion of the 19-20 school year. A systemic district training plan is being developed to ensure that all classroom teachers have the necessary training and ongoing support to deliver instruction through Google Meet/Classroom. School leadership will need to ensure that certified staff responsible for delivering instruction to students have the appropriate technology to deliver instruction synchronously. Tutorials/Videos, FAQ Documents, and other supporting resources will be developed and shared for all parents and students.

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## School Closures

As state and local officials continue to monitor the situation with the COVID-19 pandemic throughout the next school year, it is important to remember that there could be closures of varying lengths and for varying reasons. Schools will develop a plan for school closure so continuation of learning occurs throughout each type of school closure.

- **Short-term Closures (1-2 days)**
  - NTI will be used for continuity of learning/review of previous content.
- **Mid-term Closures (3-10 days)**
  - NTI will be used for continuity of learning/review of previous content.
- **Long-term Closures (11+ days)**
  - NTI will be used for the continuation of new learning.

## Daily Participation Rates

Daily student participation will be tracked during the 2020-21 school year in lieu of daily student attendance. Student participation will be tracked daily in Infinite Campus following the same procedures for reporting attendance to include reporting this each period in secondary schools. For students who report to school each day, daily attendance at school will be their participation. More information will be forthcoming related to tracking daily participation of students working from home in Infinite Campus. Existing attendance procedures will be adjusted to include participation from home.

## Truancy

All students are expected to either attend school each day or participate in school each day from home. Truancy laws and regulations are still in place for the 2020-21 school year. [KCSD Attendance procedures](#) will be followed for students who are attending school daily. Over the next few weeks, KDE will release guidance for students who are participating in synchronous instruction from home. KCSD procedures will be updated to reflect KDE guidance.

## Peer Tutors and Aides

Peer tutors and aides, if allowed, should be limited to the number of people they interact with, monitored, and any errands should be logged.

## Communication for Student Progress

Regular communication for parents/guardians around student progress is essential at all times but particularly during synchronous model implementation. Principals should also reference SBDM and school board policies for reporting progress and communication to parents/guardians. Suggestions for Increasing Communication for Student Progress:

- Encouraging and providing training for parents/guardians using the Infinite Campus parent portal for all K-12 students. Because the IC parent portal can be downloaded as an app on a smartphone, usage provides access to more parents/guardians.
- Training for teachers on Google Classroom features for parental/guardian notification tools.
- Educating parents/guardians on how to monitor their students' progress on Google Classroom

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The [Professional Code of Ethics for Kentucky Certified Personnel](#) applies equally to virtual instruction, NTI, etc. as it does to traditional in-person instruction.

- Educators in an online environment:
  - Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator
  - Shall exemplify behaviors which maintain the dignity and integrity of the profession

## **Instruction**

### **Use of School-Owned Technology**

All schools should develop a process as it relates to technology device check out based on student need as well as available technology. When checking out devices, please follow the district agreement and have students/parents sign and complete the [Technology Device Check Out Form](#). It is highly recommended that if students have been assigned district/school owned digital devices, they take those home with them every night in order to avoid being without them due to a sudden closure.

- The district will assist staff/students with internet connectivity at home if needed to the maximum extent possible. Individuals needing assistance should contact the District Technology Director.

### **Student Instructional Materials**

Due to the sudden nature of intermittent closures, it is highly recommended that students take all instructional materials (i.e. books, devices, personal belongings) home in the evenings.

### **MTSS**

All schools will follow and implement district guidelines and procedures as it relates to Tier I, Tier II and III academic, behavior, and social emotional instruction and interventions for students. [KCS D MTSS Procedures](#)

### **Prep Plus**

Prep Plus math students will not be transported to the middle school or high school during the 2020-2021 school year to limit student exposure. 5th and 8th grade Prep Plus math students will participate via technology in real time of the middle school or high school class. Elementary schools will collaborate with feeder middle school and middle schools will collaborate with feeder high schools to identify class times for students to participate. Elementary and middle schools will identify a classroom for students for virtual instruction through Google Meet.

### **Gifted and Talented**

- GT Services: All GT students should still be receiving services as identified in their GSSP for their formally identified areas, regardless of if students are getting instruction virtually in the Synchronous Model. Please recall that this is in a minimum of two ways, in accordance with their GSSP.
- GT Identification Assessments: Due to standardized assessments used in GT identification, standardized assessments are required to be completed in-person. Those students who are being instructed virtually in the Synchronous Model will need coordination with the school to

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come into the school for administration of assessments following guidelines for social distancing.

