

Kirtland Local Schools

2020 - 2021 Reopening Plans

Please understand these plans are fluid and may need to adjust based on new recommendations, requirements and trends during the COVID-19 pandemic.

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Kirtland Local Schools

20-21 Reopening Plans



Option 1

Students are in person at school with appropriate safety protocols.

Option 2

Students are at home daily learning online with the support of a Kirtland teacher.

Our district has been planning with other districts (both locally and across the state), the Lake County Health Department (LCHD), our staff and community (through our surveys and informal discussions) to develop a plan for returning to school that meets both the health and safety needs, as well as the educational needs of our students and families. As such, we are looking to provide our students and their families with two options for which we will ask our families to choose by **August 7th** from in order to finalize logistics for the September 8, 2020 start to the 2020-2021 school year. Below we will outline the current framework and protocols to help families make the best decision. Please understand these plans are fluid and may need to adjust based on new recommendations, requirements and trends during the COVID-19 pandemic.

Option 1 – Students are in person per the below “Risk Level Guideline” with appropriate safety protocols (these same protocols are expected of ALL staff as well):

Level 1 Yellow	In Person	Students and staff attend school 5 days a week
Level 2 Orange	In Person	Students and staff attend school 5 days a week
Level 3 Red	Hybrid	<p>Students at KES will be broken into two groups (A and B) and will attend school daily.(A) group students will be in the morning session and (B) group students will be in the afternoon session. See schedules below*</p> <p>6-12 will follow a modified schedule where they will be broken into two groups (A and B). A group students will attend school all day on M/Th (online T/F) and B group students will attend school all day on T/F (online M/Th). All students will be online Wednesday. Schedules below*</p>
Level 4 Purple	Online	All students are participating in online learning and following the appropriate school schedule.



RISK LEVEL ASSESSMENT

Kirtland Local Schools In person learning will be based on the Lake County Risk Levels below.

LEVEL 1-4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.



MIKE DEWINE
GOVERNOR OF OHIO

Ohio

Department
of Health

Ohio

Development
Services Agency

coronavirus.ohio.gov

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>

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DAILY HEALTH ASSESSMENT

- Symptom/Health Assessments **REQUIRED** prior to coming to school:
 - Parents will be expected to do the following prior to a student leaving the home to go to school daily:
 - Conduct a student wellness check. Any student who has a fever of 100° F or higher or any of the symptoms related to COVID-19 should stay home.
 - Any student that has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea



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DAILY HEALTH ASSESSMENT

- **If any student has been tested positive for COVID-19, the student should stay home for at least 14 days and until their symptoms are done.** The local health department will receive this information from the student's health provider, will notify the school of appropriate next steps, and work with the school to determine if other staff or students are considered to have been in close contact and at high-risk. Depending upon the outcome of the situation, this may elevate a building or district to make additional decisions including, but not limited to closure for a period of time.
- **If any student has been in close contact (as defined by the CDC) with someone who has tested positive for COVID-19, the student should stay home for 14 days from their last exposure.** The local health department will receive this information from the staff or student's health provider, will notify the school of appropriate next steps, and work with the school to determine if other staff or students are considered to have been in close contact and at high-risk. Depending upon the outcome of the situation, this may elevate a building or district to make additional decisions including, but not limited to closure for a period of time.
- Students that only have a fever and **no other symptoms** and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for at least **24 hours** without using any fever reducing medications.
- Any other illnesses should be handled in the routine manner according to district policies



SCHOOL CLINIC

Clinics

The district will attempt to have a full-time nurse and health aide available every day school is in session.

- Clinics will be regularly cleaned and sanitized throughout the day and each night.
- The nurse/health aide will ensure physical distancing protocols are followed as much as possible.
- The nurse/health aide will isolate students showing symptoms to a separate area away from other students already in the clinic.
 - Students who exhibit symptoms or have a fever above 100° F will be quarantined in a separate area with a mask to reduce the transmission of any potential illness. Parents will be expected to pick up their ill child within 30 minutes of notification from the clinic.
- The nurse/health aide will ensure the clinic (and isolation area) is disinfected immediately following a student entering who is exhibiting symptoms.
- Medication distribution will take place in the office to limit the number of students coming to the clinic daily. The district nurse will train all relevant staff in the appropriate medication distribution protocols.



