



RETURN TO LEARN PLAN
2020-2021

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When Governor Reynolds announced that schools would close for the remainder of the 2019-2020 school year, she also announced that school districts would be required to complete a Return to Learn (RtL) Plan for the Department of Education by July 1, 2020, assuring contingencies for the following delivery models:

- On-Site Delivery (full return to school buildings)
- Required Continuous Learning (distance learning from home)
- Hybrid Learning (combination of the two)

This is a fluid document that will continue to change as situations around COVID-19 evolve. More information will be provided as updates become available.

Guiding Principles

The intentional design of these delivery models is to provide flexibility and be able to deliver high quality, engaging instruction in a safe environment regardless of the health context in our community. The design is also built to provide flexibility to students and parents, so they have some choice in delivery that meets their individual needs.

- Ensure safe learning and working environments for students & staff
- Ensure all students receive instruction that meets state and federal standards while having the necessary supports for success, including;
 - Access to technology & connectivity
 - Social-emotional wellness & health supports
 - Additional supports to meet needs of specific/identified populations
- Provide training, time, support & flexibility necessary for staff to prepare & execute successful reopening
- Provide proactive, clear communication to all families & staff

Delivery Models

On-Site Delivery (New 2020 Iowa Law)

A full return of students and staff to school buildings. This delivery model will be done in buildings with face-to-face delivery of instruction for all students. Additional health & safety measures will be taken. ***This is the default plan for Knoxville Community School District and the one we intend to use beginning August 20, 2020 unless additional circumstances dictate otherwise.***

*****Online Option – (Parent determined)**

Although the District will be using the On-Site Delivery Model, we recognize that some students may be unable to attend school in-person due to either pre-existing medical conditions or personal family choice. If families are not comfortable sending their child(ren) to school, parents can select this option when registering their child(ren) for school. ***This option will include students working with Knoxville teachers during the regular school day. Students will use their iPad to attend class virtually through video conferencing and participate in activities and assignments through SeeSaw or Canvas. Daily attendance will be taken, but the actual amount of time logged in will vary depending on the age of the child. Schedules will be provided by teachers the week of August 17.**

Required Continuous Online Learning (State determined)

This delivery model will be done via remote online learning in the event that the District must close again due to the pandemic. Opportunities to interact with staff and students would occur virtually.

Online continuous learning will now be required for all students.

- Attendance will be taken
- Coursework will be graded and credits will be granted as appropriate
- All PK-12 students will be issued a device to take home
- Online learning may consist of both synchronous (live) and asynchronous (on demand) learning
- PK-5 will use SeeSaw & 6-12 Canvas

Hybrid Learning – District Level (State determined)

This delivery model will be done by alternating between on-site and virtual learning. This model would only be used if the District would need to operate at 50% capacity due to a mandate from the State. Details would be shared if this model were needed.

Health & Safety Mitigation Overview: On-Site

Face Coverings (*Masks and/or Face Shields*)

- Highly recommended for PK-5 Students
 - Children must be able to put on and take off their own covering
 - Families should provide their own mask/shield
 - Call the school if assistance to obtain a mask/shield is needed
- Required for All Staff & 6-12 Students during the school day when indoors
 - All Staff will be issued face masks & a face shield
 - Families should provide their own mask/shield
 - Call the school if assistance to obtain a mask/shield is needed
- Required for Students, Staff & Visitors in the following locations:
 - Bus Transportation
 - School Building Offices
 - Nurses Office

Temperature Checks

- Staff are encouraged to check their temperature prior to coming to work
- Parents are encouraged to check their child(ren)'s temperature prior to departing for school each day. As always, children should not attend school with a temperature of 100.4 or more.
 - Parents need to communicate absences to their child's school
 - Parents are strongly encouraged to share the following symptoms with the school nurse:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore Throat
 - Nausea or vomiting
 - Diarrhea
 - Parents will need to have all contact information updated in JMC during school registration; including emergency contacts.

Social Distancing

- Social distancing will occur to the extent possible in all areas
- Schedules, passing time, lunches, and recesses will be staggered to the extent possible to facilitate social distancing of students & staff
- School arrival procedures and student locations may be altered per building
- Parents will be encouraged to social distance when waiting to pick up their children
- Visitors/volunteers will be restricted to the office area only & require masks

Contact Tracing

The Iowa Department of Public Health will be releasing further guidance in August.