- GT Arts Identification: In-person auditions will be continued this fall for those who chose not to audition virtually, but qualified beyond the 1st phase of the identification process that began in spring 2020. This date will be directly communicated in fall 2020 to those who qualified.

## **Preschool**

- Home Visits: KDE is requesting a waiver for preschool teachers regarding two home visits. Currently preschool teachers will not be expected to meet with families in their homes. Please encourage them to reach out virtually or through a phone call to make contact with parents and orient them to preschool. As with all parent contacts a log should be maintained.
- Required Parent Engagement Events should be completed virtually.
- Screenings: Preschool Screenings will be held this year by the preschool teacher and IA at the home school, with one appointment scheduled per hour. Hearing/Vision Screening will be completed at the referral stage.

### **First Steps Transition Visits**

Kenton County Preschool packets are being sent out at this time. Transition meetings are being held virtually. Close collaboration with First Steps is being maintained to have the most up to date information on children as we move through this ever changing process.

## **Dual Credit Courses**

KSCD and partnering universities will continue to provide dual credit opportunities. Each university has COVID guidelines for on and off campus instruction.

- [Gateway Community and Technical College: Gateway.kctcs.edu](https://www.gatewaykctcs.edu)
- [Northern Kentucky University: NKU.edu](https://www.nku.edu)
- [Thomas More: ThomasMore.edu](https://www.thomasmore.edu)
- [Morehead State University: MoreheadState.edu](https://www.moreheadstate.edu)
- [Kentucky State: kysu.edu](https://www.kysu.edu)

## **Academic Internships**

Students will be placed as state and local health officials and businesses allow. Will be given research projects and assignments when not allowed at the business.

## **Work Based Learning**

Students will be placed as state and local health officials and businesses allow. Will be given research projects and assignments when not allowed at the business.

## **Extended School Services**

ESS has a 15 month funding cycle. Schools have until Sept 30 to allocate the funds and Dec 30 to spend them. However, for FY 20, due to the COVID issues and NTI, the Dec 30 deadline has been extended. 19/20 funds should be spent before 20/21 funds. Schools may provide ESS services in the format that the school is following

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## **Band, Chorus, Art, etc.**

Modify classes/activities that normally require multiple students to engage in an activity that could cause close social contact, congestion or movement in the school hallways such as choir, gym class, art, music, etc. These do not have to be canceled if distance and sanitation needs are met.

### [KMEA Guidance for the Music Classroom](#)

#### **KMEA Overview:**

- Additional guidance will be forthcoming regarding the safety of singing or playing woodwind and brass instruments for indoor practice settings
- Currently, there isn't enough valid and qualified research to give guidance on how to return safely to face-to-face ensemble rehearsals
  - Spacing between singers should be 6 feet or greater. Until guidance is available to the contrary, students should wear masks at all times, even when singing
- Guidelines remain for wearing masks and social distancing as previously outlined
- All students should face the same direction
- Do not place music folders in common areas
- Do not share drumsticks or instruments that involves contact with the mouth
- Disinfect other classroom and shared items according to previously outlined guidelines
- Sheet music and music stands should not be shared
- Elementary music teacher who travel between classrooms should be allowed to return to supply areas between classes to avoid moving materials from one class to another

## **Certified Evaluations**

During the 2020-21 school year, the following certified staff will complete the Summative Evaluation Cycle with observations completed via the primary delivery mode (ie virtual, in-person):

- Certified staff who were in the Summative Cycle for 2019-20 will continue with the evaluation process with all unfinished components which were left as of March 13, 2020.
- New hires will complete the full Summative Cycle.
- Reminder, certified staff may be added into Certified Evaluation Cycle per CEP and KCEA Contract guidelines.
- Staff scheduled for the Summative Cycle in 2020-21 and beyond will be pushed back one calendar year.

## **Assessment**

- Identify/utilize formative assessments to support meeting the needs of all students based on curriculum gaps.
- Identify/utilize formative assessments to ensure mastery of content for all students regardless of option being implemented.
- Determine how data will be utilized to adjust instruction to meet the needs of all students regardless of option being implemented.

## **Guidance on Assessing and Evaluating Students' Academic Readiness**

Identify/utilize formative assessments to support meeting the needs of all students based on curriculum gaps and to ensure mastery of content for all students, regardless of the option being implemented.