FACE COVERINGS AND PPE

Face coverings (i.e. masks, shields, etc.) will be required, except for those individuals as noted by CDC or ODH for whom masks are not appropriate (someone who is younger than 2 years old, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the mask without assistance), or those individuals who have a doctor's note documenting he/she should not wear a face covering because of health concerns.

- **Parents are expected to provide a face covering (i.e. mask or shield) for your student(s). The masks should:**
 - Fully cover the mouth, nose, and chin;
 - Not create difficulty breathing while worn;
 - Held secure through either a tie, elastic, etc. to prevent slipping.
- **Staff will be required to wear face coverings.**
 - If face masks / coverings are required, and no exception has been applied, students and/or staff who violate this policy shall be subject to disciplinary action in accordance with the applicable Student Code of Conduct/Student Discipline Code, staff Code of Conduct, and in accordance with policies of the Board.
- **Hand sanitizer stations will be set up throughout the campus and in every classroom.**



PHYSICAL DISTANCING

Physical Distancing Measures and Classroom Guidelines

- As a general guideline, we are going to make every attempt to keep rooms set up with desks spread out as far as possible (3-6 feet) all facing the same direction. In situations where we have tables students will be separated as far as possible apart with divider partitions in between students.
- There will be no large group gatherings/assemblies of students.
- There will be no school field trips.
- The following classroom protocols will be followed (outside learning spaces will be encouraged as much as feasible and when appropriate):



KIRTLAND ELEMENTARY SCHOOL

Students are required to wear face coverings.

- Staff will educate students on the proper use of face coverings (covering nose and mouth), and how to maintain hand hygiene when removing for meals and physical activities, etc.
- Hand sanitizer will be made available in every classroom and common area (entrances, hallways, lunchrooms, etc.).
- Desks will be placed as far apart as possible to maximize social distancing (3-6 feet).
- Students will remain with their class as a cohort to minimize crossover as much as possible.
 - Special teachers will come to classrooms, rather than students traveling to the special's classroom.
- No shared classroom materials or supplies will be utilized.
- Rooms and high touch areas will be regularly cleaned throughout the day.
 - Cleaning supplies will be available in the classroom to disinfect.
 - Rooms will be disinfected on a schedule throughout the day and every night.
 - The district has purchased electrostatic disinfectant sprayers to assist with this process and insure thoroughness of disinfection.
- Classroom doors will be left open to reduce touching of door handles, and to allow for proper air circulation.



KIRTLAND HIGH & MIDDLE SCHOOLS

Students are required to wear face coverings.

- Staff will educate students on the proper use of face coverings (covering nose and mouth), and how to maintain hand hygiene when removing for meals and physical activities, etc.
- Hand sanitizer will be made available in every classroom and common area (entrances, hallways, lunchrooms, etc.).
- Desks will be placed as far apart as possible to maximize social distancing (3-6 feet).
- The middle and high school schedule will utilize an alternating block day schedule (much like our current Wednesday/Thursday schedule) to limit the amount of transitions and cross contamination. More information to come from 6-12 Principal Mr. Amstutz prior to September 8, 2020.
- No shared classroom materials or supplies will be utilized.
- Locker use will be limited (if allowed at all) during the day to avoid students congregating in the hallways. Further information will be made available as we approach the start of school.
- Rooms and high touch areas will be regularly cleaned throughout the day.
 - Cleaning supplies will be available in the classroom to disinfect.
 - Rooms will be disinfected on a schedule throughout the day and every night.
 - The district has purchased electrostatic disinfectant sprayers to assist with this process and insure thoroughness of disinfection.
- Classroom doors will be left open to reduce touching of door handles, and to allow for proper air circulation.



KIRTLAND TRANSPORTATION

Transportation

- Parents should complete a wellness check prior to sending their student(s) to the bus stop each day.
- Students will be expected to maintain appropriate physical distancing at the bus stop and while entering/exiting the buildings.
- Students will be required to wear a face covering while riding the bus.
- Students will sit two per seat, and sit on the designated areas in their assigned seats.
- Students should remain seated and facing forward while riding the bus.
- Buses will be disinfected in between all routes.
- Hand sanitizer will be available on buses.
- Students will have ONE AM bus stop location and ONE PM bus stop location. No bus passes will be issued, students must ride assigned bus to and from school.
- KHS/KMS students will not be issued bus passes to ride KES buses home.



