

**Ray Miller Elementary School
Fall 2021 Return to Learn Planning
In School Learning**

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](#)

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.
- **Coughing/Sneezing in the arm**-taught through lessons and social stories, visuals posted.
- **Handwashing Steps**- taught through lessons and social stories, visuals posted.
- **Bathroom protocol**- limit whole class breaks, review plans of students waiting to use bathrooms/transitions. Bathrooms will be sanitized on a regular basis.
- **Lunch**- students will sanitize/wash hands before and after eating
- **Classroom**- increased availability of tissues and wipes, frequent cleaning of smartboard pens, chromebooks, station materials, manipulatives, sanitizing water bottles
- **Transitions**- hand sanitizer will be readily available upon entering and exiting a classroom

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

Common Platform for Parent Communication

Textcaster/Email/Ray Miller Facebook page: The RME office will be able to send out mass communication via these platforms.

Google Classroom: 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.

Arrival

- **Doors will open at 7:30am.**
- **Drop Off:** Procedures will remain the same as past years. There will be three lanes for parent drop off, Staff will be stationed at the front door and bus loop to ensure all students and staff members use hand sanitizer before entering the building.
- **Breakfast:** Students will eat in the Commons and then sit in the hallway with their classroom cohorts.
- **Screening:** Teachers will do daily screenings upon student arrival - using the [CDC list of symptoms](#).

Dismissal

- **Parent Pick-Up:** RME will use 3 lanes this year. Parents of 3rd and 4th grade students will use the south parent pick-up lanes (morning drop off lanes) and parents of 5th grade students will use the north parent pick-up lane (just beyond the fence). Fifth graders and their siblings will stand on the "island" sidewalk on the other side of the fence for closer access to the third lane. Signs will be posted to direct parents to the correct pick-up lane. Faculty and staff will supervise parent pick-up.

Lunch

- Students will eat lunch in the Commons, using the classroom seating chart.

Expanded Schedule: The lunch schedule has been modified to allow for more time between classes for cleaning and traffic purposes.

- Students will have 25 minutes for lunch.

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

Specials

Art, Music, Library and Computer: Students will go to Art, Music, and Computer rooms.

- Art supplies, computer keyboards, library supplies and musical instruments will be cleaned between classes.
- Tables in all specials' classrooms will be cleaned between classes.

P.E.: These classes will be outside.

- In case of inclement weather, PE classes will be split between being in the gym and the Commons.

Building Protocols

- Visitors to RME will be limited to **essential visitors only**.

Classroom Protocols

- All seating will be assigned.
- All surfaces will be sprayed down each night.
- Partner work will be modified to allow for distancing.
- Teachers will switch classrooms for instruction (in cases where partner teaching happens) and not the students.
- Classes can be held outside weather permitting at the teacher's discretion.

Recess

- Recess will be with grade level pods.

Social/Emotional Support for Students and Staff

- Through the Care 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.

Level 2

All Level 1 Protocols

During Level 2 instruction, all Level 1 protocols will be followed. In addition, the following safety measures will be implemented.

- Breakfast and lunch will be eaten in classrooms.
- Recess will be with cohorts only,
- Weather permitting, classes will be encouraged to be held outside.

***Masks** - Mask wearing is based on local mandates or decisions made by the Kirksville R-III School District, but may be required at this level.

Level 3

Fall 2021 Return to Learn Plan Level 3 (Distance Learning)

Online Learning Platforms

- Students will be provided with district email accounts and Google Classroom access
- Students will be provided with training on
 - Use of email
 - Use of Google Classroom including watching for email notifications, how to access each of their classes, and the various components of Google Classroom to participate in an interactive online learning environment
 - Use of any additional class-specific technology or programs required for class participation
 - Use of any necessary video conferencing programs
 - Proper online learning etiquette
 - Use of student information system to check their grades

Students will begin using these platforms while in school so they will be better prepared to make the switch to distance learning if necessary.

Technology

- All students will have access to a chromebook at Level 3.

Distance Learning Folders

Students will all be given a folder for use during Distance Learning. This folder will contain all usernames and passwords students may need while at home along with teacher contact information and any other materials the students may need. Students will be asked to keep these folders in their backpacks at all times.

Distance Learning Schedule

- The following schedules will be practiced with students in homerooms during the first few weeks of school.

- Students will not be online the entire class period, there will be some individual work as directed by the teacher during online lessons and as outlined on Google Classroom.

