

Kirtland Local Schools

K-12 Student/Parent HANDBOOK

COVID-19 Addendum

2020 – 2021



Good Faith Statement

This addendum was created in good faith as a guiding document for parents and students to use as a resource. While we have attempted to address most situations and regulations that could occur because of COVID-19, this addendum may not be exhaustive of all circumstances. Anything not directly addressed in this document will be handled by the administration with the best interest and safety of students and the whole campus in mind. In the event that any inaccuracies are present in this addendum, the administration reserves the right to act in good faith to ensure all school functions are successfully administered.

KIRTLAND LOCAL SCHOOLS: COVID ADDENDUM

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A Letter from our Administrative Team

Dear Students and Parents/Guardians:

Welcome back to another exciting and unique school year. We are so thrilled to share another great year with all of you! Our entire staff has been working tirelessly to prepare our schools to reopen this fall in the safest way possible, while also maximizing the educational and social opportunities for our students. While this year will be different in many regards, we know that with your help, support, and continued positivity, we will make it through these challenging times and be an even stronger community because of it.

This document represents our best efforts to clearly communicate with you the various schedules, calendars, policies, and procedures that we will implement this school year to keep our schools operating safely. We have outlined three modalities - All-In, Hybrid, and Distance Learning - that we can transition in and out of as needed. With this in mind, the Kirtland Local School District will start the 2020-2021 school year in our ALL-IN Schedule & Calendar, with some students choosing to be online learners in this modality. While our district may need to change course quickly depending on the circumstances, we believe that we have clearly laid out what those modifications will look like here. Please understand that this remains a very fluid situation so additional modifications may be necessary, however, we are hopeful that we have accounted and planned for any possible scenario. Your patience and flexibility are greatly appreciated!

Thanks again for all of your support during these challenging times. We greatly appreciate it!

Sincerely,

Chad VanArnhem

Mr. Chad VanArnhem (KLSD Superintendent)

Scott Amstutz

Mr. Scott Amstutz (6-12 Principal)

Katy Nagaj

Mrs. Katy Nagaj (KES Principal)

Matt Paul

Mr. Matt Paul (6-12 Athletic Director / 9-12 Assistant Principal)

David Leone

Mr. David Leone (KMS Assistant Principal)



Part I - Schedules & Calendars

Kirtland Elementary Bell Schedules - 3 Modalities

Families that have chosen to go online will follow the schedule of the modality (All-in or Hybrid) the district is in at that time.

If the district goes to Distance Learning then everyone will follow that schedule.

1. KES All-In Schedule

- KES School day is 8:45am - 3:45pm

2. KES Hybrid Model Schedule

KES Blended Model Student Schedule				
MONDAY AM	TUESDAY AM	WEDNESDAY AM	THURSDAY AM	FRIDAY AM (each grade will have a special every sixth school day)
8:35-8:45 Student Arrival	8:35-8:45 Student Arrival	8:35-8:45 Student Arrival	8:35-8:45 Student Arrival	8:35-8:45 Student Arrival
8:45-9:00 Announcements/Class Meetings	8:45-9:00 Announcements/Class Meetings	8:45-9:00 Announcements/Class Meetings	8:45-9:00 Announcements/Class Meetings	8:45-9:30 Specials Block
9:00-10:35 Reading and Writing (Foundations K-3)	9:00-10:35 Reading and Writing (Foundations K-3)	9:00-10:35 Reading and Writing (Foundations K-3)	9:00-10:35 Reading and Writing (Foundations K-3)	9:30-10:15 Specials Block
10:35-10:40 Brain Break	10:35-10:40 Brain Break	10:35-10:40 Brain Break	10:35-10:40 Brain Break	10:15-11:00 Specials Block
10:40-11:40 Math	10:40-11:40 Math	10:40-11:40 Math	10:40-11:40 Math	11:00-11:45 Specials Block
11:40-11:45 Cleanup and Dismissal	11:40-11:45 Cleanup and Dismissal	11:40-11:45 Cleanup and Dismissal	11:40-11:45 Cleanup and Dismissal	
Building Transition				
MONDAY PM	TUESDAY PM	WEDNESDAY PM	THURSDAY PM	FRIDAY PM (each grade will have a special every sixth school day)
12:35-12:45 Student Arrival	12:35-12:45 Student Arrival	12:35-12:45 Student Arrival	12:35-12:45 Student Arrival	12:35-12:45 Student Arrival
12:45-1:00 Announcements/Class Meetings	12:45-1:00 Announcements/Class Meetings	12:45-1:00 Announcements/Class Meetings	12:45-1:00 Announcements/Class Meetings	12:45-1:30 Specials Block
1:00-2:35 Reading and Writing (Foundations K-3)	1:00-2:35 Reading and Writing (Foundations K-3)	1:00-2:35 Reading and Writing (Foundations K-3)	1:00-2:35 Reading and Writing (Foundations K-3)	1:30-2:15 Specials Block
2:35-2:40 Brain Break	2:35-2:40 Brain Break	2:35-2:40 Brain Break	2:35-2:40 Brain Break	2:15-3:00 Specials Block
2:40-3:40 Math	2:40-3:40 Math	2:40-3:40 Math	2:40-3:40 Math	3:00-3:45 Specials Block
3:40-3:45 Cleanup and Dismissal	3:40-3:45 Cleanup and Dismissal	3:40-3:45 Cleanup and Dismissal	3:40-3:45 Cleanup and 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: PE	Special Block 3: STEAM	Special Block 3: Art
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.				