Hallways, Lockers & Water Fountains

Hallways, Lockers and Water Fountains

- Students are required to wear their face covering in the hallways.
- Students will stay to the far right when walking in the hallways and stairwells.
- Lockers will have limited use during the day (or no use – see above).
- Students will report directly to their classroom upon arrival to school and in between classes. There will be no loitering in the hallways or common areas.
- Parents are expected to provide your student(s) with a water bottle daily as water fountains will not be available, but students will have access to the water bottle filling stations.



CAFETERIA/MEALS & PLAYGROUNDS

Cafeteria/Meals and Playgrounds

- KES students will eat in their classrooms and will be supervised by a lunch monitor. Students will be required to wash their hands before and after lunch/recess. Additional lunch times will be added this year to reduce the number of students going to recess. Students will be required to maintain appropriate social distancing and playground equipment will be routinely sanitized.
- KMS and KHS lunches will be reduced to 50% capacity by spreading the lunches between the cafeteria and the gymnasium and maintaining physical distancing. There will be no “rec” time until further notice. Students will be told to wash their hands before and after lunch.
- Lunch spaces will be disinfected between each lunch.
- Students purchasing a lunch will be allowed to go through the lunch line with appropriate physical distancing and meals will be prepackaged and served to the students.



DROPOFF/PICKUP & VISITORS

Dropoff/Pickup and Visitors

- Parents should limit visits to school as much as possible. Meetings will be held virtually. Parents who have to come to school should conduct personal health screenings prior to coming to the campus. Parents (and visitors) will be required to wear a face covering and comply with a mandatory temperature check to enter the buildings.
 - If an in-person meeting is necessary it should be scheduled in advance by calling the appropriate office or staff member.
 - In person meetings will follow appropriate physical distancing protocols and a face covering will be required.
 - Staff may be allowed to virtually attend in person meetings as determined by the appropriate building principal.
- Any materials that need to be brought up to school should be done so after a personal self-assessment, contacting the appropriate office in advance, and leaving the supplies in the secured entrances for pickup.
- At this time the district is not going to allow any volunteers in the buildings.
- Students should report directly to assigned classrooms (or locations as necessary) and maintain appropriate physical distance from peers whenever possible in hallways, common areas, offices, etc.

