October 2020

TEAM KENTON

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

KCSD
Kenton County School District | It's about ALL kids

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Introduction

The Kenton County School District (KCSD) 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 KCSD 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

Instructional Models

KCSD plans to have in-person classes for the maximum amount of students 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 during the course of the school day. Students, participating from home, will have attendance taken, follow the daily school schedule and participate in each of their classes. 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.
- Schools are permitted to bring small groups of 10 students into the building to pick up a device, meet with teachers, or targeted services.
- Students who are not physically present in the classroom will be expected to participate online during the course of the school day. Teachers will use a variety of instructional resources including Google Meet, recorded video instruction, print and digital instructional resources and all assignments will be available in Google Classroom in order for the students to meet all classroom expectations. Teachers will be available via technology during the regularly scheduled class period for assistance and support for students.
- 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 based on the needs the schools have identified.

- Learning walks will continue to be utilized to give ongoing feedback, coaching, and support for teachers.

Daily Required Criteria for Synchronous Instruction:

- Check in during scheduled class time (Through Google Meet or a task/prompt posted in Google Classroom)
- Tasks with student products which will drive next steps in instruction
- Interaction with teacher/peers through various modes of direct instruction

Considerations for Small Group In Person Targeted Services

Schools may, at their own discretion, bring small groups of students into the building to receive targeted services that supplement learning. Schools should not exceed a total school capacity of 15 percent of their usual student building capacity AND should have no more than 15 individuals in a classroom at any given time, including adults. Targeted services could include activities such as:

- Evaluation
- Necessary hands on experiences (career and technical education)
- Mental health or academic counseling
- Occupational, physical or speech therapy, or
- Targeted intervention or remediation

When coordinating targeted services, schools must maintain the expectations outlined in the Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12) document, including social distancing, temperature checks, and mask requirements. To protect the health and safety of those involved, targeted services should be time-bound with most experiences lasting less than two hours. Schools should stagger the start and end time of targeted services to limit the number of students in entryways and hallways at any given period of time. To facilitate this staggering, a central calendar and schedule should be maintained to ensure that no two activities begin at the same time. Targeted services must be supplemental to the regular instruction received by all students during periods of remote learning. These services must be made available to all students, but schools may choose to prioritize services for vulnerable groups. Additionally, schools seeking to provide targeted services to students must ensure that students not participating in the services have access to a teacher while the services are being provided.

Schools may need to conduct assessments for eligibility and identification of students with suspected disabilities. Assessments should be conducted virtually when possible. However, in some cases, assessments may need to be conducted in person. When in-person assessments are required, schools should schedule a time to meet with the student at the school and must follow the expectations found in the Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12). In addition, consider the following strategies when conducting in-person assessments with students:

- Test booklets should sit out for at least 24 hours between uses. If possible, lay them out individually rather than in a stack.

- Sanitize any hard surfaces students will touch such as tables, chairs and pencils. This must be done between testing sessions.
- If using keyboards, wipe down keyboards before and after using. Be careful with screens because some sanitizing agents can ruin screens and monitors.
- Students and staff should wash hands before and after testing.

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.

At this time it is no longer necessary to have an application for our virtual learning center. Survey results and communication with parents allows each school to know the student number and need for this option. Each school will assign a teacher of record to monitor, support to include grades, completion of work, tutoring, home visits, adjustments to the curriculum, etc. with the cap per teacher at approximately 150. ARC meetings will need to be scheduled for students with disabilities to review and revise the IEP as it relates to this environment.

The three platforms for VLC:

Preschool	ABC Mouse	https://www.abcmouse.com/abt/homepage
K-5	Acellus	https://www.acellus.com/
6-12	Edgenuity	https://www.edgenuity.com

Allocations should allow for staff members to oversee virtual learning students.

General Expectations for VLC teachers at the home school:

- Work with school counselor to be sure student has all of the courses needed in the virtual software program
- Review VLC expectations with the student/parent
- Set the assignment completion dates in the software program for adequate progress in order for the student to stay on track to complete the course
- Monitor student progress in each course a minimum of once per week
- Make contact with the student a minimum of once per week. Log contact in PLP
- Reset tests and quizzes as needed

- Set up tutoring for students as needed
- Give progress reports to the school counselor according to district timelines
- Give final course grade to counselor to include in IC
- Schools will work with families on diagnostic tests (CERT/MAP); however, all state required assessments must be administered
- Students with special education services must have an ARC meeting to discuss placement and services before entering the VLC
- For special education students a case manager will oversee implementation of the IEP, including but not limited to SAS, SDI, data collection, and ensuring all service minutes are met
- The VLC teacher and special education case manager need to collaborate on student progress on a regular basis

Virtual Learning Center Information- This information is posted on the KCSD webpage.

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.

Rotational Model Information

Assigning Students to Teams

- Team A are last names that begin with A-K. Team B are the last names which begin with L-Z.
- Students were assigned to teams at the district level based on their last name. ***Students in the same household are assigned to the same team.*** When communicating with families, please make sure you reach out to the students on your list who are assigned to a different team than the letter of their last name due to households.
- When the district created the teams in Infinite Campus for schools, the Blended Learning Tool created a flag to identify a student as Team A or Team B. It will appear in the header with the student name once the student becomes active on the first day of school.

Changing Team Assignments

- Schools should not make changes to team assignments unless:
    - Principals can move from A/B teams to balance teams at grade levels

OR

    - Request to change due to household information- i.e-household was not connected in IC or missed due to human error and the team needs to change

These are the only two reasons student team assignments should change.

