

Kirksville Area Technical Center

Fall 2020 Return to Learn Plan

Level 1 (On-site learning)

The guidelines in this plan are accurate as of July 16th, 2020, but may be subject to change. This plan was developed using the [Missouri DESE School Reopening Guidance](#) document updated July 9, 2020 as guidance.

Building Health & Cleaning

Signage will be created to ensure we have specific procedures illustrated throughout the building. Students will receive instruction on all protocols during first hour and reinforced throughout the day. Teachers will use Vindicator on all hard surfaces (door handles, desks, chairs etc). Two bottles of Vindicator will be provided. One will be for use and the other under the sink when one runs out.

<https://health.mo.gov/living/families/handwashing/pdf/WashHandsEnglish.pdf>

<https://health.mo.gov/living/environment/tornadorecovery/pdf/washhands.pdf>

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keep-that-cough-under-cover_o.pdf

- **Coughing/Sneezing in the arm**-taught through lessons and visuals posted.
- **Handwashing Steps**- taught through lessons and visuals posted.
- **Bathroom protocol**- limit access during passing period. Students released from class as needed to reduce large groups in bathrooms.
- **Lunch**- students will sanitize/wash hands before and after eating
- **Classroom**- increased availability of tissues and wipes, frequent cleaning of desks, chromebooks, and surfaces will be sprayed each night
 - Each classroom will be required to have strict assigned seating
- **Transitions**- sanitize/hand washing, social distancing, hallways marked with center line and arrows
- **Essential Visitors Only** - visitors will be required to check-in with the office and answer some health screening questions.
- **Hand Sanitizer Stations** - there will be sanitizer stations set up by the entrance of the building, restrooms and hallways for student access.
- **Water Fountain/Bottle Fillers** - All water fountains will be turned off but students will be allowed to fill personal bottles.

Common Platform for Parent Communication

Textcaster/Email/KATC Facebook page: The KATC office will send out mass communication via these platforms.

<http://my.textcaster.com/asa/Default.aspx?ID=ea1754e1-8244-4b22-a008-c8b1169e5950>

Google Classroom:

- At the beginning of the year, teachers will be required to spend a minimum of 1 day on digital literacy that is carefully outlined in the form that was created by Kirksville High School (additional days can be incorporated as needed)
- In case of a closure, students will be taught the tools necessary to use Google Classroom at home for remote instruction. Daily lessons and assignments will be accessed through Google Classrooms. Parents can link to their child's Google Classroom to receive weekly updates.

Morning & Transition Procedures

Morning

- Students will not be allowed in the building before 7:30. At 7:30 students will proceed directly to their 1st hour classes and remain there until class begins. Students will not be permitted to linger in the hallways.
- Breakfast (beginning at 7:30) is grab and go (eat in 1st hour classrooms).
- Teachers will do daily screening 1st hour – using the CDC list of symptoms.
- Any student exhibiting symptoms of COVID-19 will be directed to Room 18F while they wait for pick up.

Transitions

- Students need to have 1st hour through 4th hour materials before reporting to their 1st hour class.
- During 4th hour, students will be released by staggered classes to load their backpacks for afternoon classes and to wash their hands before eating lunch.
- Adjustments to passing periods will be made in order to limit the congregation of students.
- As students are released, teachers will monitor hallways to assure possible distancing is observed.
- Students will be expected not to linger or congregate in the hallways.

Classroom Protocols

- All faculty, staff, and students will wear masks/face shields anytime social distancing is not possible.
- Students will all be at desks, all facing the same direction spaced as far apart as is physically possible.
- All seating will be assigned and recorded on TylerSIS to facilitate the need to support contact tracing.
- Students will have individual supplies that will not be shared with others whenever possible.
- All classroom surfaces that are used by staff and students will be sanitized each night.
- Partner work will be modified to allow for distancing, to include:
 - Requirement of wearing face shields during group activities

- Providing lab equipment that does not have to be shared between students.
- Classes can be held outside weather permitting at the teacher's discretion.

Lunch procedures

- Only computer science classes and PE will eat in the cafeteria with teachers supervising and with assigned seats for students.
- All other students will be eating in their 4th hour classrooms with teachers supervising.

Partner Students

- KATC will supply partner school bus drivers with an infrared thermometer.
- Partner school bus drivers will take student's temperatures and symptom checks before allowing students to ride the bus to KATC.
- If a student has a 100.4F temperature and/or symptoms, the student will be expected to stay home from KATC until that student is fever free for 72 hours without any medication.

Kirksville Area Technical Center
Fall 2020 Return to Learn Plan
Level 2
(Alternating On-site/Distance learning)

In addition to Level 1 protocols:

Weekly Schedule

2-Week Schedule: Students will attend school every other day over a two week period during Level 2. (Repeated as needed)

- Student A - Week 1 & 2 = M-W-F-T-Th
- Student B - Week 1 & 2 = T-Th-M-W-F
- Teachers will provide students instructional activities for both distance learning days and in-seat learning.
 - KATC staff will begin recording their instructions in an effort to create a Youtube channel for the Tech Center.
- Students are encouraged to email their instructors with any questions they have on their distance learning days.
 - Teachers will provide designated office times to students to facilitate communication during distance learning days
- Partner Schools (Still under review)
 - KATC Level 2--ask for advice
 - Partner Level 2--on days in session, send students

Student/Classroom Procedure

All distance education will be conducted through Google Classroom.