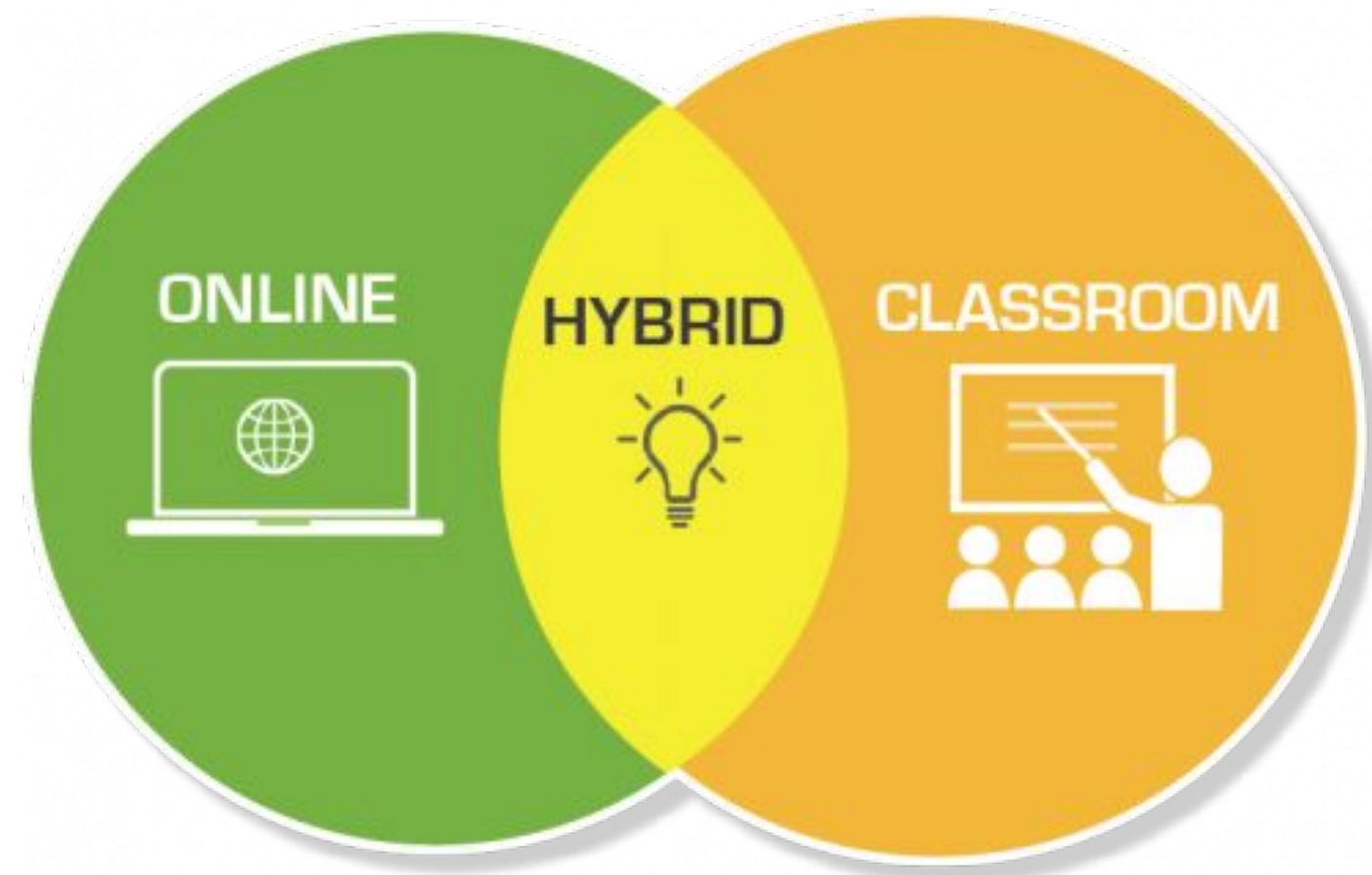


HYBRID LEARNING

Hybrid Learning

Hybrid learning would begin if Lake County is designated as a **Level 3 - Red location**. The goal of the hybrid learning would be to further reduce the building capacity to limit student/staff interactions and increase social distancing. This will be accomplished differently by grade levels based on the educational needs of our students K-5 versus 6-12.

Below are the general guidelines for the hybrid schedule. These schedules are subject to change.



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KES HYBRID LEARNING

At the elementary setting, the repetition and consistency of students seeing their teacher regularly is needed, therefore we feel it is best for our K-5 students to meet daily with their teachers in a half-day setting.

- Students will be divided into two groups (group A and group B) based on their last name
- Every day KES students will have in-person instruction in English language arts, math and social-emotional learning.
- Students will receive all their specials (art, physical education, STEAM and music) every sixth day.
- Science, social studies and personalized practice in math and reading will be done daily at home through Google Classroom.
- Students requiring additional targeted intervention services or special education services may be scheduled for full day, in person instruction. Students would complete remote learning activities while at school and time would be provided for eating lunch.
- Recommendations for full day, in person instruction will be based on individual students needs as determined by assessment data.
- Before and after school care (Latchkey will not take place)



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KES HYBRID SCHEDULE

KES Blended Model Student Schedule

MONDAY AM	TUESDAY AM	WEDNESDAY AM	THURSDAY AM	FRIDAY AM
8:35-8:45 Student Arrival				8:35-8:45 Student Arrival
8:45-9:00 Announcements/Class Meetings				8:45-9:30 Specials Block
9:00-10:35 Reading and Writing (Foundations K-3)				9:30-10:15 Specials Block
10:35-10:40 Brain Break				10:15-11:00 Specials Block
10:40-11:40 Math				11:00-11:45 Specials Block
11:40-11:45 Cleanup and Dismissal				