SBDM

Please follow any SBDM policies you may have as it relates to class size maximums, including the numbers in synchronous. If your current policy creates an obstacle considering we are functioning in a pandemic, you can either follow your bylaws to change the policy, or you can follow any bylaws you have related to waiving a policy on a temporary basis. Both of these changes would need to happen with agreement in a SBDM Council meeting.

If you do not have a policy relating to class size, that is not a problem, as it is not a required policy. It is, however, a required decision you would need to make as an SBDM Cou]ncil. Adjusting your maximum class size can be done at any time through an official, agreed upon SBDM decision. This should be noted in your minutes for that meeting if it occurs.

State cap sizes that SBDM Councils have the authority to change are:

- Primary (K-3): 24
- 4th grade: 28
- 5th-6th grade: 29
- 7th -12th grade: 31
- Full day: 150 pupil hours

Assigning New Students to Teams

- When enrolling a new student, capacity must be taken into consideration.
- If a new student enrolls and choses the rotational model, and the school has capacity, he/she should be assigned to the team which aligns with his/her last name.
- If the student has other children in the household with different last names, please communicate with other schools when assigning the student to a team.
- Directions on how to adjust a blended learning group in IC (AKA moving a student from Team A to Team B): Adjusting Blended Learning Groups in Infinite Campus

Scheduling a Student for 5 days of the week

- In cases where an ARC has determined that a special education student needs to attend school 5 days a week, he/she will be scheduled as normal. The student would not be assigned to Team A or Team B because he/she will be in attendance at school every day.
- In cases where school MTSS teams have determined through data/progress check reviews that students who are receiving a Tier III intervention (academic and/or behavior and social emotional) and are not making progress can be scheduled 5 days of the week. Students should not be permitted to attend unless all current guidance can be met to include social distancing.
- In cases where school teams have determined through the Program Service Plan (PSP)

meetings that an EL student is not making progress can be scheduled 5 days of the week. Students should not be permitted to attend unless all current guidance can be met to include social distancing.

Synchronous Learning Center- KCSD has established a synchronous learning center for grades 4 -8 (and any K-3 students who have requested a change to in-person learning, but due to limited space in the home school, the school cannot accommodate the change). By providing this service to our community it will allow our district to provide supervision of students during synchronous learning through our A/B Rotational Model. Students will attend their home school on their assigned day and have the opportunity to attend the Synchronous Learning Center on days they are not in person.

- There will be one district coordinator, one certified teacher, along with instructional assistants available to support the instructional needs for students.
- Transportation will not be provided by the district.
- Students will follow their synchronous schedule for classes.
- Each student must provide his or her own computer device with headphones.
- Access to Wifi will be provided.
- The location of the Synchronous Learning Center is:
  3234 Turkeyfoot Road
  Edgewood, Ky. 41017
  (Caywood/Turkeyfoot Campus)

- Applications are on the KCSD website. Completed applications are to be mailed to Bill Arnzen at william.arnzen@kenton.kyschools.us
- Applications will be processed on a first come first serve basis and the current capacity is 200 students.
- Hours of Operation: 7:40-3:40 Monday-Friday
- Students will be expected to follow all policies/procedures specific to the course(s) enrolled, the KCSD Code of Acceptable Behavior, as well as other rules as specified by the synchronous learning center staff. Students may be removed if KCSD policies/procedures are not followed.
- Lunch will be available or students can pack their own lunch.

Children of KCSD Employees- All elementary and middle school students of KCSD employees may attend school in person 5 days of the week as long as school guidelines can still be met. It is imperative that our staff be able to attend school on a daily basis to serve all kids instructionally. This recommendation enables our staff to be able to meet this expectation.

Communicating Team Assignments

Communicate team assignments to families and share the rotational schedule. Please make sure you reach out to the families who have team assignment changes individually.

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 kindergarten 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
- The use of cloth face coverings (masks) is required by all students and staff at all times while in the building or on the bus, unless medically waived. Students and staff should only lower their masks while actively eating or drinking. Each school will schedule mask breaks outside, weather permitting.

- 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
        - A face covering with an exhalation valve **should not** be used as it allows unfiltered exhaled air to escape to others.
        - COVID-19 Face covering FAQs
- 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

Immunizations
Students participating in school virtually must still be compliant with required health documents and up to date on immunizations.

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 if social distancing cannot be maintained
- 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
- 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
- If possible, students should provide their own reusable water bottles to be refilled with water throughout the day. The bottle filler will be the only water access for students.

Mask Exemption

Students kindergarten 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.

Collection and Distribution of Paperwork

These guidelines apply to paperwork which students are taking home to complete and then returning to the school.
The NKY Health Department recommends:

- Paperwork should sit for a few days (3-5 days) before being handled
- Keep papers in one space with one person handling them
- Gloves are ok to use but not a substitute for handwashing
- Transmission is more person to person than objects, but the Health Department stressed there is much to learn about this virus

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 and 2020-21 High School Curriculum Maps have been revised and updated on our district website for all stakeholders. Additionally, school teams worked together to indicate 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.

Resources for Technology (Google Classroom/Meet)

To support our students and families, the Kenton County School District has created a one page listing of Resources for Technology. This document provides information on how to utilize the features of Google (Google Meet, Google Classroom, Google Forms, etc.), Chrome Notebook features, and

student email. The Resources for Technology can also be found on the Kenton County School District website.