- **Diagnostic**
  - CERT and MAP assessments
  - Classroom:
    - Exit Slips
    - Summative Assessments
  - Interim:
    - Common Assessments
- **Administration of Formative Assessments:**
  - In-Person
  - Virtual
  - Mixed Model ( in-person and use of an online platform)
- **Virtual Platform**
  - MAP and CERT can be web based and implemented virtually.
  - [NWEA Remote Testing Support](#)
  - Classroom Assessments can be transferred to a Google Form. Training on creating/transferring classroom assessments to Google offered at PGA, contract days, and job embedded PLC's.
  - Common Assessments will be transferred to a Google Form by district consultants. More information to come on timeline.
  - Common Assessments should be administered electronically.
- **Determine how data will be utilized to adjust instruction to meet the needs of all students regardless of option being implemented**
  - **Analyze the Data**
    - Work as PLC teams to determine student needs and identify curriculum gaps.
    - It is very important to remember that students have not received in-person instruction in the school building since March 13. Triangulation of data must be exercised when analyzing student data.
  - **Interpret the Data**
    - Which students have excelled?
    - Which students have remained steady?
    - Which students have regressed?
  - **Develop Plans**
    - Which students need enrichment?
    - Which students have deficits?
      - Identify students through MTSS
        - [Tiered Progression Charts](#)
      - Use of school-wide system for progress monitoring
        - [MTSS Progress Monitoring Resources](#)
      - Use of Curriculum Maps
        - [Elementary and Middle School Curriculum Map](#)
        - [High School Curriculum Map](#)
- **Other factors for schools to consider:**
  - Scheduling of Assessments

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- MAP, CERT, Common Assessments will need a staff member to proctor the testing for those not face-to-face
  - Accessing technology devices
  - Internet access for students working virtually
  - Paper versions available (i.e. accommodations, those without internet access)
  - Face-to-face testing as an option for those participating virtually

## **Consideration of Students Receiving Special Education, 504 and Intervention Services**

### **Guidance for Special Education Case Managers on Re-Entry**

#### **Guidance for ARCs and Evaluations Delayed Due to School Closure**

- ARCs and evaluation delayed due to school closure need to be completed within 30 days of re-entry.
  - This statement should be placed in the conference summary for ARCs which were unable to occur:

*Due to the COVID19 pandemic, school closures, and Non-traditional instructional days, formal in-person meetings were not able to occur. Due to these extreme circumstances, phone conferences were offered, and either not appropriate, or not desired by the parent. In order to allow full participation of the parent in the educational process, the required timeline could not be met, and was postponed by agreement between the parent and the school.*

*For ARCs due to missed evaluations, this statement should be placed in the conference summary:*

*Due to the COVID19 pandemic, school closures, and Non-traditional instructional days, formal in-person observations and assessments have not been able to occur as part of the evaluation process. As these were a necessary part of the evaluation process, the evaluation could not be completed within the timeline. Due to these extreme circumstances, the evaluation will be completed within 30 days of the date formal observations can occur.*

#### **Guidance for Progress Monitoring for Regression Due to School Closure**

- Assess students for baseline within 6 weeks of re-entry or by October 1.
- After baseline data is collected, School-Level Special Education PLCs should analyze and determine which students show regression/loss of skills and require an ARC. Questions to consider:
  - Based on the progress monitoring data collected over the past six weeks:
    - Is the regression due to missed services?
    - Are compensatory education services necessary?
    - What are the recommendations for compensatory education services?

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- Set up ARC for students who showed regression/ or loss of skills due to the COVID-19 pandemic and may require compensatory education services.
    - ARCs should discuss the impact of the loss of skills that may have occurred as a result of the COVID-19 pandemic (i.e. Orientation/Mobility Services, Speech Sound Production Services, Social Skills in Group Settings, etc.)
    - Determine need for services based on regression. Use comparison of data taken on IEP goals/benchmarks prior to March 13 and baseline after re-entry.
    - ARC should document if missed services were due to parent choice not to participate. Add statement for conference summary.

### **Future NTI in IEPs**

Statement will be developed to put in the Conference Summary at any ARC where any IEP is developed or reviewed.

### **Guidance for Low Incidence Units**

#### **Direct Instruction in Safety Measures for Students**

For low incidence units, *direct instruction* around the increased safety measures is essential to be incorporated in social skills instruction. Suggested topics:

- Wearing a mask
- Hand washing
- Social distancing zones
- Using a task analysis to teach tolerating wearing a mask

[Resources for Social Stories](#)

### **Limited Access to the Low Incidence Classroom**

Only staff and administrators, assigned to work with students in the low incidence classroom and students participating in the classroom, will be able to enter the classroom. Student tutors/aides should be limited due to the medical needs in the classroom.

