

Kirksville Senior High School  
“Return to Learn” Planning Guide  
Levels 1, 2, 3

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# Kirksville Senior High School

## Fall 2021 "Prepare to Pivot" Planning

### Safety Protocols for **Level 1** (On-site learning)

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#### Health & Disinfecting procedures:

- Masks are **required** for students, faculty, and staff when unable to social distance by more than six feet from the next closest person (passing periods, congregation, most classrooms, etc.). Parents are asked to provide masks, but a limited supply will be available if needed.
- Coughing/sneezing in the arm will be taught through posted visuals.
- Handwashing steps will be taught through posted visuals.
- Students, faculty, and staff are asked to self-monitor temperatures and not come to school if exhibiting [symptoms](#) of Covid-19.

#### *CDC watch for symptoms*

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

- All classrooms will strictly enforce assigned seating
- Students will be provided instruction on disinfecting procedures.
- Hand sanitizer will be supplied to each classroom
- Visitors to the high school will be limited to **essential visitors only**. (No food delivery, etc.)
- Signage will be created and posted throughout the school facilities to ensure we have specific procedures illustrated.
- Outside venues at the school will be utilized for class activities, whenever possible, to allow for more social distancing.
- In the event of a positive test, the school, in cooperation with the county health department, will make a "contact trace list" of all possible exposures to the positive case.

### Morning and Transition Procedures:

- Students will be allowed in the cafeteria before 7:30, but students are only to sit in designated, spaced seats. Overflow, spaced seating may be opened in other areas. 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.
- Students will be discouraged from congregating in parking lots and common areas.
- Unnecessary physical contact between individuals, such as handshakes, high fives, fist bumps, and hugs, will be discouraged.
- Breakfast (beginning at 7:30) is grab and go. (Students will eat in 1st hour classrooms).
- Students will load their backpacks before 1st hour with materials for the 1st through 4th hour classes.
- Teachers will do daily screening 1st hour using [the CDC list of symptoms](#).
- Any students or staff exhibiting symptoms of COVID-19 will be directed to Room 106 while they wait for pick up.
- During passing time, students will be expected not to linger or congregate in the hallways.

### Lunch procedures:

- Tables will be cleaned and sanitized before students arrive, after they leave, before lunch, and after lunch.
- 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.
- 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.

### Bus procedures:

- Afternoon bus loading will be designated, by bus, to provide as much social distancing as is possible between bus cohorts.
- Signage will be created and posted on the front driveway for students and buses.

### Clubs and Activities:

- Any clubs or activities not operating under NCMC or MSHSAA guidelines should use the protocols defined for regular school day.

# Kirksville Senior High School

## Fall 2020 "Return to Learn" Planning

### Safety Protocols for **Level 2** (On-site learning with increased precautions.)

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All Level 1 procedures and protocols remain in place.

In addition, the following safety measures will be implemented:

- Students will divide into two cohorts (by household). Approximately half the students will attend high school on alternating days. For example:
  - Cohort A: Monday, Wednesday, Friday in week one and Tuesday and Thursday in week two
  - Cohort B: Tuesday and Thursday in week one and Monday, Wednesday, Friday in week two
  - This pattern will repeat until the district changes levels.
- On-site class time will be used for direct instruction, activities, etc. On off-site days, students will have distance learning activities that extend the previous day's lessons in accordance with the district AMI-x plan.
- Teachers will provide students with instructional activities for the remote days.
- Technology resources will be provided as requested. The building office will work with the IT department to check out chromebooks to students who do not have personal devices.

Clubs and Activities:

- Any clubs or activities not operating under NCMC or MSHSAA guidelines will operate with proper spacing and masking protocols

Social/Emotional Support for Students and Staff

- Students will have the ability to meet with school and/or Mark Twain counselors live and virtually.

## Kirksville Senior High School

### Fall 2020 "Return to Learn" Planning

### Protocols for **Level 3** (Distance Learning)

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*The goal of the Distance Learning Plan is to run school as close to a typical, in-person day as possible to provide the best academic experience while staying connected as a community of learners. **We will employ technology resources we currently use day-to-day (Google Classroom, Google Drive, Zoom, PLTW, Edhesive, Photopea, etc.) to connect, extend, and deepen learning.***

#### Structure

- Teachers will conduct direct instruction via video conferencing on the hour for 10-25 minutes (1st hour=8 a.m. 2nd hour=9 a.m., etc.).
- Student attendance will be taken each hour.
- 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 during the day.
- Students will be provided training on all aspects of Google Classroom, including watching for email notifications, how to access the Classroom, and 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 Classroom. Feedback on assignments, progress, and grades will be provided through 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 or instruction over how to use any necessary video conferencing programs, e.g., Google Meet and Zoom.

#### Student Accessibility

- Student access to remote learning, internet service, and appropriate devices for completing coursework will be assessed within the first days of on campus school.
- Students will be provided with a checklist (see below) for required skills, which will be covered and reviewed in 6th hour classes to ensure competency.
- Students will be made aware of wifi hotspots and locations that provide free internet access throughout the community.
- Technology resources will be provided as requested. The building office will work with the IT department to check out chromebooks to students who do not have personal devices.

- Students can access their academic counselors and school-based therapeutic counselor via virtual appointments
- Academic counselors will provide virtual small group sessions on time management, stress management, and motivation.

#### Student Accountability

- On or before August 28th, 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.
- Parents will be notified of the expectations for their students and asked to sign a confirmation of student skills.
- Parents will be encouraged to accept the invitation to the guardian portal in Google Classroom.
- Students will be expected to 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:
  - 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
- Students are required to keep the camera on in live sessions and the microphone muted unless speaking.