Substitute Teachers
The use of substitute teachers for both long-term and daily absences will continue during the period of long-term school closure.

Substitutes teachers will be required to report to the school/department for their daily assignment and do not have the option to telework. Once the substitute teacher arrives, normal substitute protocols should be followed, meaning the substitute teacher checks in at the front office, is provided with a daily lesson plan and a link to Google Meet for the schedule for the day, is directed to their room(s), and the substitute provides instruction and guidance through Google Meet. For security reasons, substitutes should not be provided with teacher login credentials for Google Classroom since these are the same credentials teachers use to access the District's network and e-mail.

Substitute teachers have been provided with basic training materials on the use of Google Meet, but may require additional assistance with logging on and utilizing technology. Please be patient and accommodating with substitutes as the training available to them is not as comprehensive as the training received by teachers and administrators.

All substitute teachers who enter a KCSD building have provided HR with a KCSD return to work form and are cleared to work. Additionally, all substitute teachers have been made aware of the KCSD Re-Entry Guidance Document and are required to follow all provisions of the healthy at work standards defined in the Guidance Document.

If there are any disciplinary issues or concerns for a substitute's ability to perform their position, document the issue or concerns on the District's Investigation Form and submit to Matt Rigg for further investigation and action.

Once more, please be patient and accommodating of our substitute pool during long-term school closure. Their training has been limited in scope and many will be learning how to use the technology necessary to deliver synchronous and virtual instruction for the first time when they enter our buildings.

Classified Substitutes
With the number of instructional assistants and transportation employees who will need work to perform during the period of long-term closure, the use of classified substitutes should be minimal until in-person instruction resumes. If the need for a classified substitute exists due to an employee's long-term absence or other extenuating circumstances, contact Matt Rigg to discuss.

Frontline has been updated to default all Instructional Assistant absences to "no sub required" through September 25. If a substitute instructional assistant is truly needed, contact Matt Rigg to discuss this need and have the absence modified to allow a substitute instructional assistant to be assigned to the absence.

If a classified substitute is utilized, the substitute will be required to physically report to the work location and telework is not an option. All classified substitutes who enter a KCSD building have

provided HR with a KCSD return to work form and are cleared to work. Additionally, all classified substitutes have been made aware of the KCSD Re-Entry Guidance Document and are required to follow all provisions of the healthy at work standards defined in the Guidance Document.

Library Media Center

- High touch surfaces will need to be disinfected frequently.
- Consider appropriate options for selecting materials to check out.
  - Use an online catalog to place holds on materials and have library staff retrieve items and check them out to students and staff.
  - Limit student browsing directly from shelves by having them select options in the online catalog before retrieving items.
  - Create a system where students at home can reserve items to be picked up at school with meals, etc.
- If students are selecting books for check out in the physical space, limit contact during process.
  - Have library staff operate computer with students scanning their book choices.
  - Older students can do a self checkout by scanning the barcode on their ID and on book choices.
  - Develop a system for materials return (e.g.,books) that allows for proper sanitation or handling.
  - Re-shelving of books is not recommended until they have been sanitized with approved cleaning agents or a minimum of 4-5 days following return.

School Calendars: 30 Minute Guidance
Emergency amendment to 702 KAR 7:140, School Calendar allows for an additional 30 minutes each day to be counted toward instructional hours for activities conducted by districts related to COVID-19. These 30 minutes can be used at any point throughout the day. COVID-19-related activities include, but are not limited to, cleaning, sanitizing, hand washing, taking temperatures, and instructing students on the use of masks and social distancing.

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.
- During long term closures, students will be expected to participate in class during their scheduled time each day. Participation will be tracked in Infinite Campus.
- Students who are not able to participate in class during their scheduled time must have an extenuating circumstance approved by the principal for participation to be adjusted.
- For students who report to school each day or on a rotational model, daily attendance at school will be their participation.
- Infinite Campus has released a set of Blended Learning Tools to assist scheduling of students and tracking participation of students learning from home in the synchronous model. More information can be found here: Blended Learning Video.
- Students scheduled in a virtual or performance based class (Example: Non School Within a School Edgenuity class/Virtual Learning Center student/Dual Credit/Acellus) participation will be monitored and reported on a monthly basis.
- Participation rates will be reported monthly to stakeholders by the DPP.
- Participation rates will be reported three times to KDE in October, January, and July. Existing attendance procedures will be adjusted to include participation from home.

Guidance for Determining COVID-19 Attendance Codes in Infinite Campus

KDE is tracking students whose parents/guardians are reporting to the schools as COVID positive or quarantined due to a COVID-19 exposure. The linked document describes the four situations where the COVID attendance group and code should be used. It also describes what should be done in Infinite Campus and why. Determining COVID Attendance Groups and Codes in Infinite Campus

Guidance for Home Visits

- A clear purpose should be identified for the visit. *If you are concerned about the safety of the child, you should request a welfare check from local law enforcement rather than making the visit yourself.*
- Contact the family and let them know you will be visiting and the purpose of your visit. Let the family know you will be masked and request they be masked if possible.
- For safety reasons, home visits should be conducted with a buddy. Staff should ride in separate cars to the home.
- Visits with families should be done outside, when possible, unless the inside of the home needs to be viewed for safety purposes.
- Staff will be masked at all times.
- If staff must enter the home, staff should request the family members to put on masks and maintain 6 feet of social distancing at all times.

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.

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. KCSD 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 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.
- Refrain from using water or sensory tables.
- Limit the number of centers available during the day.