3. KES Distance Learning Schedule

- KES School day is 8:45am - 3:45pm

**Distance Learning Daily Schedule Modified as necessary*

Kirtland Middle and Kirtland High School Bell Schedules - 3 Modalities

Families that have chosen to go online will follow the schedule of the modality (All-in or Hybrid) the district is in at that time.

If the district goes to Distance Learning then everyone will follow that schedule.

1. 6-12 ALL-IN - Alternating Block (5-Days a week)

"Blue" Block	"Gold" Block
Building Opens / Buses Unload: 7:10	Building Opens / Buses Unload: 7:10
Homeroom & 1 st Period Block 7:15 – 8:55	Homeroom & 2 nd Period Block 7:15 – 8:55
3 rd Period Block 9:00 – 10:30	4 th Period Block 9:00 – 10:30
5th Block & Lunch (A, B, or C): 10:35-12:45	6th Block & Lunch (A, B, or C): 10:35-12:45
Group A - Lunch A: 10:35 – 11:05 Transition: 5 minutes Class: 11:10 – 12:45	Group A - Lunch A: 10:35 – 11:05 Transition: 5 minutes Class: 11:10 – 12:45
Group B - Class Part 1: 10:35 – 11:10 Transition: 5 minutes Lunch B: 11:15 – 11:45 Transition: 5 minutes Class Part 2: 11:50 – 12:45	Group B - Class Part 1: 10:35 – 11:10 Transition: 5 minutes Lunch B: 11:15 – 11:45 Transition: 5 minutes Class Part 2: 11:50 – 12:45
Group C - Class: 10:35 – 12:05 Transition: 5 minutes Lunch C: 12:10 – 12:45	Group C - Class: 10:35 – 12:05 Transition: 5 minutes Lunch C: 12:10 – 12:45
7 rd Period Block 12:50 – 2:20	Staggered Release 12:45 – 12:55
Staggered Release 2:20 – 2:25	Teacher Plan/PD/Office Hours 12:55 – 2:25

2. 6-12 HYBRID - 7 Period Day (M/Th OR Tu/F) & Virtual Day (W)

M/Tu/Th/F Hybrid Schedule

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

Wednesday Hybrid Schedule

Wednesdays in the Hybrid will be used for additional teacher planning and collaboration, as well as opportunities for student supports. Students will also have Wednesdays to work on classwork (assigned previously), make-up missing or late work, study for upcoming assessments, and work on projects and larger assignments (either collaboratively or individually)

Teacher Tasks	Student Tasks	Times
Planning	Reading &/or Makeup Work	8:00 – 10:00
Office Hours (small group)	Attend Office Hours (as needed)	10:00-12:00
All School Lunch		12:00 – 12:30
Office Hours (review sessions)	Attend Office Hours (as needed)	12:30 – 2:00
PLC/Collaboration	Reading &/or Makeup Work	2:00 – 3:00

3. 6-12 DISTANCE - Modified A/B Block & 7 Period Day (Wednesdays)

Modified A/B Block - M/Th (Blue) & Tu/F (Gold)