#### Teacher Skills

- Google Classroom will be the primary platform for instruction (LMS).
- Teachers will be expected to have proficiency/etiquette with video conferencing programs, e.g., Google Meet or ZOOM.
- Teachers will conduct daily direct instruction via video conferencing on the hour for 10-25 minutes of each hour.

#### Teacher Accountability

- In addition to class time, teachers will be expected to be available for student feedback, concerns and discussions during designated office hours (7:30am-8:00am on school days and other times as posted by individual teachers).
- If a teacher is unavailable due to illness or extenuating circumstances, an announcement will be posted via Google Classroom.
- Grades will be updated weekly.
- Teachers will contact their supervisor if they are needing support of any type

#### Clubs and Activities:

- Any clubs or activities not operating under NCMC or MSHSAA guidelines will be moved to online participation only.



# Kirkville High School

1300 South Cottage Grove  
Kirkville, MO 63501  
*"Home of the Tigers"*



CHRISTOPHER BEST, Principal

SARA WILLIAMS, A. D.

SHAWN CORBETT, Asst.Principal

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[www.kirkville.k12.mo.us](http://www.kirkville.k12.mo.us)

## **Student Skills Form**

Initial each one and sign at the bottom of the form

- I can check, compose and send email using my school account.
- I can access and use Google Classroom.
- I know how to teleconference using Zoom. (including turning on camera)
- I know how to teleconference using Google Meet. (including turning on camera)
- I know how to use Google Drive.
- I know the school's phone number.
- I know I can borrow a Chromebook by calling the school office.
- I know that if I have trouble accessing my electronic grade, I can email my teacher and ask.
- I am accountable for my own academic participation and success.
- I know that there is publicly accessible wifi in the school parking lot and several area businesses.
- I know that in the event of an absence, I should email my teacher for work.

Student Name (printed) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



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### **Parent Confirmation of Student Skills Form**

Initial each one and sign at the bottom of the form

- My student can check and send email using their school account.
- My student can access and use Google Classroom.
- My student knows how to teleconference using Zoom. (including turning on camera)
- My student knows how to teleconference using Google Meet. (including turning on camera)
- My student knows how to use Google Drive.
- My student knows the school's phone number.
- My student knows they can borrow a Chromebook by calling the school office.
- My student knows that if they have trouble accessing their electronic grade, they can email their teacher and ask.
- My student knows that they are accountable for their own academic participation and success.
- I am aware that my student has signed a skill acknowledgement form at school and will support my student with each of these expectations.**

Student Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **CDC watch for symptoms**

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

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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Here is a [video](#) teachers can use. \*Posters will be printed in [French](#) , [Spanish](#) and [English](#).

## Symptômes du coronavirus (COVID-19)

Vous devez connaître les symptômes de COVID-19, dont voici quelques exemples :

  
Toux

  
Fièvre

  
Frissons

  
Douleurs musculaires

  
Essoufflement ou difficultés à respirer\*

  
Maux de gorge

  
Nouvelle perte du goût ou de l'odorat

**Les symptômes peuvent varier de légers à graves, et se manifestent 2 à 14 jours après l'exposition au virus qui est à l'origine du COVID-19.**

**\*Consultez immédiatement un médecin si une personne présente des signes avant-coureurs de COVID-19.**

- Difficultés à respirer
- Douleur ou pression persistante au niveau du torse
- Nouvelle confusion
- Incapacité à se réveiller ou à rester éveillé(e)
- Lèvres ou visage bleutés

Cette liste ne présente pas tous les symptômes possibles. Veuillez contacter votre prestataire de soins de santé pour tout autre symptôme grave ou préoccupant.


cdc.gov/coronavirus

Posters and guides links in blue:

[Did you wash your hands?](#) guide from the state of Missouri. KHS science teachers will practice effective hand washing techniques.

## Did you wash your hands?

Stop the spread of germs and be healthy.



### WET

Wet hands under warm water.



### WASH

Wash hands with soap for 20 seconds.



### RINSE

Rinse under warm water.



### DRY

Dry hands. Turn off water with paper towel.

Missouri Department of Health and Senior Services • health.mo.gov  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. Services provided on a nondiscriminatory basis. Individuals who are deaf, hard of hearing, or have a speech disability can dial 711 or 1-800-735-2966. #297

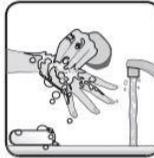
When to [wash hands](#).

# Wash Your Hands

After a disaster, staying clean can be hard to do. You may not have running water. But staying clean helps you stay healthy.

## Things you can do to stay clean and healthy

- Wash your hands with soap and clean water. If you don't have soap and water, you can use hand cleaners with alcohol in them.
- Wash your hands many times each day.



## Times to wash your hands are

### BEFORE

- making food
- eating
- touching a sick person
- touching a cut, sore, or wound.

### AFTER

- using the bathroom
- blowing your nose, coughing, or sneezing
- touching things that may carry germs, like
  - diapers or a child who has used the toilet
  - food that is not cooked (raw food)
  - animals or animal waste
  - trash
  - things touched by flood water
  - a sick person
  - cuts, sores, and wounds.



Recommendations from the Centers for Disease Control and Prevention

[Together we can help stop the spread and stay healthy.](#)

Coronavirus  
(COVID-19)

# KEEP THAT COUGH UNDER COVER.

Always cough or sneeze into your arm or a tissue and put the tissue in the bin straight away. Wash your hands with soap and water for at least 20 seconds afterwards.

**TOGETHER WE CAN HELP STOP  
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus  
(COVID-19)** visit [health.gov.au](https://www.health.gov.au)



Australian Government