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**
- **Northern Kentucky University: NKU.edu**
- **Thomas More: ThomasMore.edu**
- **Morehead State University: MoreheadState.edu**
- **Kentucky State: 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.

Science Labs

- Consider all lab activities carefully with consideration of educational benefits versus risk. Only include lab activities that are strongly connected to course-level standards and have minimal risk of exposure to COVID-19 for students and staff.
- Consider virtual lab activities, if available as a substitute.
- Reduce student movement around the lab by placing all materials and chemicals at each lab station. Place only the amount of material needed by one person on each table. Do not use plastic bags for materials. Place all materials/containers on the lab station including materials normally kept at the station in the drawers/cabinets.
- Consider use of disposable containers (if chemically safe), dispensers (plastic spoons) and stir sticks.
- Glassware should be washed in a dishwasher, if available on a high heat setting. Alternatively, glassware may be washed with soapy water and rinsed, then placed upside down on the lab station and sprayed with Oxivir.
- Goggles should be washed with soapy water and then placed in the Goggle Sanitizing cabinet. The sanitizer should be turned on for 15 minutes between use.
- Students must wear goggles when using microscopes to prevent the eye from coming in contact with microscope objectives.
- Equipment such as balances, Bunsen burners (tubes and knobs), microscope handles and knobs, etc. should be wiped with alcohol-based wipes or Oxivir between uses. Caution: Be sure the equipment is cool since alcohol is flammable! (Note: Oxivir can be sprayed on a paper towel and used to wipe knobs, etc.)

- Alcohol-based hand sanitizer should NOT be in the lab in the presence of a flame or heat.
- Modeling kits should be sanitized with Oxivir spray between use. Allow the solvent to evaporate according to the instructions.
- Be sure to teach and practice proper cleaning and sanitation procedures with all students.

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

Physical Education Class Guidance

PE classes should follow the same guidelines as classrooms. Special consideration should be given for the following situations unique for Physical Education classes:

- Inventory physical education equipment at the school to identify which pieces of equipment can be easily and effectively sanitized. Cloth or porous materials are more difficult to properly sanitize than vinyl or plastic materials.
- Limit the use of physical education equipment and eliminate the use of equipment that would be passed between or shared by multiple students throughout a class period.
- For equipment that will be touched or handled by students, assign each student their own piece of equipment for that class period. Properly clean and disinfect equipment between classes. If there is not equitable access to equipment for all students or if equipment cannot be properly cleaned and disinfected between classes, avoid the use of equipment altogether.
- If using equipment, keep extra materials available in case a piece of equipment being used by a student becomes dirty or unsanitary during a lesson or activity.

- Keep each student's belongings in a separate, safe and clean space such as individually or areas.
- Locker rooms should not be used.
- Plan to incorporate marked off areas to ensure physical distancing among students.
- Consider individual physical activities (dance, yoga, track and field, fitness stations) that comply with physical distancing and require little or no equipment.
- Students should wear masks at all times unless students are outside and 6 feet from others.
- Students must practice good hand hygiene by washing their hands before going out for PE and immediately upon returning inside the school building.

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
  - 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 COVID-19 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 COVID-19 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 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

Guidance for Students who are Blind or Visually Impaired
Schools may consider frequent verbal reminders for students to ensure they are aware of the necessary protocols. Students who are both deaf and blind may need additional supports to access reminders.

Student with Complex Needs and Preschool
In some cases when social distancing cannot be maintained, staff must utilize the appropriate personal protective equipment (PPE). When attending to the hygiene needs of students, staff must wear gloves in addition to both a surgical mask and a face shield. Face shields alone do not provide enough protection from the aerosols produced by the nose and mouth. Students should continue to wear face masks while staff attend to their hygiene needs unless the student is exempt from wearing a mask. Gloves for students are not required.

When providing hand-over-hand assistance to a student, staff must wear gloves, surgical masks and face shields. The same requirements apply to feeding students. Gloves for students are not required. Staff working with students who bite others should wear long sleeves. Staff may consider wearing jackets or additional layers to protect themselves.

Related service providers who cannot maintain social distancing due to the nature of their work (such as orientation and mobility providers, oral mechanism checks for students with speech impairments and others) must use appropriate PPE in order to protect the health and safety of the provider and students.

PPE
Face shields and other necessary PPE will be provided by the district for teachers in low incident units, therapists, and other staff as identified.

Compensatory Education
Compensatory education is the remedy provided to a student when a denial of FAPE, (Free and Appropriate Public Education) has occurred. **It is designed to put the student in the place he or she would have otherwise been in had there not been a denial of FAPE. The definition of compensatory education has not changed due to COVID-19; however, changing the location of special education and related services to remote instruction does not automatically equal a denial of FAPE.**

Important things to remember about compensatory education:

- The ARC must develop an individualized implementation plan for compensatory education services and document the decisions in the ARC Conference Summary.
- The district assumes all costs of providing compensatory education services.
- A special education teacher must provide the specially designed instruction and the appropriate related service provider must provide the related services.
- The district must provide transportation for the student.
- A service log should be maintained by the district to document when compensatory education services were provided and by whom.
- For preschool students, if the compensatory education is provided during a different preschool session, the session cannot exceed a class size of 20.