- Exposure to a positive COVID-19 case is defined by Public Health as being within 6 feet of the infected person for at least 15 consecutive minutes
- Seating charts will be implemented on buses, in classrooms, & cafeterias
- Students will be kept in cohorts to the extend possible
- Public Health will notify the District if there is a positive case in the school
 - Contact Tracing will be done and individual parents will be contacted by the District and Marion County Public Health if their child meets the definition of being exposed
 - Marion County Public Health will provide additional information to the parents regarding protocols and procedures based on the most current CDC recommendations
- Parents are strongly encouraged to communicate with the School Nurse if their child was exposed to a positive case outside of school
- Parents will need to have all contact information updated in JMC

Sick Child at School

- Students will be screened by the Nurse based on the protocol provided by Marion County Public Health
- Any student that shows symptoms of COVID-19 will be seen by the Nurse and quarantined with a mask on in an isolation room until they can be sent home

- Parents should consult with their primary doctor or Marion County Public Health to determine next steps
- Once the illness has been identified, the primary doctor or Marion County Public Health will provide a letter indicating when the child can return to school
 - The letter or doctor's note needs to be provided to the School Nurse
 - The School Nurse will verify the authenticity of the letter

Training

- All District Leaders will complete the Health & Safety District Leadership Team Module through AEA PD Online prior to the return of staff
- Other Staff will complete the Health & Safety Teacher & Staff Module through AEA PD Online prior to the return of students
- Students will be taught health and safety measures, such as, but not limited to:
 - Frequent hand washing/sanitizing
 - Proper cover for sneezing/coughing
 - Keeping hands from the face area
 - Social distancing
- Signage will be posted in all buildings

Sanitation

- Sanitation efforts will take place throughout and after the school day
- Hand washing materials & sanitizer will be readily available in all areas
 - Hand sanitizing will be required upon entering the building
- All classrooms will be equipped with supplies to wipe down high-touch surfaces periodically throughout the day
- Each building will be equipped with electrostatic sprayers to disinfect restrooms, hallways, classrooms and offices
- Water fountains: only bottle filling stations will be available
- Students are encouraged to bring their own water bottle to refill

Transportation

- Buses will be disinfected following each use
- Masks will be required on the bus at all times

- Seating charts will be maintained and followed
- Some stops may be limited or eliminated pending capacity regulations
- Students riding the bus must register & be assigned a stop & a seat
- Only regular riders will be transported
- Parents are strongly encouraged to only use bus transportation for their child(ren) if absolutely necessary

Equity & Meeting the Needs of All Learners

In all delivery models, the District remains committed to meeting the needs of each and every student. Even in an online learning setting, we will continue to provide services that meet the unique needs of our learners. We will work to remove barriers, to foster success, and to provide the support needed for all learners regardless of the delivery model. The services will include, but are not limited to:

Special Education

- Special education teachers and teams will continue to provide specialized instruction and support in accordance with a student's Individualized Education Plan (IEP). As needed, a comprehensive "Remote Learning Plan" will be created in order to determine how educational services will be adapted, accommodated, or modified to meet individual student needs.
- Options for off-site in-person learning are being explored.
- AEA Services will be available.

English Language Learners

- ELL Teacher will communicate with families to assess needed support for students and families. The teacher will coordinate a main contact for families and plan for ongoing communication that ensures technology support and interpreters, translated instructions and other documents, and multiple modes of communication.

Technology

- Internet Access
 - Access to the internet is critical to students and yet many in our community are without adequate access needed for this delivery model. KCSD has taken steps to reduce this barrier for students and families and will continue to find ways to partner with families and other community groups to assist our families in ensuring equity of access.
 - Wi-Fi access is available outside in nearby parking spaces at each district building (West, Northstar, KMS, KHS, Admin Bldg). Those using District Wi-Fi are able to do so from their vehicle in order to reinforce appropriate social distancing efforts.
 - The District promotes the Connect2Compete plan with MediaCom; which provides internet access at a reduced cost to families.
 - Other local options Windstream, Lisco, US Cellular, Verizon
 - If these solutions do not work for your family, contact Technology Director, Barry Smith, at barry.smith@kcsd.k12.ia.us or (641) 842-6551, and we will try to find a solution that will work for your household.
- Device Access
 - All K-12 students have their own assigned device issued by KCSD. Generally, students in grades 6-12 take them home and K-5 leave them at school. All K-12 students will take them home if we move to remote learning.
- Device Repair
 - If a student's school issued device needs repaired, please contact Technology Director, Barry Smith, at barry.smith@kcsd.k12.ia.us or (641) 842-6551 to make arrangements.