Building Transition

MONDAY PM	TUESDAY PM	WEDNESDAY PM	THURSDAY PM	FRIDAY PM
12:35-12:45 Student Arrival				12:35-12:45 Student Arrival
12:45-1:00 Announcements/Class Meetings				12:45-1:30 Specials Block
1:00-2:35 Reading and Writing (Foundations K-3)				1:30-2:15 Specials Block
2:35-2:40 Brain Break				2:15-3:00 Specials Block
2:40-3:40 Math				3:00-3:45 Specials Block
3:40-3:45 Cleanup and Dismissal				3:40-3:45 Cleanup/Dismissal

Remote Learning Component for All Students (1/2 Day, Everyday)

Science/Social Studies Lessons posted in Google Classroom

Complete Online Reading/Math Personalized Practice on Lexia and DreamBox

Complete any Teacher Assigned Reinforcement Activities for Reading and Math

Specials Day

Specials Day will Rotate by Grade Level	Special Block 1: Music	Special Block 2: Physical Education	Special Block 3: STEAM	Special Block 3: Art
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Intervention and Special Education Services

Students requiring additional targeted intervention services or special education services may be scheduled for full day, in person instruction. Students would complete remote learning activities while at school and time would be provided for eating lunch. Recommendations for full day, in person instruction will be based on individual students needs as determined by assessment data.



KHS / KMS HYBRID LEARNING

- Students will follow a hybrid modified schedule that is consistent week to week.
- All lessons will be uploaded and managed through Schoology or Google Classroom (parents will need to access student login (Schoology / Google Classroom) or Infinite campus for assignments).
- Students will be broken into 2 Groups (A and B). These groups will be divided into evenly distributed alpha groupings. (We will need to look at class rosters to make sure they are not alpha heavy to maximize classroom capacity during the hybrid schedule).
- Each student will have a 30 minute lunch.
- **Monday / Thursday**
 - Group A will attend school Monday and Thursday - in person - with a modified 7 period day.
 - Group B will be assigned a blended learning lesson (virtual) by the classroom teacher. Group B students will not be required to log into zoom or google meet during Group A classroom face to face class.
- **Tuesday / Friday**
 - Group B will attend school Tuesday and Friday - in person - with a modified 7 period day.
 - Group A will be assigned a blended learning lesson (virtual) by the classroom teacher. Group A students will not be required to log into zoom or google meet during Group B classroom face to face class.
- **Wednesday**
 - Wednesday will be a virtual day for all students 6-12.
 - 5th period and Lunch will be divided into 3 groups.
 - Group 1 will attend lunch (Lunch A: 10:35 – 11:05) - move to 5th period and Homebase (70 minutes)
 - Group 2 will attend 5th period and Homebase (30 minutes) - move to lunch (Lunch B: 11:10 – 11:40) - move back the remainder of 5th period and Homebase (35 minutes)
 - Group 3 will attend 5th period and Homebase (70 minutes) prior to lunch - move to lunch (Lunch C: 11:50 – 12:20)
 - Lunches may be adjusted slightly to begin earlier.
- Potential staggered release at the time of the day if needed. The staggered start for students will be grouped by Lunch Groups or 7th period classrooms. Lunches periods will have approximately 50 (KMS).
- We will have 5 minute transition time between all classes for students. During this time, students will be able to visit the restroom to wash hands, use sanitizer and then socially distance in the lunchroom or gym.

KHS / KMS HYBRID SCHEDULE

Modified 7 Period Day - 7:15am – 2:15 pm (45 minute periods; Modified lunches - including staggered release)

Period	Times
Warning Bell	7:10
1st	7:15 – 8:00
2nd	8:05 – 8:50
3rd	8:55 – 9:40
4th	9:45 – 10:30
5th/HB & Lunch (A, B, or C)	10:35 – 12:20
Group A	Lunch A: 10:35 – 11:05 Transition: 5 minutes 5th/HB: 11:10 – 12:20 (5th = 45 min; HB = 25 min)
Group B	5th/HB (Part I): 10:35 – 11:05 Transition: 5 minutes Lunch B: 11:10 – 11:40 Transition: 5 minutes 5th/HB (Part II): 11:45 – 12:20 (5th = 45 min; HB = 20 min)
Group C	5th/HB: 10:35 – 11:45 (5th = 45 min; HB = 25 min) Transition: 5 minutes Lunch C: 11:50 – 12:20
6th	12:25 – 1:10
7th	1:15 – 2:00



Option 2 - Students are home daily learning online - Kirtland Local Schools Online Learning 2.0

Parent/Caregiver Expectations:

- Make a commitment to engage in online learning for at least a trimester grade K-5 and a semester for grade 6-12. This will allow the district to ensure continuity of service for all students and plan logistics and staffing accordingly.
- Monitor student progress on coursework.
- Ensure the child follows the daily schedule as communicated by the teacher.
- Communicate questions and concerns immediately with the appropriate teacher.