"Blue" Block - M/Th	"Gold" Block - Tu/F
Office Hours: 8:00 – 9:00	Office Hours: 8:00 – 9:00
1 st Period Block 9:00 – 10:15	2 nd Period Block 9:00 – 10:15
3 rd Period Block 10:15 – 11:30	4 th Period Block 10:15 – 11:30
All School Lunch - 11:30 – 12:00	All School Lunch - 11:30 – 12:00
5 th Period Block 12:00 – 1:15	6 th Period Block 12:00 – 1:15
7 th Period Block 1:15 – 2:30	Office Hours: 1:15 – 3:00
Office Hours: 2:30 – 3:00	

7 Period Day - Wednesdays

Period	Times
Office Hours	8:00 – 9:00
1st	9:00 – 9:45
2nd	9:45 – 10:30
3rd	10:30 – 11:15
4th	11:15 – 12:00
All School Lunch	12:00 – 12:45
5th	12:45 – 1:30
6th	1:30 – 2:15
7th	2:15 – 3:00

Kirtland Middle and High School Calendars - 3 Modalities



1. 6-12 ALL-IN - Alternating Block (5-Days a week) - [Calendar \(live link\)](#)
2. 6-12 HYBRID - 7 Period Day (M/Th OR Tu/F) & Virtual Day (W) - [Calendar \(live link\)](#)
3. 6-12 DISTANCE - Modified A/B Block & 7 Period Day - [Calendar \(live link\)](#)

Part II - COVID Policies and Procedures

Section A: Before/Afterschool & the Start of the Day Protocols

- **Transportation by Car**
 - Please follow building-specific information related to drop-off and pick-up that will be forthcoming. As students exit or enter their vehicle they are to be wearing their face covering and reporting directly to their classrooms. The district has purchased touchless temperature thermometers to assist in screening students as they enter the building/classroom in the A.M.
- **Transportation by Bus**
 - Bus routes will be communicated directly from the transportation department. While on the bus and at group bus stops, students will be required to wear face coverings. Drivers will assign two students per seat (siblings may sit together). The district has purchased touchless mass temperature screening technology to be used as students enter the building/classroom in the A.M.
- **Temperature Checks**
 - Parents will be expected to conduct a student wellness check before sending students to school. Any student who has a fever of 100.4° F or higher and/or any of the symptoms related to COVID-19 must stay home.
 - The district has purchased touchless mass temperature screening technology to be used as students enter the building/classroom in the A.M.
- **Lockers/Hallway Hooks**
 - KES students will report to their classrooms with all belongings each morning. Once attendance has been taken, teachers will guide students individually to access the hallway hooks to avoid group gatherings in the hall.
 - KMS/KHS students will have limited access to their lockers this year during the school day.
 - Students will be allowed to take/remove items into their lockers at the start of the day, at lunch, and at the end of the school day.
 - Students will NOT be allowed to go to their lockers outside of the permitted times for any reason except when approved by the school (prior to said visit)
 - There will be absolutely NO use of lockers in between classes (i.e. during passing time). This is being done to limit hallway congestion and keep the flow of traffic moving at times when the highest number of people are in one location
- **Outdoor activities**
 - Please see the [KIRTLAND LOCAL SCHOOL DISTRICT'S ATHLETICS OPERATION PLAN](#) for more information on sporting events
 - Other outdoor activities should follow social distancing and mask guidelines to ensure the safety of all parties involved
 - During outdoor recess and outdoor physical activities, masks will be optional unless directed otherwise by the supervising adult
- **Bus-Passes (KMS/KHS)**
 - There will be NO bus passes this year for KMS/KHS students to ride the KES bus home
 - If you have an afterschool program, club, or activity that makes you miss your normal bus then you must arrange transportation or you should not stay for that event/activity
 - There will be no exceptions to this rule

Section B: During School - Student Expectations and Procedures

● Clinic Protocols

- 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 100.4° 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 clinic (and isolation area) will be 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.