Family Roles & Responsibilities

- Launder face masks each night & wear a clean one each day
- Check email, texts, and other communication channels for updates and changes to the learning plan

- Keep contact & emergency contact information up-to-date in JMC
- Engage in active problem solving & solution finding with teachers & administrators when concerns or issues arise
- Encourage & support your child(ren) in practicing social distancing & personal hygiene to protect themselves & others
- Keep your child(ren) home from school if they are running a fever of 100.4 or more
- Communicate illnesses & symptoms with the school nurse
- Assist school staff by sharing ideas for improving your child's learning (academically, socially, emotionally, and behaviorally)
- Provide the school with documentation for absences or tardiness
- Help enforce student compliance with school rules & expectations
- Review & discuss this document with your child(ren)

Student Roles & Responsibilities

- Launder face masks each night & wear a clean one each day
- Always put on and take off your own; don't let anyone else touch your mask
- Practice social distancing to the extent possible at all times
- Sit in assigned seats & follow posted guidance throughout the building
- Engage in frequent hand washing & other personal hygiene guidance as directed by nurse and staff
- Refrain from making derogatory comments to anyone related to COVID-19
- If you are sick or have a fever, stay home
- Only use your own device & supplies and refrain from touching other student's devices & supplies
- Continue to meet school & classroom expectations
- Attend school regularly, arrive on time, bring appropriate materials & be prepared to participate in class
- Respect the rights, physical safety, and property of others
- Be kind, responsible, & respectful on school grounds, buses or at bus stops, at any school-related activities, and in the classroom, virtually or in person, so as not to interfere with the rights of others
- Discuss educational & safety concerns with teachers & other school staff

Staff Roles & Responsibilities

Superintendent

- Communicate the plan & District needs to the Board
- Communicate the plan to parents, staff, students, and community partners
- Modify, update, and communicate changes to the plan based on data and changes in State and County guidance
- Coordinate with building administrators and district directors any changes/updates to the plan based on changing guidance and/or confirmed cases
- Manage district calendar changes
- Coordinate communication plans with the Iowa Dept. of Public Health and/or Marion County Public Health regarding outbreaks or new cases
- Meet regularly with KCSD Nurse and Marion County Public Health to review guidance and communicate any changes to the plan based on new or changing guidance
- Ensure all staff understand their roles and responsibilities
- Provide necessary resources and supports to implement the plan
- Monitor and revise the plan as necessary
- Determine facility use based on CDC guidelines, Marion County Public Health & Iowa Dept. of Education recommendations
- Coordinate surveys for staff/students/parents
- Complete all required State reports regarding this plan

Business Manager

- Track additional expenditures related to the plan
- Assist District Leadership Team in procuring adequate supplies that are affordable
- Coordinate risk-management efforts with insurance providers and District Leadership Team
- Assist Human Resource Director regarding new federal leave laws that impact payroll and benefits of employees
- Communicate business office needs to Superintendent

Director of Teaching & Learning

- Support principals & teachers with materials, protocols, and trainings
- Communicate grade level academic standards expectations
- Communicate expectations for accelerated learning to staff
- Support teams with curriculum needs including professional development
- Coordinate data monitoring systems (IE FastBridge, Panorama, etc.)
- Support teachers of students with IEPs, 504s, ELL plans or who are at-risk with guidance, materials and PD opportunities
- Communicate teaching & learning needs to Superintendent

Director of Facilities

- Follow IDPH, MGPH, & CDC guidance to develop a sanitation plan
- Assist Custodial Supervisor in creating a cleaning plan for each building
- Communicate cleaning plans to principals & custodians
- Assist Custodial Supervisor to ensure cleaning supplies & other mitigation supplies are always available
- Assist Activities Director with mitigation plans for extra-curricular activities
- Communicate facilities needs to Business Manager

Director of Child Nutrition

- Create breakfast & lunch distribution plan with District Leadership Team
- Require face coverings for all food service workers during food prep & distribution
- Ensure proper cleaning & sanitation of all food prep areas
- Prepare for breakfast & lunch distribution if remote learning is required
- Communicate any child nutrition needs to Business Manager

Technology Director

- Create & implement device plan including sanitation
- Develop a plan for transitioning from on-site to online learning
- Monitor device & equipment check-out at all buildings
- Assist families in securing adequate internet access
- Assist staff with any technology issues or barriers
- Provide assistance & training to teachers overseeing online learning

- Provide training to teachers regarding FERPA protection measures
- Ensure students & staff have adequate equipment for on-site & online learning
- Communicate technology needs to Business Manager