- Districts should maintain a detailed log of compensatory education services as they are provided to the student, including ongoing progress monitoring. This should be maintained in the student's due process folder.
- Districts should provide the IEP services, as feasible, through remote instruction. Districts must make a good-faith effort to provide comparable, alternative IEP services.
- The purpose of ESY is not to provide compensatory education services.
- IEPs cannot be developed to accommodate scheduling needs or convenience.

Determination Guidelines
All case managers will:

- Review Progress Reports in IC or student due process folders to identify students who may fall into the category of a denial of FAPE.
- Review NTI logs from 19/20 school year to identify students who may fall into the category of a denial of FAPE.
- Assess these students for baseline and recoupment of skills on measurable annual goals noted for six weeks.

ARCs should determine the amounts of compensatory services by using one or a combination of the methods below. Services begin to accrue from the time the school district knew or should have known the student experienced a denial of a FAPE.

- Two Methods:
    - One method is a minute for minute approach of exact special education and/or related services missed (Ex. Orientation and Mobility 15 min. 2x per month)
      AND/OR
    - A qualitative approach, which analyzes the effect of the loss of educational benefit the student experienced, based on their unique situation. This may require the ARC to examine both the qualitative and quantitative benefits the student would have received had the student been offered FAPE. (Ex. based on data, Joey was reading on a 3.4 level prior to NTI. Based on the analysis of Joey's trend line, we would expect Joey to be on a 3.5 level at the end of the 19/20 school year. Joey's current baseline data after returning for the 20/21 school year, shows his reading is on a 3.0 reading level. Joey would qualify for compensatory educational services. The amount of services aim to place Joey in the same position he would have occupied at the end of the year.)

ARC should document if missed services were due to parental choice not to participate.

Guidance for Resource Settings and Related Service Providers
Schools should consider how to best document the movement of students who frequently transition throughout the building in order to support contact tracing. Staff will need to design sign-in systems to document how they moved through a building on a daily basis. Schools who do not take attendance in resource settings will need to begin doing so in order to effectively contact trace. It is also important to document where staff and students have been and what they used (e.g., laptop in the computer lab).

Below are methods for documentation for use in contact tracing to consider when providing gifted services:

- rosters and schedules
- seating charts and line charts
- service logs

Guidance for students who are Deaf or Hearing Impaired

When working with students who utilize an FM system, wearing cloth face masks may potentially muffle sound and negate the benefit of the FM system. Instead of a face mask, teachers using FM systems may wear reusable clear face masks that wrap around the sides of the wearer's face and extend below the chin. Reusable clear face masks should be cleaned and disinfected after each use.

Community Based Instruction

Using the community as an instructional setting is a strategy that allows students to use functional and academic skills in an authentic environment. Although an effective strategy, in person, community-based instruction should be suspended while social distancing policies are in place.
Rather than amending IEPs to remove community-based instruction, districts may consider virtual opportunities as a temporary, alternate method for continuing to provide this type of instruction to students during the COVID-19 pandemic.

English Learners

- All newly enrolled students whose enrollment form indicates a language other than English on the Home Language Survey questions will be given Temporary EL status. A temporary Program Service Plan (PSP) will be created for the student within the federal timeline (thirty calendar days from the beginning of the year for students enrolled at the beginning of school or 14 calendar days if enrolled after the beginning of school).
- WIDA screeners, WAPT (Kindergarten) or Screener (1-12), cannot be administered remotely. If th.e family/EL teacher wishes to arrange a time to come to school during remote learning, the appropriate screener can be administered at that time. If the family is unable to do so, the student will be given Temporary Status until in-person instruction begins and the appropriate screener can be administered.
- The temporary Program Service Plan should be developed using information gathered from a family interview (held either by phone or virtually) and available records such as the student's assessment history and transcripts.
- All previously identified ELs' Program Service Plans must be revised within the federal timeline (thirty calendar days from the beginning of the year for students enrolled at the beginning of school or 14 calendar days if enrolled after the beginning of school).
- For all EL students, both current and new, parents must be notified of their child's placement in the EL program via a Program Service Plan meeting within 30 calendar days of the beginning of school. The options for notifying parents (holding a PSP meeting) are:
  Option 1: Schedule a date and time for the student to take the appropriate WIDA screener (for new students) and to hold an in-person Program Service Plan meeting to discuss their child's placement in the EL program, program services, and their right to opt into or out of services. Ensure all parties involved meet the guidelines and recommendations for safety and social distancing and that interpreters are available, if necessary.

Option 2: A meeting may be scheduled virtually or by phone. Parents should be notified of their child's placement in the EL program and the services offered and their right to opt into or out of services. The person holding the virtual/phone meeting will keep documentation of the meeting and student's temporary placement. Arrange for interpreting/translating services if needed. If a parent declines temporary placement, make a note that the family is not interested in temporary EL program services and mark the "Parent Declines" indicator on the PSP and in Infinite Campus. However, these students still must take an appropriate WIDA screener when in-person instruction begins. At that time, an updated PSP will be created and permanent placement can be determined. If option 2 is chosen, a regular PSP meeting will be scheduled after regular in-person learning resumes and/or when the student can take the appropriate WIDA screener for permanent placement. Parent/guardian signatures will be collected at this time.

- 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.

- Students placed temporarily will be identified in Infinite Campus as "EL" and services and accommodations will be entered as normal. Status will be updated if necessary after the student takes the appropriate WIDA screener.