3rd Grade

	A	B
8:00 - 8:20am	Good Morning/Read Aloud	Good Morning/Read Aloud
8:20-9:00	Math	Math
9:00-9:40	Reading	Reading
9:40-10:10	Science	Social Studies
10:10-10:40	Writing	Writing/Grammar
10:40-12:00	Specials, Whole School Check In, PBS, additional work time as needed	
12:30-2:00	Office Hours	
2:00-3:00	Grading/Feedback/Planning	

4th Grade

	A	B
8:00 - 8:20am	Good Morning/Read Aloud	Good Morning/Read Aloud
8:20-9:00	Reading	Reading
9:00-9:30	Science	Social Studies
9:30-10:00	Writing	Writing/Grammar
10:00-10:40	Math	Math
10:40-12:00	Specials, Whole School Check In, PBS, additional work time as needed	
12:30-2:00	Office Hours	
2:00-3:00	Grading/Feedback/Planning	

5th Grade

	A	B
8:00 - 8:20am	Good Morning/Read Aloud	Good Morning/Read Aloud
8:20-8:50	Science	Social Studies
8:50-9:20	Writing	Grammar
9:20-10:40	Math/Reading	Math/Reading
10:40-12:00	Specials, Whole School Check In, PBS, additional work time as needed	
12:30-2:00	Office Hours	
2:00-3:00	Grading/Feedback/Planning	

- Students will be provided with content instruction for each of their classes as scheduled. Instruction will be coordinated through Google Classroom and will include:
 - Teachers will be available on Google Meet for the entire class period
 - Up to 20 minutes of live direct instruction which will be recorded for those who have any technical difficulties or for students to reference at a later time.
 - Live discussion/Q&A interaction between the teacher and students
 - A check for understanding which will guide future instruction and be used for attendance purposes
 - Grades will be taken to indicate progress toward mastery in the learning objectives
- Students will
 - Check their school email account daily
 - Use proper online etiquette
 - Log into class each day and participate in learning activities
 - Complete assignments as instructed
 - Contact their teacher if they have questions about classwork
 - Be graded based on work completed during any period of distance learning
 - Be accountable for their academic participation and success
 - Be responsible for contacting teachers to make up work missed due to an absence

- Families will
 - Keep their contact information current with the school office (phone, address, email)
 - Check District/School communication platforms (email, textcaster, 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 barriers to learning

Social/Emotional Support for Students and Staff

- Students will meet with school and/or Mark Twain counselors virtually.



Ray Miller Elementary

2010 E. Normal
Kirksville, MO 63501



Kristin VanRie, Principal

Mandy Gray, Academic Interventionist

Phone: (660)665-2834

www.kirksville.k12.mo.us

Student Skills Form

Initial each one and sign at the bottom of the form

- I can log onto a chromebook.
- I can check and reply to an email from my teacher using my school account.
- I can start a new email to my teacher.
- I can log-in and use Google Classroom.
- I can turn in assignments on Google Classroom.
- I can fill out and submit a Google Form.
- I know how to use Google Meet. (including turning on camera)
- I know how to use the mute feature in Google Meet.
- I know how to use Google Drive.
- I know how to log-in to Amplify.
- I am responsible for my own learning.
- I know that if I am sick, I should email my teacher for work.

Student Name (printed) _____

Teacher Signature _____



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Student Skills Form

(in case of online start to year)

Initial each one and sign at the bottom of the form

- My child can log onto a chromebook.
- My child can check and reply to an email from their teacher using their school account.
- My child can start a new email to their teacher.
- My child can log-in and use Google Classroom.
- My child can turn in assignments on Google Classroom.
- My child can fill out and submit a Google Form.
- My child knows how to use Google Meet. (including turning on camera)
- My child knows how to use the mute feature in Google Meet.
- My child knows how to use Google Drive.
- My child knows how to log-in to Amplify.
- My child is responsible for their own learning.
- My child knows that if they are sick, they should email their teacher for work.

Student Name (printed) _____

Teacher Signature _____

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.

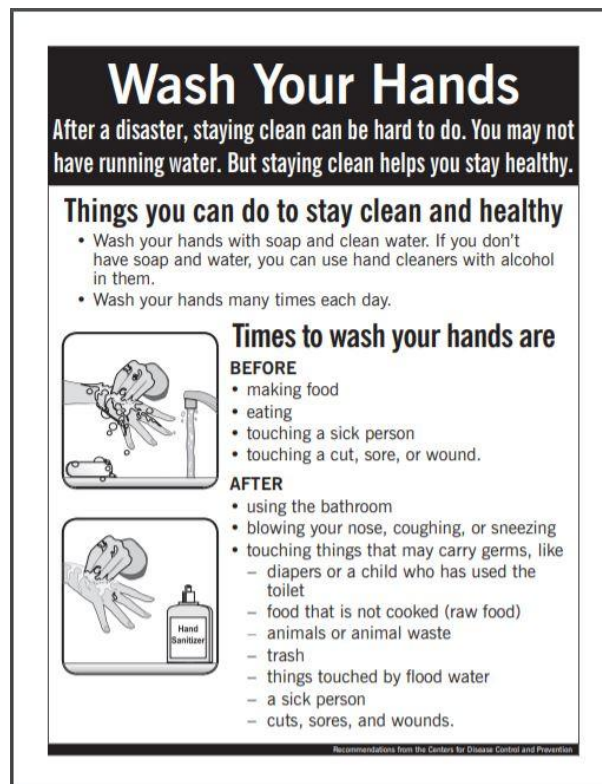
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Posters and guides links in blue:

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



When to [wash hands](#).



[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

HELP
STOP
THE
SPREAD
AND STAY HEALTHY




Australian Government