

**Kirksville Primary School  
Fall 2021 Return to Learn Planning**

## **Level 1**

### **Screening**

Please see KV R-III Protocols for screening and symptoms of COVID-19 of students and staff members.

[KV R-III Protocols](#)

### **Physical/Social Distancing**

For general Physical/Social Distancing Protocols see [KV R-III Protocols](#).

#### **Classroom Arrangements-**

- Distancing will be encouraged to the greatest extent possible.
- Less furniture/items in classrooms is recommended to create space.
- Students will have individual supplies that will not be shared with others.
- All surfaces will be sprayed down/fogged each night.
- Teachers will be encouraged to provide instruction outdoors when feasible.

### **Cleaning**

- Signage will be created to ensure we have specific procedures illustrated throughout the building.
- Students will receive instruction on all protocols through social skill lessons and stories.
- Teachers will use disinfectant on all hard surfaces (door handles, desks, chairs etc).
- **Coughing/Sneezing in the arm**-taught through lessons and social stories, visuals posted.
- **Handwashing Steps**- taught through lessons and social stories, visuals posted.
- **Lunch**- students will sanitize/wash hands before and after eating and students will sit with classroom cohort.
- **Recess**- hand wash/sanitize when going out and coming indoors. Doors will be cleaned at regular intervals.

## COMMUNITY RESOURCE

- **Classroom-** increased availability of tissues, frequent cleaning of smartboard pens, chromebooks, station materials, manipulatives, sanitizing water bottles, surfaces will be sprayed each night, individual supplies will be used as much as possible.
- **Transitions-** sanitize/hand washing, social distancing

### Common Platform for Parent Communication

- KPS will utilize Seesaw for all parent communication.
- The office will be able to send out mass communications through Seesaw.
- Teachers will be able to send out classroom/student specific information.
- In case of a closure, students will be taught the tools necessary to use Seesaw at home for remote instruction. Daily lessons and assignments will be accessed through Seesaw along with individual student portfolios.

### Arrival Procedures

- **Doors will open at 7:30am**
- **Drop Off-** Families are asked to transport to and from school or arrange carpools, when possible, to reduce the number of students on the bus.
  - Staff will be stationed in each lane to help get kids unloaded and cross over the lanes of traffic.
  - Parents may drop students off at the doors.
- **Breakfast-** Breakfast will be served in the Commons.
  - After breakfast, students will sit with classroom cohorts.

### Dismissal

- **Parent PickUp-**
  - Parents may pick up at the door or in the car lane.

### Lunch

- All classes will eat lunch, sitting with their classroom cohort, in the Commons.

### Recess

- Recess done with grade level pod

## COMMUNITY RESOURCE

**Masks** \*Mask wearing is based on local mandates or decisions made by the Kirksville R-III School District.

### **Building Protocols**

- During the school day, visitors to KPS will be limited to **essential visitors only**.

### **Misc**

- **Birthday Treats-** Students wishing to bring birthday treats are asked to bring prepackaged items.

### **Social/Emotional Support for Students and Staff**

- Through the Student Assistance Team, students will be identified for any social/emotional needs and a plan of actions will be made to support any specific needs.
- The Wellness Committee at Kirksville R-III School District will provide social/emotional support through monthly newsletters with suggested tips on keeping faculty and staff healthy during troubling times
- We will continue our partnership with Mark Twain Counseling Services and Preferred Family Healthcare to provide counseling services beyond school based counseling sessions.
- We will continue to work with Preferred Family Healthcare to provide all K-2 students the S.P.I.R.I.T. Program - helping them gain skills to make good choices in various aspects of their lives.
- Our school counselor will provide bi-weekly class lessons as well as meetings with small groups and individual students.

## **Level 2**

**All Level 1 protocols remain in place with the additional items added below.**

**Screening** - Families are asked to screen students for symptoms prior to arriving at school.

### **Physical/Social Distancing**

#### **Classroom Arrangements-**

- Seats will be distanced to the greatest extent possible.

## COMMUNITY RESOURCE

### Arrival Procedures

#### Breakfast -

- First and second grade students will receive a grab-and-go breakfast to eat in the hallways/classrooms
- Kindergarten students will eat in the Commons and then sit in the gym with their classroom cohorts.

**Lunch** - In order to decrease the number of students in the cafeteria at one time, we have created a schedule in which half of our classes will be eating in the cafeteria and the other half in classrooms.

- Seating in the cafeteria will be spaced apart. There will 'sit spots' placed as visual reminders for students to be distanced.

### Recess Schedules/Locations

- Classes will remain in their classroom cohorts.
- Multiple locations will be utilized to provide daily physical activity.

**Specials** - Specials classes will take place with classroom cohorts. Specials teachers will follow the same seating chart designed by the classroom teacher.

- Materials will be cleaned between classroom cohorts.