Director of Transportation

- Create & implement transportation plan for students & drivers
- Provide professional development for drivers & staff
 - Face mask expectations
 - Protecting themselves from exposure
 - Self-screening protocols prior to daily driving
 - Management of seating charts
- Create seating charts & provide signage on each bus to mitigate spread & allow for contact tracing if needed
- Ensure all drivers are trained in proper sanitation of vehicles before & after each route
- Communicate with drivers, parents, and District Leadership Team of any modification of transportation plans
- Communicate transportation needs to Business Manager

Bus Drivers

- Ensure masks are worn on the bus at all times
- Use hand sanitizer when boarding the bus (am & pm)
- Enforce seating chart to minimize contact and allow for contact tracing
- Ensure the bus is sanitized before & after students are transported

Custodians/Maintenance/Cooks

- Attend all District trainings and implement safety measures
- Follow specific department plans
- Encourage students to follow safety rules & correct inappropriate behavior
- Wear face mask when social distancing is not possible
- Communicate any needs to Direct Supervisor

Administrative Assistants

- Coordinate daily attendance and track absences related to COVID-19
 - Utilize symptom tracking document as implemented by the Nurse
- Assist the Nurse & Nurse Associates in administering medications when needed
- Follow protocols regarding visitors & volunteers
- Communicate any needs to your Direct Supervisor

Nurse

- Provide instruction to students & staff on proper hand washing and use of sanitizer and social distancing procedures
- Provide instruction to students, staff, parents & community on proper use and purpose of PPE; including how to properly don, doff, & dispose of PPE
- Develop & communicate isolation room procedures to staff, students & parents
- Develop & communicate a plan for administering medications to students if/when they are required to be in the isolation room tending another student or staff member
- Create a procedure for positive COVID-19 case communication with the Superintendent
- Track symptoms of students who have missed school due to illness
 - Create document
 - Share with administrators as needed
- Track students/staff in quarantine
- Work with Marion County Public Health on contact tracing
- Communicate any needs to the Superintendent

Principals

- Coordinate & implement entrance/exit plans for students & staff
- Create, coordinate & implement lunch schedules for students & staff
- Create process & implement student cohort management
- Create & implement K-5 recess plan & 6-12 hallway/passing plan
- Create & implement common area expectations plan (including bathrooms)
- Communicate building specific protocols with all stakeholders

- Enforce health & safety protocols in the building
- Communicate building needs to Superintendent

Teachers/Paraeducators/Associates

- Create, implement & maintain a seating chart for all students at all times
- Wash your hands or use sanitizer prior to entering the building and routinely throughout the day
- Develop a routine for students to follow when entering & leaving the classroom regarding the use of hand sanitizer & social distancing
- Communicate & model with students the proper technique for covering their coughs or sneezes
- Arrange classroom to maximize social distancing as much as possible
- Have everyone hand wash or sanitize after coughing/sneezing, before & after meals, when entering the classroom, before/after group activities
- Follow protocol for keeping the number of students in the restroom to a minimum & ensure children wash their hands
- Follow protocol developed for the following areas/times:
 - Beginning & end of the day
 - Lunch
 - Recess
 - Common areas
 - Classroom supplies
- Encourage physical distancing
- Encourage use of face mask (may not be placed on students by adults)
- Develop & follow guidelines around the usage of classroom supplies
- Engage in relationship & community building practices for students both on-site and online
- Maintain & update online course materials in SeeSaw or Canvas to support students who are unable to attend your classes due to COVID-19
- Communicate classroom needs to the Principal

Specials/Elective Teachers

- In addition to the above:
 - Clean materials between classes if they were shared
 - Implement process to clean hard surfaces between each class

- Implement procedures for use of PPE as directed by the District

Special Education Teachers & 504 Coordinators

- Contact parents and coordinate IEP meetings (or amend without a meeting) to include plans for on-site, hybrid & remote
- Contact parents to determine if any additional considerations are needed
- Communicate plan changes & any needs to the Principal

School Counselors/Student Services Coordinator

- Assist Building Leadership Teams in addressing social, emotional, & behavioral needs as students return to school
- Contact families & share additional resources as needed
- Communicate any needs to the Principal or Superintendent

****ALL STAFF: Communicate immediately with your principal if you have been notified by Marion County Public Health that you were exposed or have tested positive for COVID-19.***

www.knoxville.k12.tn.us

(Building Plans Coming Soon)

West Elementary Plans

Northstar Elementary Plans

KMS Plans

KHS Plans

7-12 Activities Plans