- Students enrolled as virtual learners will also be enrolled in the EL program. EL teachers should arrange a time with the family to come to school to take the appropriate WIDA screener. If the family is unable to do so, the student will be placed in temporary EL status until the screener can be administered. A Program Service Plan will be created for virtual EL learners and a meeting will be held with families to explain services and parent rights. Virtual learners will receive the appropriate virtual accommodations and be enrolled in an ESL course if their virtual program has one available.

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

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 (NASP) 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 ⅔ 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 or health officials require in-person classes to cease, or, if an employee is required to physically be absent from work due to COVID-19 medical provisions per the FFCRA and/or state officials, some, but not all employee types, may be eligible for telework dependent upon the availability as determined by the immediate supervisor. After consultation with their supervisor, employees eligible for telework may work from their assigned work location(s) while following all healthy at work guidelines or may choose to work from home. Those choosing to work from home must have the

technology and resources necessary to effectively perform their position, must fulfill their regular scheduled hours and days, and must be available for contact by any District stakeholder as needed throughout normal work hours.

For positions not eligible for telework, additional duties as assigned by the supervisor will be made available so the employee may fulfill their contract. Should an employee not have the option to telework and who decline to perform other duties as assigned by their supervisor, then the employee may request an unpaid leave of absence for the period of time in which long-term closure is required. As an absolute last resort, a reduction in force may be necessary. District policies will define the reduction in force process should it become necessary.

Employees should contact Human Resources to discuss leave of absence options. Employees should also be aware unpaid days will impact pay and may impact retirement service credit, health insurance, and voluntary benefits.

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

Employees required to quarantine by order of a state agency or local health department may be granted District provided paid emergency days for the duration of the quarantine period. Employees in this scenario shall contact Human Resources and provide a copy of the quarantine order to determine emergency day eligibility.

Use of Sick Time for COVID-19 Symptoms

The symptoms of COVID-19 are similar to symptoms of other common illnesses, like colds, strep throat, or allergies. Staff experiencing these common symptoms shall not report to work. COVID-19 symptoms include:

- Fever or chills (100.4 F)
- 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

Due to the similarities in common illnesses and COVID-19 symptoms, **the Northern KY Health Department has asked that we take measures to ensure the symptoms are not related to COVID-19**. Any staff member who experiences symptoms associated with COVID-19 shall utilize sick and/or

personal leave and not report to work. Employees may return to work when fever free for 24 hours without taking medication and symptoms are improving AND by providing an alternative diagnosis from a medical professional OR a negative COVID-19 test result. The alternative diagnosis or negative COVID-19 test results must be provided to your supervisor prior to returning to work. Should the absence exceed five (5) consecutive days, Board Policy 03.123 AP.2 requires Family Medical Leave paperwork and Doctor's documentation be provided to the Human Resources (HR) Department.

Please refer to the KCSD Decision Tree to determine when to complete the Staff Questionnaire. If you are tested and found to have positive COVID-19 results OR you are quarantined by the Health Department or the District due to contact with a household or non-household member who tested positive for COVID-19, documentation must be submitted to Elizabeth Lambert of the HR Department. Once documentation is provided to and verified by HR, sick and/or personal days used for the quarantine period will be converted to COVID emergency days. Documentation may include proof of a household member's positive test or a note from a healthcare provider or Health Department that you are required to 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)

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 (playground railings, door handles, etc.) and shared objects (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.

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

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 kindergarten and up, riding a bus shall wear a face mask at all times,

unless medically waived. Each bus shall have a supply of masks for those students who do not have one.

- Students not required to wear a mask should sit in the front of the bus.
  - A Mask Waiver “bus note” will be generated for all applicable students and provided to the Transportation Clerk.
- Students kindergarten 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 and hatches 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 will be left empty.
- 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 the school each student shall have their temperature taken upon entry of the school by a Touchless Infrared Thermometer. If a student is participating in a special program (NKU, Gateway, etc.) where their day does not start in their home school, the bus driver or bus monitor shall be responsible to take their temperature before departing using a hand held thermometer. 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 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

In Person 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.
- Breakfast will be served in the first period classroom and will be delivered to 1st period classroom by staff. Once the school year starts, the cafeteria manager will need a list of all 1st 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 al 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.

Synchronous Learning Meal Service Environment

Families can pick up meals for enrolled students at any of the seventeen district schools. Meal pickup times vary by location (Kenton County Virtual Meal Pickup Schedule). Families are asked to pre order meals for pickup the following week (Virtual Meal Pickup Order Form).

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.

KHSAA Frequently Asked Questions

- This is an updated frequently asked question document from KHSAA.

Guidance for Return to Competitive Sports

Requirements for Schools Hosting Events
In order to host events within the Governor's guidelines, Kenton County School District has created an event plan which adheres to KHSAA and Healthy at Sports guidance and has been reviewed by the NKY Health Department. *It is important to remember, that participation in sports is a privilege and not a right, as is attendance at such an event.* It is imperative all staff and patrons follow the guidance outlined in the event plan.

The event plan is an attempt to allow patrons to safely attend sporting events. We are counting on our patrons to abide by the guidelines and treat staff enforcing the guidelines with respect and patience. If at any time, the KCSD observes guidelines not being followed by staff or patrons, we will not hesitate to close events to patrons. The safety and health of our community are too important to us to permit non-compliance of our event plan.

The KCSD Event Plan, reviewed by the NKY Health Department states the following:

KCSD is limiting capacity at indoor and outdoor events based on the number of athletes participating in the event.