### **Guidance for Medically Fragile Students**

Students who are medically fragile, tactile defensive students, or other high risk populations will be contacted to schedule an ARC to discuss options for learning for the 20-21 school year. These options could include:

- Home Hospital if the student meets requirements
- Virtual learning
- Comparable Access to in-person instruction following Re-Entry guidelines
- Shortened school week
- Increased Access, based on student need, for an alternative instructional model

### **English Learners**

- EL staff will follow state and local guidelines when conducting PSP meetings with EL parents and classroom teachers. A phone interpreter will be available as needed. In addition, a webinar will be held to provide a general overview of the parts of the PSP. The webinar will be available to staff and parents.
- EL teachers will maintain and log communication with ELs and classroom teachers and document accommodations.

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- Potential ELs be identified EL pending administration of the Screener. The Screener, currently only provided in paper format, may either be administered virtually, through Skype, Google Meet, etc. or in-person.
  - EL service types will continue as content-based, sheltered instruction, and pull-out. Students who are pulled-out will receive direct instruction one-on-one or with small groups virtually with an EL teacher.

During the first few weeks of the school year, it is suggested schools increase the amount of time of Tier One direct instruction dedicated to direct instruction in social emotional learning beyond 30 minutes one time per week. Additionally, we recommend SEL be embedded where applicable during classroom instruction. This recommendation is made because students will be dealing with a new normal as it relates to school and it is important to strengthen their self-awareness so students can better adapt to the changes and normalize their thoughts and feelings. During re-entry the focus for SEL instruction should be on understanding the changes to school for safety (wearing a mask, following universal masking guidelines noted previously, and social distancing), belonging and connection, and resilience. Draft: [Resources for Additional SEL instruction](#)

## Identify Students for Targeted Social and Emotional Intervention

### Universal Screener for Students

When school starts, it is essential to quickly identify students who have struggled more than others during school closure due to COVID-19. In 5th-10th grades, an abbreviated version of the Terrace Metrics screener will be given to prioritize targeted supports at the beginning of the school year. Identified students will receive targeted supports for 4-6 weeks. Students who have not made progress after 6 weeks will be referred to MTSS for additional support. Students in 5th-10th grade will take the full Terrace Metrics screener beginning in November.

### Targeted Support

Data from the universal screener will be used to identify students who need targeted SEL supports beyond Tier 1. Based on the PREPaRE model for crisis intervention, students will be prioritized for targeted reentry support based on data from the screener in 5-10 grade and/or school staff identification, and/or parent request. Targeted supports will be psychoeducational small groups in three areas: Grief, Anxiety, Resilience.

## Supports for Staff and Parents/Guardians

### Staff

The mental health and well being of all employees is a priority to the KCSD. All employees have access to the [Employee Assistance Program](#). This program offers short term counseling and services to support employees in developing a balance between work and home. These services are provided at no charge to KCSD employees. This service is confidential and is never reported to the district. In addition, staff members will continue to receive on-going training around trauma informed care, social and emotional learning, and suicide prevention.

Staff may feel overwhelmed at times due to the sheer volume of emails they receive from administrators, other staff members, parents, and students. This can cause heightened anxiety in adults during times of stress. To reduce stress for our staff members and maintain an emotionally safe environment for our teachers, the building leadership should set the example and ask the staff to be aware of their electronic communication by following the suggestions: [Communication to Ease Anxiety and Improve Mental Health](#)

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## **Parents and Guardians**

Our world looks different. Parents and guardians may see changes in their child as they return to school. The National Association for School Psychologists (NASSP), has created a resource for parents and or guardians to help support their children with changes in everyday life due to COVID-19.

[Helping Children Cope with Changes Due to COVID-19](#)

[Cómo ayudar a los niños a lidiar con los cambios provocados por la COVID-19](#)



### Human Resources

With KCSD's commitment to in-person classes for the 2020-21 school year and our focus on safety and well-being of all staff and students, staff are expected to report to work and perform assigned duties while following the guidelines and guidance provided in the KCSD Re-Entry Guidance Document. However, if a staff member is exhibiting symptoms of COVID-19 or other illness, the employee is expected to stay home and utilize existing leave balances such as sick leave or personal leave to recover.