Students

- Not on campus when not scheduled day
- Daily expectations for students
 - Distance Learning
 - In-Seat
- Students grades will be recorded and feedback will be given by the instructor
 - Handbook policies still in effect for both in-seat and distance learning
- Prepared for classroom mobility due to the need for classes to be held in alternative locations

Staff

- Flipped classroom model
 - Teachers will be preparing lessons in which students will perform needed hands-on learning on the days the students are in the classroom with precautions of distancing of students
- Office hours/prep time (availability)
 - Monitor alternating student contact

- Staff will be available from 7:30–8:00AM as well as their designated plan times.
- Minimum 2 grade book entries per week
- Strict awareness of COVID symptoms

Contact Tracing

- Designated staff member responsible for being the front-line communication with the local Health Department and possible investigations

Kirksville Area Technical Center
Fall 2020 Return to Learn Plan
Level 3
(Distance Learning)

Teacher Skills

- Google Classroom will be the primary platform for instruction (LMS); Instructional Leaders will determine the training needs within each department
- Teachers will be expected to have proficiency/etiquette with video conferencing programs i.e. Google Meet or ZOOM.
- Teachers will conduct direct instruction via video conferencing *on the hour* for 10-20 minutes
 - Hourly Staff (Staff that have classes each hour)
 - Hour 1 - 8:00am
 - Hour 2 - 9:00am
 - Hour 3 - 10:00am
 - Hour 4 - 11:00am
 - Hour 5 - 12:00pm
 - Hour 6 - 1:00pm
 - Hour 7 - 2:00pm
 - Block Staff (Staff that teach a 3-hour block class)
 - Hour 1 Block 8:00am - 9:00am
 - Hour 5 Block 12:00pm - 1:00pm

Teacher Accountability

- Office Hours
 - Teachers are expected to be available from 7:30am-8:00AM, as well as during their scheduled plan time, for student contact only on required Kirksville R-III scheduled calendar days.
 - Teachers will be expected to be available for student feedback, concerns and discussions during their designated plan time.
 - Each teachers' office hours will be posted in multiple locations
 - Teachers will keep a 6th hour contact log of communications on a weekly basis as a means of connecting with students outside of the classroom materials
- Email Communications
 - Automatic Response will be set up in each Teacher's Email
 - "Kirksville R-III's number one priority is the health and well being of students and staff; therefore, all teachers and staff will be working from home during this time. Responses to email

communication will happen within a 24 hour period Monday-Friday as long as school is in session. My office hours will be between _____ during regular business days.”

- If a teacher is unavailable for any extenuating circumstance, it will be posted via Google Classroom
- Teachers are expected to respond within a 24 hour time period to any parent/guardian and/or students
- Daily Lessons
 - Initial Pivot to Level 3:
 - Teachers will begin work on their CTSO curriculum

KATC Student Digital Literacy Skills/Accessibility

- Students will have access to their district assigned email account, and Google Classroom will be directly linked to that account. Students will be expected to check their email accounts on a regular basis.
- Students will be provided training on all aspects of Google Classroom including watching for email notifications, how to access the Classroom, how to view the various components of Classroom (Stream, Coursework, Discussion, etc.)
- Students will access Google Classroom for announcements, instructional materials, and assignments. Some assignments will be submitted, graded, and returned via Google Classroom. Feedback on assignments, progress, and grades will be provided through Google Classroom.
- Students will be provided with instructions or training for any additional class-specific technology or programs required for class participation.
- Students will be provided training/etiquette over how to use any necessary video conferencing programs i.e. Google Meet or Zoom.
- Focus on online certifications

Partner School Student Digital Literacy Skills/Accessibility (In addition to KATC Student Digital Literacy Skills/Accessibility)

- Students need to be provided information on their Kirksville R-III email accounts that are provided by the district.
- Students will be provided training on how to sign on to multiple google accounts
- Students will be expected to attend all scheduled classes through distance education according to the Kirksville R-III district calendar

Teacher-Student Feedback

- Timely
 - Feedback may consist of Social-Emotional Learning strategies to be included within their content discussions

- If no response received within a one week period, administration will be notified of absence
 - Student grades will be entered on a weekly basis (min. of 2 weekly)
- Specific
 - Responses to assignments and activities will be specific to the student's performance on an individual basis
 - Objective-Based
 - Based off of essential requirements of the class

Student Accountability

- On or before August 28th (if we begin with Level 1 or 2), the classroom teacher will have reviewed the student skills form with their 6th-hour classes.
- Students will be asked to sign the student skills form agreeing to be accountable for their own participation and success.
- Students will know/or refer to syllabus to locate teacher's office hours and contact them should issues arise.
- Parents will be notified of the expectations for their students
- Students will attend daily online class sessions for each class in which they are enrolled via video conferencing on the hour each hour throughout the school day.
 - Hourly Staff (Staff that have classes each hour)
 - Hour 1 - 8:00am
 - Hour 2 - 9:00am
 - Hour 3 - 10:00am
 - Hour 4 - 11:00am
 - Hour 5 - 12:00pm
 - Hour 6 - 1:00pm
 - Hour 7 - 2:00pm
 - Block Staff (Staff that have 3-hour classes)
 - Hour 1 Block: 8:00am - 9:00am
 - Hour 5 Block: 12:00pm - 1:00pm

Shop Time

- Due to the nature of our instruction, we are going to conduct Shop-time in which students will report to the building on designated times to