A large, stylized blue letter 'K' with a yellow outline, set within a white circle with a yellow border. This is the logo for Kirtland Local Schools.

Option 2 - Students are home daily learning online - Kirtland Local Schools Online Learning 2.0

Student Expectations:

- Students participating in this option should know the expectations will be different than experienced during the end of the 2019-2020 school year.
- Students will not come to a school building for instruction and the classes may not be the same as students participating in option 1, however, the same grading policy and course standards will be used.
- Students will be required to follow the schedule(s) assigned by their online teacher(s). This may include attending regular live sessions (for which their attendance is mandatory), submitting work on specified due dates, etc.
- Students will have access to all core areas (English language arts, mathematics, science and social studies). There may be limited access to specials/elective courses.
- Students will be expected to communicate any questions or concerns immediately to their teacher.
- Students will be expected to participate in live online learning sessions and virtual check-in meetings designed to support students course progress and provide opportunities to connect with each other.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled and will continue to use their online curriculum and classroom.
- Students may continue to participate in afterschool programs, including extra curricular activities.



Option 2 - Students are home daily learning online - Kirtland Local Schools Online Learning 2.0

Teacher Expectations:

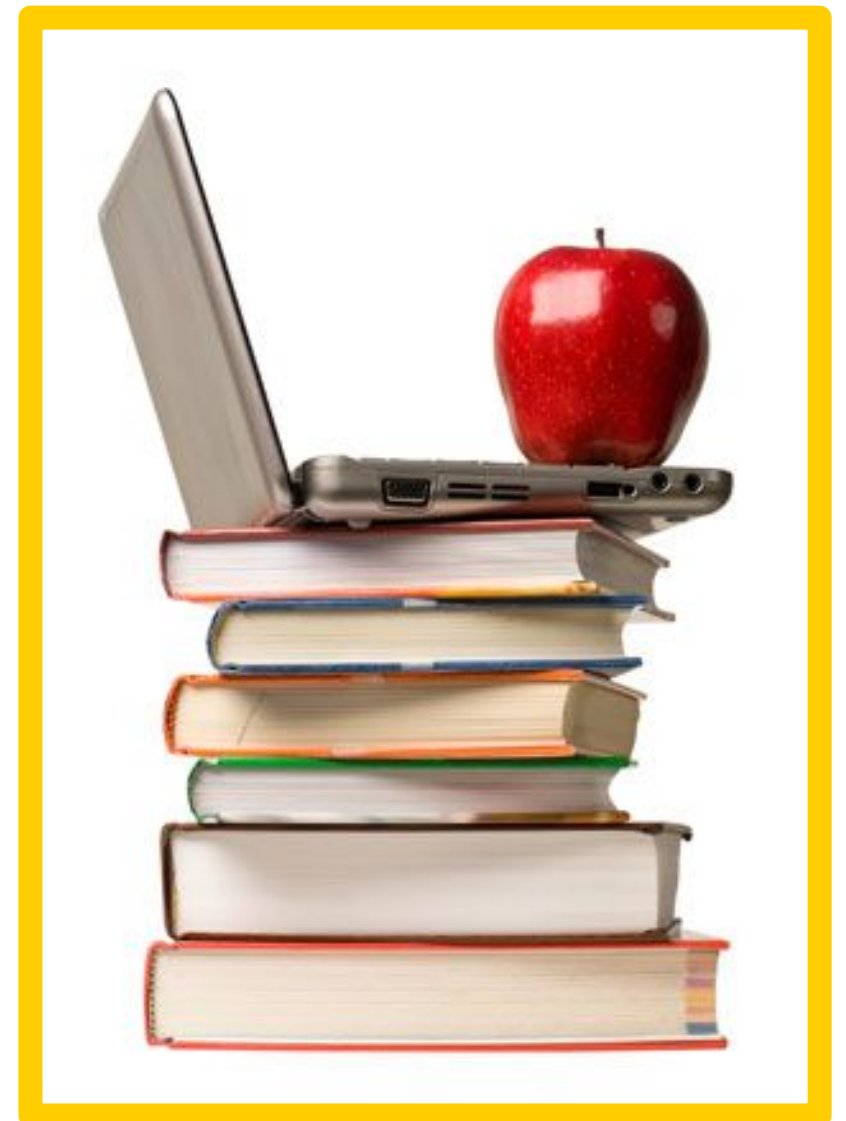
- Teachers will support students by assisting with use of the online platform, pacing and providing feedback on assignments and assessments.
- Teachers will create lessons that are both live and recorded. These lessons will be aligned to the standards for students participating in option 1, but may look different. Lessons will be engaging and will be located in the teacher's preferred online classroom (i.e. Google Classroom or Schoology).
- Students and teachers will participate in live online lessons and virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Teachers will be available for office hours.
- Teachers will grade work in a timely manner. Grades will be posted in Infinite Campus for students and parent(s)/caregiver(s) to track.