In the event an employee is unable to report to work because of personal COVID-19 illness or lack of childcare for dependent children because of COVID-19, the employee shall contact the Human Resources team to discuss available options as defined by District policies and/or State/Federal law. Decisions will be determined based on medical certifications/documentation from employees' physicians or documentation from schools or child care providers who are closed/unavailable due to COVID-19. In addition to existing leave balances in effect for employees, KCSD will follow all provisions of the [Families First Coronavirus Response Act](#) (FFCRA) which is in effect through December 31, 2020. In general, available options to be absent from work due to COVID-19 are:

#### District Policies

- Sick Leave (03.1232 for certified / 03.2232 for classified)
- Family and Medical Leave (03.12322 for certified / 03.22322 for classified)

#### Federal Law

- Emergency Paid Sick Leave (EPSL) as provided under the FFCRA
  - Provides up to ten (10) days of paid time off (limits to pay apply) for employees quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; bona fide need to care for a dependent or family member subject to quarantine; or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19
- Expanded Family Medical Leave (EFML) as provided under the FFCRA
  - Provides up to 12-weeks of leave if caring for a dependent child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons
    - First two weeks are unpaid
    - Weeks three (3) - twelve (12) may be eligible for  $\frac{2}{3}$  regular rate of pay, limited to \$200 per day
    - Any time taken as leave under EFML will count against the 12-week limit of FMLA leave

#### Telework

Should state and/or health officials require in-person classes to cease or an employee is required to physically be absent from the work environment due to COVID-19 provisions per the FFCRA, some, but not all, employee types may be asked to telework. Some District positions are not designed for telework, and in these cases, it may be necessary to furlough and/or layoff employees. District policies will define any furlough and/or layoff process should it become necessary.

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Positions that will not be eligible for long-term (11+ days) telework include, but are not limited to:

- Bus Drivers
- Student Nutrition Workers
- Lunchroom Monitors
- Instructional Assistants

Should an employee be required to quarantine by local health officials due to COVID-19, and the employee provides documentation of the quarantine requirement, telework may become an option for all employee types. Employees in this scenario shall contact Human Resources to determine a plan during the period of quarantine.

### **Student Teachers / Practicum Students**

Student teachers and practicum students will be permitted in the KCSD for the 2020-21 school year with the expectation that these individuals follow the guidelines and guidance provided in the KCSD Re-Entry Guidance Document.

The placement of college students for the purposes of classroom observations and student teaching is an agreement made between the college/university, instructor or student and the building principal. Once an agreement has been made, there are required procedures that must happen before a student can participate in observations or begin their student teaching assignment.

### **Student Teachers / Interns:**

Once an assignment has been made and the student has been in the contact with the principal, the student is required to:

1. Contact the Human Resources Department
2. Complete a Student Teacher Information form
3. Complete a national and state criminal records background check (under the provisions of KRS 160.380)
4. Submit a copy of their Driver's License to HR
5. Submit to HR a letter from the Cabinet for Health and Family Services indicating they are clear with no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services
  - a. This is usually done at the college/university level before the assignment has been made

### **Practicum Students / Classroom Observations:**

Once an agreement has been made, the student is required to:

1. Contact Barbara Higgins at Central Office to complete a web-based criminal records check required by the Kentucky Administrative Office of the Courts (AOC)

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## Facilities

The District will ensure all board owned property is maintained and cleaned frequently during the 2020-21 school year.

### Cleaning Guidelines

- Hand sanitizer will be placed in multiple locations in every KCSD facility. (Washing hands is still the recommended best practice.)
- Frequent cleaning of all aspects of the buildings and district owned property. If surfaces are dirty, they shall be cleaned using a detergent or soap and water prior to disinfection. All staff shall be trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with the EPA approved disinfectants list.
- Disinfect with products that are registered and listed as effective against SARS-CoV-2 (COVID-19) with the Environmental Protection Agency. [Click here for list.](#)
- Clean and disinfect frequently touched surfaces (ie. playground railings, door handles, etc.) and shared objects (i.e., toys, art supplies, etc.) between uses. Disinfectant wipes or disinfectant spray bottles and paper towels shall be provided for every classroom.
- Frequently touched surfaces shall be disinfected a minimum of three times per day. Schools with class changes shall have these surfaces disinfected after each transition period.
- Disinfect after each use high-touch shared tools such as whiteboard markers, remote controls, technology devices, copiers etc. (Instill a districtwide mindset to clean after usage and clean before usage.)
- For soft (porous) surfaces such as carpeted floors and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Personal furniture (bean bags, stuffed chairs, etc.) shall be limited.
- Classroom area rugs must be removed during this time to ensure all flooring is easy to clean and disinfect.
- Gloves should be compatible with the disinfectant products being used. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves. (Custodians)
- Additional PPE might be required based on the cleaning/disinfectant products used and whether there is a risk of splash. (Custodians)
- All areas where cleaning supplies are stored must be kept locked, including janitor closets. All bottles containing liquids must be clearly labeled.
- All seats should be facing the same direction.
- Disinfectants and cleaning materials kept in classrooms and areas accessible to students are required to be kept out of the reach of students and locked, depending on the chemical and the age group of the students in the classroom.
- Water fountains will be cleaned and sanitized frequently throughout the school day. If possible, students should provide their own reusable water bottles to be refilled with water throughout the day. This will reduce the number of students drinking directly from the water fountains.
- Students should move through the hallways in one direction exercising social distancing when possible.