● Bathroom Use

- Students will be expected to follow safety protocol when using the bathroom and follow the directions marked by signage.
- Some restrooms will have areas sectioned off - this is done to increase social distancing and maintain as safe of an environment as possible - please respect these boundaries
- Please follow proper handwashing procedures after each bathroom use (more on this below)

● Hallway Travel with Social Distancing Guidelines

- Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 3- 6 feet from other people.
- When social/physical distancing is not possible (i.e. during class exchanges) please do your best to go with the flow of traffic, follow all posted hallway signage, move quickly but safely, and don’t loiter or congregate in areas (move with purpose)

● Masks

- Students are required to wear a mask at all times, with the exception of lunch and mask breaks. Mask breaks will take place throughout the day, while social distancing.
 - Mask breaks will be less than 10 minutes in duration to reduce the possibility of increased exposure for all parties
- Medical exceptions for mask usage must be submitted to the Main Office of the appropriate building (KES, KMS, or KHS) on the [Face Covering Exemption Request Form](#)
- Wear a mask that covers your nose and mouth
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

● Handwashing

- Washing your hands is easy, and it’s one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another.
- Follow these five steps every time:
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.
- **Hand Sanitizing**
 - Hand sanitizer will be made available in classrooms and common areas to access.
 - How to use hand sanitizer:
 - Apply the gel product to the palm of one hand.
 - Rub your hands together.
 - Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
- **Facility Cleaning**
 - Kirtland Local Schools have increased the cleaning of our facilities to minimize the spread of illness. In addition to closely partnering with public health agencies to keep up-to-date on this evolving situation, Kirtland Local Schools is following existing safety practices to minimize the spread of illness and to encourage good health. Safe school plans are in place at each of our schools.
- **Sharing of supplies/materials**
 - There will be no sharing of learning materials or school supplies this year
 - Students and parents will need to take extra care this year to ensure that all students have what they need to be successful on any given day since the school and other students will be extremely limited in what they can provide to students who are unprepared
- **Lunch**
 - KES students will eat with their class with social distancing guidelines in place.
 - KMS & KHS students will eat lunch in their respective cafeterias and gymnasiums (to accommodate overflow due to increased social distancing during lunch)
 - The specific area a student is assigned will be determined by school personnel as needed
 - The use of the microwave will be prohibited in both buildings for the duration of the school year - families should prepare lunches accordingly
 - Students who buy lunch will still be able to do so, however, these items will be prepackaged/boxed and hot or warm food will not be served this year
 - There will be no Rec at KMS or KHS this school year
- **Outdoor activities**
 - KES Students will go to recess each day. We continue to believe in the importance of free play and physical movement to enhance student learning. Face coverings will be optional unless directed otherwise by the supervising adult. Students will remain in their “pods” and rotate through stations safely.
 - Any 6-12 student enrolled in PE/Wellness should be prepared to go outside at the instructor’s discretion if weather permits to maximize social distancing while allowing for increased physical activity

Section C: Parents and Visitors to the KLSD during the School Day

- **Parent meetings**
 - Meetings will be held virtually.
 - 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.
- **Parent Volunteers**
 - At this time the district is not going to allow any volunteers in the buildings.
- **Dropping off forgotten items**
 - 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.

Section D: Deal with Stress/Anxiety because of COVID & Additional Recommendations

- **Speaking To Your Children about COVID**
 - Helping children manage emotions during this unprecedented time can be difficult. We have staff and resources available to help. Our counselors are available to talk with children &/or families who may be struggling during this time of increased stress and anxiety. Please contact them for additional assistance by calling our mainline - 440.256.3311 - or by emailing them directly (names linked below):
 - KES: [Linn Bowen](#) - EXT. 2003
 - KMS: [Greg Bell](#) - EXT. 3002
 - KHS: [Kara Prosuch](#) - EXT. 4005 or [Mary LaVerde](#) - EXT. 4006
 - Below are some additional resources that can help support parents in their discussions with their children during this difficult time:
 - [Supporting your Child's Health and Wellbeing During Ohio's Ordered School-Building Closure](#)
 - [CBS News Report with Dr. Lisa Damour on managing anxiety](#)
 - [How to manage anxiety, stay active, and focus on your family's well-being.](#)
 - [Talking to Children About COVID-19 \(Coronavirus\): A Parent Resource](#)
- **Additionally, we encourage preventative actions, including:**
 - Routinely clean frequently touched surfaces.
 - Washing hands frequently.
 - If running a fever (>100.4), it is recommended that students remain at home until the fever has been gone for at least 24 hours without the use of fever-reducing medicines.
 - Using respiratory etiquette (e.g. wearing a mask, covering coughs, using tissues, disposing of soiled items immediately, etc.).