- Each athlete and coach from the home and the opposing team will have the option to purchase 2 tickets. Unused tickets will not be available to the general public. *High school football is the largest event hosted. This method will allow for no more than 400 people in the stands.*
- Each school will post the number of patrons, plus essential personnel permitted at the event.
- Per the NFHS Guidance for Opening up High School Athletics, individuals should be grouped into tiers from essential to non-essential to decide which tiers will be allowed at an event with the recommended tiering of individuals:
    - Tier 1 (Essential): Athletes, coaches, officials, event staff, medical staff, security
    - Tier 2 (Preferred):
        - Media
        - Limited Squad of Cheerleaders (No more than 15 for high school and 10 for middle school)
        - Limited Squad of Band Members (No more than 30 for high school and 20 for middle school)
        - Opposing teams may not bring cheerleaders or band members.
    - Tier 3 (Non-essential): Spectators, vendors

- If schools cannot guarantee proper social distancing and cleaning requirements are met between games for double and triple headers, games must be scheduled on separate dates.
- No tickets will be sold at the gate. No all-sports passes will be available or accepted.
- Schools will use an electronic system for presale tickets. Schools will determine how tickets will be distributed. This information will be communicated by the school before the event.
- Separate visitor and home sections, if not already clear, will be marked accordingly.
- Patrons will NOT be able to change sides they are seated on once they have entered the venue as a part of social distancing efforts.
- The Student Engagement Coordinator must approve the individual school event plan one week prior to the event.

All staff, vendors, and patrons will be screened prior to attending a contest.

- Proper PPE will be worn by staff, vendors, and patrons depending on job assignment.
- Any individual with a temperature of 100.4 or higher will not be admitted.
- All patrons will complete a standard COVID-19 checklist with name and contact information and will not be permitted to attend if symptomatic. Each school will designate a person to review the checklists completed by the patrons before the event.

Social distancing is required with the exception of immediate family.

- Social distancing signage and clearly marked patron areas will be provided.
- Separate entrance and exit areas will be made available at all events where possible.
- Patrons will be expected to respect others by social distancing.

Staff and Patrons will be required to wear a mask.

- If staff and/or patrons remain stationary and can maintain social distancing (currently 6 feet or more) while outdoors, a mask can be lowered as long as no persons are walking around or transitioning to another spot.
- Masks must remain in place for all indoor events.
- Any time staff and/or patrons move, they must wear a mask unless exempt due to medical waiver.
- If a patron is medically exempt from wearing a mask, they must present at the gate with a statement on the physician's letterhead with the patron's name, date of birth, medical reason for the exemption, signature and printed name of the physician, and date of the exemption. The patron will be given a sticker to designate he/she is not required to wear a mask.
- The Governor's mandate will be posted at the entrance.

Proper sanitation is essential.

- Special attention will be given to food/vendor sales and restroom sanitation throughout every contest.
- Additionally, hand-sanitizer will be made available and handwashing highly encouraged for both staff, vendors, and patrons.
- If concession stands are operated at the event, only prepackaged foods and drinks may be sold.

For high school events, students grade 8 and under will be required to sit with parents or family members.

- No students/children will be permitted to roam freely at the venue during the contest.
- Students in grades 9-12 attending the game will be seated in a designated area (socially distanced) or be required to sit with parents/family members.

Each event will have a Game Manager.

- The Principal of the home team shall designate a home game/contest manager on site before the start of each contest at a time designated by the KHSAA.
- **The game/contest manager shall have complete authority to order a contest delayed or stopped, and such shall be expected, if COVID-19 health and safety standards are not properly adhered to by all participants including coaches, players, team support members, fans and all in attendance.**

Compliance of guidelines will be monitored by staff in conjunction with local police departments. ***Any non-compliance at events related to any area outlined in this event plan, may result in the removal of patrons from the game, cancellation of the game, and/or cancellation of the season. Non-compliance at one event can impact the patron presence at all events offered in the Kenton County School District. Our staff is tasked with enforcing the event plan.***

Summary of Requirements for Fall Sports for Return to Competition

The information, provided below, is a summary of the *Return to Competition: Considerations for Fall Sports* document issued by KHSAA on August 25, 2020. The complete document is available at this link: Return to Competition: Considerations for Fall Sports

Mass Team Testing For COVID-19

Interscholastic athletics is a privilege, not a right, as has been confirmed by the courts on multiple occasions.

- As a privilege, the KCSD will require additional steps for participation including:
  - a parental and student risk acknowledgment and permission form: KCSD Athletic Waiver
  - COVID-19 testing

As a privilege, students and their families agree to comply with these and other restrictions as a condition of participation.

- KHSAA recommends the establishment of COVID-19 testing protocols, even if those protocols necessarily are different from the typical student and even if non-congruent with other schools.
- Students who refuse to participate in an adopted screening program should be determined to have voluntarily given up the privilege of participation.

Protocol for Suspected and Positive Cases of COVID-19

- Each school has identified and designated a quarantine area where a student who is sick or becomes sick during practice can be isolated with a mask until he/she can be picked up. Staff caring for students must be masked.
- For confirmed cases of COVID-19, the school will follow the KCSD Decision Tree

General Areas of Consideration for Practices and Competitions

- Sanitation guidelines outlined in Stage 3 will continue to be followed.

- All coaches and students shall be screened daily for signs/symptoms of COVID-19 before participating, including a temperature check. Anyone with a temperature of 100.4 degrees or higher shall not participate and should be sent home.
- Responses to screening questions for each person shall be recorded and stored.
- Student athletes must bring their own water bottle or disposable, single use wax cups must be used.
- Food should not be shared and should be pre-packaged.

