



KIRKSVILLE AREA TECHNICAL CENTER

1103 SOUTH COTTAGE GROVE
KIRKSVILLE, MISSOURI 63501

PHONE: 660.665.2865 FAX: 660.626.1475

DIRECTOR: JESSE WOLF

COUNSELOR: LINDSEY FRASER

LEVEL 1: KATC Protocol

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.



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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 the 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.

Clubs and Activities:

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

Social/Emotional Support for Students and Staff

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



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LEVEL 2: KATC Protocol

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 AML-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.

Partner Schools:

- Coordination with partner school students will be made to arrange for in-person and off-site learning.
 - Google Classroom will be the means of communication between the student and instructor.
 - Partner students will complete the skills form to verify technology skills

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.



LEVEL 3: KATC Protocol

Teacher Skills

- A. Google Classroom will be the primary platform for instruction (LMS); Instructional Leaders will determine the training needs within each department
 - 1. Training will be provided for faculty on Google Meet & ZOOM
 - 2. Training will be provided for faculty covering integration between the Google platform and TYLER SIS (video tutorial)
- B. MOREnet provides extensive resources for online training on a variety of technology topics including Google Classroom [Training Schedule - Professional Development](#)
- C. Teachers will be expected to have proficiency/etiquette with video conferencing programs i.e. Google Meet or ZOOM.
- D. Teachers will conduct direct instruction via video conferencing *on the hour* for 10-20 minutes
 - 1. Hourly Staff
 - a) Hour 1 - 8:00am
 - b) Hour 2 - 9:00am
 - c) Hour 3 - 10:00am
 - d) Hour 4 - 11:00am
 - e) Hour 5 - 12:00pm
 - f) Hour 6 - 1:00pm
 - g) Hour 7 - 2:00pm
 - 2. Block Staff
 - a) Hour 1 Block 8:00am - 9:00am
 - b) Hour 5 Block 12:00pm - 1:00pm

Teacher Accountability

- E. Teachers will be reporting to their classrooms during Level III. They will be able to respond to student concerns/questions during their office hours and during the student contact time.
 - 1. If teachers are quarantined, they will conduct business through their home computer.
- F. Office Hours
 - 1. Teachers are expected to be available from 7:30am-8:00am for student contact only on required Kirksville R-III scheduled calendar days.
 - 2. Teachers will be expected to be available for student feedback, concerns and discussions during their designated plan time.
 - a) Each teachers' office hours will be posted in multiple locations



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- b) Teachers will keep a 6th hour contact log of communications on a weekly basis
 - G. Email Communications (*This does not apply*)
 - 1. Automatic Response will be set up in each Teacher's Email
 - a) "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."
 - b) If a teacher is unavailable for any extenuating circumstance, it will be posted via Google Classroom
- II. **KATC Student Digital Literacy Skills/Accessibility**
 - A. 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.
 - B. 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.)
 - C. 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.
 - D. Students will be provided with instructions or training for any additional class-specific technology or programs required for class participation.
 - E. Students will be provided training/etiquette over how to use any necessary video conferencing programs i.e. Google Meet or Zoom.
 - F. Focus on online certifications
- III. **Partner School Student Digital Literacy Skills/Accessibility (In addition to III.)**
 - A. Students need to be provided information on their Kirksville R-III email accounts that are provided by the district.
 - B. Students will be provided training on how to sign on to multiple google accounts
 - C. Students will be expected to attend virtually according to the Kirksville R-III district calendar



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IV. Teacher-Student Feedback

- A. Timely
 - 1. Feedback may consist of Social-Emotional Learning strategies to be included within their content discussions
 - a) If no response received within a one week period, administration will be notified of absence
 - 2. Student grades will be entered on a weekly basis (min. of 2 weekly)
- B. Specific
 - 1. Responses to assignments and activities will be specific to the student's performance on an individual basis
- C. Objective-Based
 - 1. Based off of essential requirements of the class

V. Student Accountability

- A. On or before August 28th, the classroom teacher will have reviewed the student skills form with their 6th-hour classes.
- B. Students will be asked to sign the student skills form agreeing to be accountable for their own participation and success.
- C. Students will know/or refer to syllabus to locate teacher's office hours and contact them should issues arise.
- D. Parents will be notified of the expectations for their students
- E. 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
 - 1. Hourly Staff
 - a) Hour 1 - 8:00am
 - b) Hour 2 - 9:00am
 - c) Hour 3 - 10:00am
 - d) Hour 4 - 11:00am
 - e) Hour 5 - 12:00pm
 - f) Hour 6 - 1:00pm
 - g) Hour 7 - 2:00pm
 - 2. Block Staff
 - a) Hour 1 Block: 8:00am - 9:00am
 - b) Hour 5 Block: 12:00pm - 1:00pm

VI. Shop Time Scheduling

- A. Due to the nature of our instruction at KATC, we are going to conduct shop-time. We will have partner school students report to KATC on designated schedules



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Partner School Student Skills Form

Initial each one and sign at the bottom of the form

____ I can check and send email using my Kirkville R-III student 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 Kirkville Area Technical School phone number.

____ 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 am accountable for all expectations and etiquette during distance learning.

____ I know that there is publicly accessible wifi in the school parking lot and several areas 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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Partner School Parent/Guardian 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 Kirksville R-III 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 Kirksville Area Technical Center phone number.
- 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/Guardian Name _____

Parent/Guardian Signature _____

Date _____