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## **Controlled Access**

The district will take all precautionary measures to control access to our facilities following state and local public health officials guidance.

- Control and minimize entry points for students, staff, visitors, and deliveries
- Clearly communicate building protocols through signage and floor markings
- Provide sanitizer, wipes, PPE as appropriate at main entry points
- Restrict Non-Essential visitors/volunteers
- Engage vendors in a back-to-work plan

## **Playgrounds**

In order to utilize the playground areas safely the following actions shall be taken:

- When students are outside and 6 feet from others, masks are not required.
- Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building.
- Assign a recess schedule that limits how many classes are on the playground at one time. If multiple playgrounds are available, utilize them to minimize how many students are mixing.

## **Indoor Air Quality**

The district strives to maintain the highest level of indoor air quality possible. Staff will continue to review COVID-19 preparedness resources developed by ASHRAE (American Society of Heating, Refrigeration and Air-Conditioning Engineers) and KDE's "COVID-19 Considerations for Reopening Schools: Facilities and Logistics" to determine best practices for indoor air quality in our schools.

Actions to be taken include the following:

- Increase frequency of classroom filter changes
- Increase ventilation rates when weather permits
- Maintain recommended temperature ranges of 68-78 degrees, where possible
- Maintain recommended humidity ranges of 40% - 60%, where possible
- HVAC systems will operate a minimum of 2 hours before and after occupancy at the peak outside air rate to flush building when possible.

## **Emergency Response Drills (approved and provided from The Kentucky Center for School Safety)**

Fire, lockdown, severe weather, and earthquake drills shall be modified due to COVID-19 concerns based upon the recommendations from The Kentucky Center for School Safety. In a drill or actual fire, lockdown, severe weather, or earthquake event staff shall follow procedures outlined in Navigate Prepared.

## **Fire Drill**

Fire Drills shall be conducted in a "blocked" format where each classroom performs this evacuation separately. As in a "normal" fire drill, students would exit the classroom (as shown on the evacuation map in each classroom) space 6 feet apart during the drill, proceed to the designated safe zone outside of the school building. After reaching the safe zone, students would return to the building, again staying 6 feet apart. If an actual fire event occurs, the social distancing standard during evacuation may not be possible. But, even then, after all classes have relocated to their safe zone, maintain social distancing if possible. If this format is used, the principal must ensure that the drill is

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conducted during the same period of the day until all classes have practiced it. To speed up the process, the principal may consider conducting several classroom evacuations simultaneously provided they are located in different areas of the building and will not cross paths with any other class. This will take significant planning and coordination, but it can be accomplished. The principal will need to accurately record the dates and times these drills were conducted.

### **Lockdown**

Lockdown drills normally are conducted inside the classroom. Following normal lockdown procedures, the students would be moved to a safe location inside the classroom. If possible, maintain the 6-foot social distancing standard during the drill. In an actual active shooting event, the 6 foot standard would not be followed.

### **Severe Weather**

Severe weather drills shall be conducted in a “blocked” format where each individual classroom performs this evacuation separately. As in a “normal” severe weather drill, the students would exit the classroom (as shown on the evacuation map in each classroom) and, spacing 6 feet apart, proceed to the designated safe zone inside the building. After reaching the safe zone, the students will assume the safe positions on the floor (6 feet apart for the drill). After the drill has been completed, the students would return to their classroom, keeping 6 feet apart while walking. If this format is used, the principal must ensure the drill is conducted during the same period of the day until all classes have practiced it. In an effort to speed up the process, the principal may consider conducting several classroom evacuations simultaneously, provided they are located in different areas of the facility and will not cross paths with any other class. This will take significant planning and coordination, but it can be accomplished. The principal will need to accurately record the dates and times these drills were conducted.

### **Earthquake**

Earthquake drills normally are conducted in the classroom. Following normal drop, cover and hold earthquake emergency response protocol, school officials may consider having students do this in different locations inside the classroom, while maintaining the 6-foot social distancing standard. In the event of an actual earthquake event, social distancing may not be possible.

## **Transportation**

KCSD is committed to safely transporting students in the fall utilizing the following protocols to promote student/staff safety.

- Parent/Guardian will take student temperatures daily and keep any child with a temperature of 100.4 or higher at home as they are not permitted to board the bus.
- Parents should monitor the bus stops and help remind students of the social distancing requirements.
- Schools should assist with educating all kids on all aspects of social distancing.
- Face Masks/shields must be worn by bus drivers if they do not interfere with the health and safety of the driver.
- Staff and students in first grade and up, riding a bus shall wear a face mask to the extent possible if social distancing is impractical on the school bus. Each bus shall have a supply of

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masks for those students who do not have one.