Social Distancing

- Social distancing of at least 6 feet shall be maintained at all times, where feasible.
- No hugging, high fives, shaking hands, or fist bumps for support/encouragement.
- Behavior shall be modeled by adults, who must insist on compliance by students.
- Social distancing shall be maintained during the National Anthem and on sidelines.
- Outdoor sports may need to extend bench areas to permit social distancing.
- Indoor sports may need to use lower-level bleachers or multiple levels of seating to ensure social distancing among team members before addressing attendees.

Special Emphasis for Student Athletes

- Teams should make each student responsible for their own supplies.
- Students should wear their own appropriate workout clothing and not share clothing.
- Players should not touch other player's equipment. No workout or practice should be done without players wearing shirts/tops.
- Individual clothing/towels should be washed and cleaned after every workout.
- Hand sanitizer should be plentiful at all contests and practices.
- Athletes should tell coaches immediately when they are not feeling well.
- Mouth Guards for Student-Athletes:
    - Athletes should keep their mouth guards in their mouths throughout the competition.
    - If the mouth guard is taken out proper disinfection of the mouth guard should be performed before reinsertion.
    - Hands should also be washed or disinfected before putting back in the mouth
- Student-athletes are encouraged to develop healthy habits including, but not limited to, a balanced diet, adequate sleep, and proper hydration.
- Healthy eating and attention to hydration are especially important for student-athletes to enhance training capacity and reduce the risk of illness and injury.
- High school athletes are at increased risk for dehydration, therefore coaches must emphasize the importance of drinking enough fluid before, during, and after practice and competition.
- Student-athletes are encouraged to shower as quickly as possible after practice and games if such is practical at the practice or game site, and to do so at home otherwise.

Special Emphasis for Coaches

- Communicate your guidelines to students and parents.
- Conduct workouts in “pods” of the same students always training and rotating together in practice to ensure more limited exposure if someone develops an infection.
- Limit non-game day workouts to no more than one hour, and be intentional in rotating athletes to be cognizant of the 6-15-48 rule (see https://bit.ly/2FU4eba).

- Keep accurate records of those athletes and staff who attend each practice in case contact tracing is needed.
- Coaches shall limit game-day squad sizes for social distancing purposes without exceeding state allowances.
- Coaches are reminded to wear proper coaching attire per weather conditions.
- Coaches shall bring their own water bottle(s) and follow established guidelines for hydration.
- Coaches must model requirements for masks/face coverings by wearing masks at all times.
- Any and all food distributed before, during, or after games to athletes must be **prepackaged** with social distancing maintained through food service pick up.

Special Emphasis for Parents/Guardians

- Communicate your guidelines to children in congruence with guidelines established by your school and this document.
- A family's role in maintaining safety guidelines for themselves and others cannot be overstated.
- Do not attend practices as it is their playing days not yours and your attendance could result in the spread of the virus.
- Parents/guardians shall monitor their children or any symptoms before any athletic activities.
- **Children who are sick or showing symptoms must stay home. (If there is doubt stay home). The symptoms for COVID-19 are: In the past 14 days- Fever >100.4F, new uncontrolled cough, respiratory illness, shortness of breath, loss of taste/smell, nausea/ vomiting, diarrhea (in past 7 days), repeated shaking and chills, unexplained muscle pain, headache.**
- Parents/guardians and coaches shall assess levels of risk based on individual athletes on the team who may be at a higher risk for severe illness.
- Provide personal items for your child and clearly label them.
- Disinfect your student's personal equipment after each game or practice.
- Be prepared with masks/face coverings for members of your family if permitted to attend events.
- Inform coaches if your student-athlete has been exposed to someone who is known to have COVID-19.
- Until this public health emergency has passed, strongly consider whether or not out of state or optional travel is necessary, particularly to and from those states identified at that time with having a current spread of the virus.

Out of State Contests

- Until further notice, out of state contests are restricted.
- Kentucky teams may only participate in contests (at home or away) against KHSAA member schools in Kentucky, or those schools located in a county in an adjacent state (Illinois, Indiana, Missouri, Ohio, Tennessee, West Virginia or Virginia) where the county in which that school is located is contiguous to Kentucky.

Due to differences between each fall sport, a plan has been developed which includes the requirements for all sports to return to participation and the specific guidelines for the individual sport. Please click on the hyperlink to view the Return to Competition Plan for a specific fall sport.

- **Golf**
- **Cross Country**
- **Football**

- **Soccer**
- **Volleyball**

Athletic Trips that exceed the normal district transportation routes, maximum time of 60 minutes, must follow the Kentucky Department of Education Athletic Transportation protocols. All other athletic trips will follow the same guidelines utilized to transport all students to school daily.

It is imperative for staff, athletes, parents/guardians, and the community who love sports, to understand 100% compliance with these guidelines is ESSENTIAL for sports to start and continue in the Kenton County School District.

We ask that you comply with these guidelines to protect the health and safety of our community.

We ask you to have continued kindness, respect, and patience for the staff who are asked to enforce these guidelines.

***Compliance with the guidelines outlined in this document are essential to #LetThemPlay in the Kenton County School District.* We are Team Kenton. Together, we will make sure the safety and health of our community is maintained.**

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.

- Create a seating chart or small group list to identify students who are in close proximity to 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 at all times while in the building, unless medically waived.
- 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.

VI. Additional Resources

KCSD COVID-19 Page