**Masks** - \*Mask wearing is based on local mandates or decisions made by the Kirksville R-III School District.

## Level 3

**For anyone continuing to be on-site:** All faculty, staff and students will wear masks anytime social distancing is not possible with the exception of at lunch and at recess.

### **District Expectations**

#### Communication:

- Communication from the District will be shared via email, textcaster, and the District website.
- Communication from the School will be shared primarily via Seesaw.
- The District will communicate any closures to families as soon as possible.
- The School will communicate preliminary plans at the beginning of the school year and provide weekly updates during any closure lasting longer than one week.

## COMMUNITY RESOURCE

- The District will share local wifi hotspots and locations that provide free internet access throughout the community.

### Instruction:

- Families will have access to remote instruction via the Seesaw app, Zoom, and paper packets that will correspond with online instruction.
- Students will be provided with instructions or training on:
  - How to log into Seesaw from a tablet and Chromebook
  - How to access instructional videos and assignments from their teachers
  - How to complete assignments and upload them into their portfolios
  - How to use chromebooks as well as tablets to complete work
  - How to use any additional class-specific technology or programs required for class participation (i.e. Zoom)
  - Proper online learning etiquette.
- Students will be provided with recorded mini lesson instructional videos each day in the following subject areas: reading, phonics, writing and math.
  - Videos will be posted each morning in a dashboard on Seesaw.
  - Activity links will be attached to the videos and used for grades and to assess student learning.
  - Instruction will capitalize on the home environment and include physical activity as much as possible.
  - Videos can be watched anytime throughout the day.
- Students, in addition to the prerecorded daily videos, will be assigned small group live time to work with their classroom teacher.
- Students will have access to support services (i.e. intervention groups and special needs services) to meet their individual needs based on services provided prior to moving to remote learning, IEPs and 504 plans.
- Attendance will be recorded during the live small group lessons.
- Grades will be taken from the activities attached to daily videos and during small group live lessons.
- Students will have access to daily live instruction from Specials teachers to ensure access to art, music, library, p.e., counseling and computers.
- Grades will be taken to indicate progress toward mastery in the learning objectives
- Intervention needs will be determined based on services provided prior to moving to the remote platform, IEPs and 504 plans.
  - 15-30 minutes
  - Small group interventions will be offered for Tier 1 (enrichment), Tier 2 and Tier 3
  - Special education teachers/therapists will engage with families and establish individual intervention times based on need

### Technology:

- The District will provide Chromebooks and wifi access to students in need

### Teacher Expectations

- Teachers will use Seesaw and Zoom for instruction.
- Teachers will meet with each student for at least 30 minutes daily in a small learning group

## COMMUNITY RESOURCE

- Teachers will determine groups based on student needs and assign each group a daily time to meet.
- Reading interventionists and special education teachers may pull students during this time to join the small group to meet with students in order to provide related services.
- Teachers will provide whole class time so that students can stay connected with one another.
- During each class period:
  - Teachers will be live on Zoom for the entire class period
    - Instruction will be provided in reading, phonics, writing and math
  - Checks for understanding will be used for feedback and attendance purposes
- Special Education teachers/therapists will utilize DESE data collection logs on Google drive and record per individual student
- Submit attendance daily
  - Attendance will be taken in the live daily small group instruction and reported the following day in TylerSIS.
- Teachers will share their schedules with building administration
- Accountability/Grading
  - Student work will be turned in via their Seesaw.
  - Teachers will provide feedback on every assignment, even if just a thumbs up. Voice and video feedback is valuable when possible.
  - Assessments will be conducted in one-on-one Google Meet sessions between the teacher and student.
    - Running records
    - ELBA
    - Foundations Assessments

### Student Expectations

- Students will
  - Participate in training for online learning
  - Attend class daily and complete work via their SeeSaw portfolio as instructed
  - Use proper online etiquette
  - Be graded based on work completed during the closure
  - Be accountable for their academic participation and success

### Family Expectations

- Families will
  - Keep their contact information current with the school office (phone, address, and email)
  - Check District/School communication platforms (SeeSaw, email, textcaster, and website) to stay current on district updates
  - Support a schedule conducive to a distance learning environment
  - Contact the school on any day in which the student is unable to attend online learning
  - Contact the school to troubleshoot technical issues

COMMUNITY RESOURCE

- Contact the teacher with questions on assignments
- Contact the teacher regarding make-up of missed work

The KPS Remote Learning Schedule

<p><b>8:00am - 3:00pm</b></p>	<ul style="list-style-type: none"><li>-Daily specials for each class during which classroom teachers will work on Grading/Feedback/Planning</li><li>-Between the hours of 8:00am-3:00pm teachers will set up 30 min small groups of 4-5 students and share those times with families.</li><li>-Reading intervention and special services will be scheduled individually.</li><li>-Whole class meeting times will be available for students to stay connected with one another.</li></ul>
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