- Students not required to wear a mask should sit in the front of the bus.
- Students first grade and up who provide the school with a medical exemption from a licensed medical professional are not required to wear a mask.
- Hand sanitizer will be available on each bus and should be utilized by students upon entering and exiting the bus.
- Buses will be frequently cleaned (e.g., seats, windows, step rails) after routes are completed (e.g., morning route and afternoon route). Bus windows shall be open whenever possible.
- Schools will organize an effective queuing approach to accommodate physical distancing for students in the loading/unloading process.
- It is recommended that parents/guardians and students follow state/local health guidelines while congregating at bus stops.
- Each rider shall have an assigned seat and to the extent possible seats will be filled from back to front when boarding.
- Preschool and kindergarten will sit toward the front of the bus.
- Students who live in the same household should sit together.
- The seat directly behind the driver may be left empty when possible.
- Each bus will have a roster of eligible student riders (passenger manifest) and document the assigned seats for contact tracing. At morning routes, rider attendance will be documented on the manifest before unloading at school. For afternoon routes, rider attendance will be documented on the manifest before the bus leaves the school.
- When the bus arrives at school each student shall have their temperature taken by the Bus Driver or Bus Monitor prior to disembarking the bus. Students with a temperature of 100.4 or higher shall not be permitted to remain at school. Parents/Guardians of these students shall be immediately notified.
- Bus passes shall not be granted for children not assigned to a particular bus route outside of any extenuating circumstances approved by the building principal.

## **Transportation Staff**

### **Drivers and Monitors**

Drivers and monitors will have temperature scans and complete any employee health screening per district protocol. Drivers that start from their home shall follow the same protocol and report temperatures that are greater than 100.4 degrees to their designated supervisor. All drivers and monitors will wear a face mask or face shield unless they are unable to do so and have been provided with a doctor's excuse. Staff shall use gloves for any direct contact with a student.

### **Bus Garage Employees**

All employees will maintain social distancing to the extent possible. They should enter through one door and exit through a different door if available. Employees shall wear a mask unless they are unable to do so and have been provided with a doctor's excuse. All garage employees will clean and sanitize surfaces and shared tools daily. Shared tools need to be sanitized between use by different people.

### **Idle Buses/Between Runs**

Employees will wear a face mask any time they are inside a bus, even if it is for maintenance or



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cleaning. Surfaces and high-touch areas should be cleaned and disinfected between runs. Hand sanitizer quantity shall be checked before each run to ensure adequate amounts for use. Ventilate the bus to maintain air circulation when possible.

All drivers shall have sanitizing sprays and towels available to them, but will not store sanitizer or aerosol cans on the bus for safety reasons. All cleaning supplies must be out of the reach of students.

## **Food Service**

Multiple meal service methods during a single meal service may need to be utilized with different groups of children within the school building. Methods may include serving meals in classrooms, serving meals in other areas in the building such as the gym, and providing grab and go meals in the cafeteria or hallway. The district will continue to provide meals to students who attend in-person classes and will plan to provide meals to enrolled students that do not attend in-person classes in the fall. KCSD is committed to safely feeding students the following protocols to promote student/staff safety. Each school will offer grab and go meals for currently enrolled students for both breakfast and lunch who may be receiving instruction virtually/synchronously. It is recommended that school leadership meet with the cafeteria manager to develop the specific times and location for this grab and go opportunity as well as the plan that will enable all students to have access to meals while complying with all guidelines of the meal service environment outlined below, as well as providing a duty free lunch for staff.

### **Staff**

- Food service staff will wear masks and gloves at all times. Food service staff will have adequate training relevant to their assigned duties with an emphasis on the procedures for hand-washing, proper glove use, personal hygiene, serving safe food to students with food allergies, and cleaning and sanitizing food contact surfaces.
- Food service staff will revise the food safety plan that is already on file after decisions are made through collaboration with the principal on how meals will be served.
- Only kitchen staff and delivery personnel will have access to the kitchen and behind the serving lines.
- Food Service staff will create a delivery schedule with vendors that reduces/eliminates contact with staff, ensuring only one delivery is received at a time, and ensuring all required health and safety guidelines for deliveries will be followed.