Option 2 - Students are home daily learning online - Kirtland Local Schools Online Learning 2.0

Administration and IT

- The district will provide a device for each student to use at home K-12; students will not be asked to share devices.
- The district will provide help desk assistance when technology issues occur.
- The district will monitor and assist teachers in the delivery of curriculum for students.
- The district will implement appropriate grading procedures and work from home guidelines for teachers.
- The district will monitor student progress and attendance of students to support the successful completion of the appropriate courses.



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LEARNING SETTING CHOICE AND QUESTIONS

- Choose if your child will attending the brick and mortar setting or remote learning. Please complete the “Incomplete Forms” by August 7th: [Return to School Choice](#)
- Please submit any questions or concerns you have after reading our Return to School Plan to the Questions link below: [Questions](#)

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FINAL FORMS HELP

Step #1

K KIRTLAND LOCAL SCHOOL DISTRICT
My Students
MANAGE YOUR STUDENTS WITHIN THE SYSTEM.
+ Add Student + Instructions

Students	Name	Class	Sports/Activities	Actions
			+ Add Sports/Activities	Update Forms + PPE Medical Profile Edit

Incomplete Forms
(Click to complete them)

Step #2

Join Extracurricular Activities

All Year 2020-21
Registration open until 12/31/2020
 Coed BattleBots

Don't see an option you're looking for? Contact your school district to inquire about other options.

Update Sports/Activities Skip, proceed to forms

Step #3

K KIRTLAND LOCAL SCHOOL DISTRICT
My Students Parent

Contact Information

This form, as well as every form in the formset to the left, must be completed and signed **BEFORE THE FIRST DAY OF SCHOOL**. Your child also can not participate in any **TRYOUT, PRACTICE, OR GAME** until these forms are complete. This contact information is important for your child's safety and getting in touch with parent/guardian(s) in the case of an emergency.

Basic Information

Student's Home Address:
[Address Field] Unit # [Unit # Field]
Kirtland OH 44094

Last Edited: Jan 5, 2020 - Sheila Dikowicz
Print this form

- Contact Information
- Health History & Medical Profile
- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- Infinite Campus
- 2020 Return to School Form**
- Field Trip Permission Form
- Network and Internet Permission

Step #4

K LOCAL SCHOOL DISTRICT
My Students Parent

2020 Return to School Form

After reading the district's [Return to School Plan](#), I select the following option for my child that will take place for the entire first semester (September 8, 2020-January 26, 2021)

#1

I would like my child to return to school **WITH** bussing.

I would like my child to return to school **WITHOUT** bussing.

I would like my child to attend remote learning by Kirtland teachers.

Required Form Signatures

Parent/Guardian Signature: #2
[Signature Field]

Your signature must match your name [Name Field]

#3
Submit Form Skip this form



Communication

What to expect:

- Continued email updates from the superintendent and building principals
- Updates from administration on new procedures and expectations; may include videos
- Town Hall Meetings with the superintendent and administration
- Updates on the website:
<http://www.kirtlandschools.org/COVID-19Updates.aspx>
- Submit questions to be addressed in the Question and Answer section and/or upcoming Presentations:
LINK: Questions



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