### **Meal Service Environment**

- Multiple meal service methods during a single meal service may need to be utilized with different groups of children within the school building. Methods may include serving meals in the cafeteria, classrooms, serving meals in other areas in the building such as the gym, and providing grab and go meals in the cafeteria or hallway.
- Limited menu options will be implemented to enable processes, as well as lunch rotations to be streamlined as much as possible. (i.e. all high schools used to have six options and that will now be reduced to 2)
- All students will be offered a hot meal or boxed salad for lunch.
- All students will be offered a hot meal or cereal bar for breakfast.

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- Breakfast will be served in the first period classroom and will be delivered to 1<sup>st</sup> period classroom by staff. Once the school year starts, the cafeteria manager will need a list of all 1<sup>st</sup> period teachers and the number of student meals needed in that class. Principals and cafeteria managers can develop a process around this breakfast procedure at each school.
  - Students will wear a mask except when eating and must be 6 feet or more apart to lower the mask. Schools will schedule and utilize space following this standard.
  - Students will be assigned seats and must sit in assigned seat and all chairs should face the same direction.
  - Staggering meal service periods so that arrival and dismissal times limit the amount of contact between students in high-traffic situations.
  - Hand Sanitizer will be provided in appropriate locations in the service area and cafeteria.
  - Ensure adequate sanitation occurs between each lunch for tables or other surfaces when multiple groups of students will consume meals in the same location. This step will cause adjustments to a lunch schedule if eating in the cafeteria or other multipurpose space.
  - Provide floor markings to ensure adequate distancing between students.
  - Eliminate any student self-service of food items. There will be a visual display for students to see any a la carte item offered.
  - A district menu will continue to be published identifying allergens.
  - Eliminate share tables and sharing of any food.
  - Where feasible, use disposable food service items (utensils, dishes).
  - Plans to accommodate students with disabilities or allergies will continue to be implemented.

## **Budgeting and Financial Operations**

The district will develop and follow protocols for tracking cost and expenditures for possible reimbursements including school meals, personal protective equipment, technology purchases etc.

The district will follow all state and local public health officials, and Kentucky High School Athletic Association (KHSAA), and Kentucky Music Educators Association (KMEA) guidance for all students.

[COVID-19 Return to Participation in Sports and Sports-Activities Guidance](#)  
[KHSAA statement regarding the continuation of Segment 3 through August 2nd](#)

### **KHSAA Overview**

- The golf season may begin on schedule with practices beginning on July 15
- Other than golf, the starting practice date for any organized sport activity is delayed until at least August 3.
- No activity that normally occurs officially July 15 may be mandatory for team participants during this period in any sport or sport-activity
- There is a **STRONG RECOMMENDATION** that each athlete be limited to a total of six hours per week
- Athletes participating in a fall school sport and another winter or spring school sports should prioritize participation in fall sports
- While there is minimal if any local jurisdiction over non-school sports, parent, and athletes should be advised of the need to reduce the exposure time by fall sports participants during the remainder of this segment

[KMEA current guidance for a return to high school Marching Band](#)

### **KMEA Overview**

- In addition to on-campus options, schools should consider providing students guidance for practicing at home or remotely away from school
- Plastic shields covering the entire face shall not be allowed during rehearsals and contests
- Gatherings sizes of up to 50 individuals, indoors or outdoors
- Social distancing should be observed when music is being taught. Students should learn and rehearse the music standing still (or sitting), spaced at minimum of 6 foot intervals. Teachers or instructors should wear cloth face coverings at all times.
- Care should be taken to maintain a minimum distance of at least 6 feet between individuals including breaks for water, snack, and meals.
- Instruments, equipment, and sheet music should not be shared without proper cleaning
- Additional guidance will be forthcoming with regard to putting marching drill to music

All coaches/directors will provide the Healthy at Work Officer with a return to participation plan that must be approved before athletes return

- [Athlete Return to Participation Plan](#)

School clubs and extracurricular activities will follow all state and local public health officials, KHSAA and KMEA guidance which applies for extracurricular activities and clubs. Club and extracurricular sponsors will be expected to:

- Take attendance at each club meeting.

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- Create a seating chart or small group list to identify students who are in close proximity of each other for each meeting.
  - Clubs will develop a plan that at minimum includes: meeting schedule, location, plans for entry and exit of students, plan to maintain social distancing, and wearing of masks if social distancing can not be maintained.
  - Clubs should not start until after Labor Day so plans can be reviewed and approved by school.

Club size will be limited to the size of the space where the activity will be held to accommodate social distancing. Due to possible limitations on the number of students who can participate in an activity due to space, school sponsors are encouraged to think creatively so larger numbers of students can participate. For example, the art club may meet in the gym. Two groups are divided between two adults and meet in different spaces.

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## VI. Additional Resources

[KCSD COVID-19 Page](#)