



# **CALLOWAY COUNTY SCHOOLS**

***Every Student Matters, Every Moment Counts***  
**2020-2021 Back to School Plan**

**The Calloway County School District will be implementing safety precautions during the 2020-2021 school year to keep our staff, students, and their families as safe as possible. Parents who are uncomfortable sending their child to school will be allowed to take advantage of distance learning options. The following are general administrative procedures and guidelines and may be altered or changed at any time for the safety of our community. The first day of school is scheduled for Monday, August 24, 2020.**

**Amended – August 19, 2020**

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*This document is subject to change depending on the circumstances of COVID-19.*

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***PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.***

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# CCSD Back to School Plan

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## Protocols for Screening and Isolation

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### General

**All students and staff will be screened for COVID-19 symptoms daily, and individuals who present with symptoms will be separated and sent home.**

### Screening Protocols

- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day. Once staff arrive at work they will be required to have their temperature taken before reporting to their work area.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school.
- Upon arrival at school, all students will have their temperature taken. A student with a temperature over 100.4 F will be isolated and sent home.
- Teachers will monitor students during the day and refer them to the front office if symptoms are present.

### Isolation Protocols

#### Student or Staff Displaying COVID-19 Symptoms:

- If a student displays symptoms of COVID-19, the school administrators will consult school health professionals to determine if the student is to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacts the student's parent/guardian.
- A student sent home with COVID-19 symptoms may return after being 24 hours *symptom free* without fever reducing medication.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

- Students or staff who come into close contact with a COVID-19 positive individual will be contacted by the local health department and may be asked to self-quarantine for up to 14 days and not return to campus during that time.

## CCSD COVID-19 Protocol Student

### Exposure:

- Exposure is defined as being within six feet of an infected individual for greater than fifteen minutes at one time, regardless of facial covering.
- Parents of students who may have been exposed by an infected student will be notified by the local health department of the confirmed case. Individual names of infected students will not be disclosed.
- A student with a lab-confirmed positive test for COVID-19 will follow instructions of the local health department and may be required to quarantine at home for a minimum of 14 days. The student may return to the classroom: at least 10 days since symptoms first appeared **and** at least 24 hours with no fever without fever-reducing medication **and** symptoms have improved.

### Family Member Infection:

- Families are asked to notify local health department officials immediately about a confirmed case within the household.
- Students with infected family members may be placed on Distance Learning.

### Teacher Infection:

- Teachers will quarantine away from campus as directed by the local health department.
- If health officials allow, an infected teacher may teach from home through online resources.
- Families of students who may have been exposed by an infected teacher will be notified by the local health department. **FERPA laws will not allow us to disclose names of infected teachers or staff members.**
- Classrooms and spaces that may have had exposure to infection will be disinfected.
- The teacher must receive written medical clearance from a physician before returning to campus.

### **Non-Teaching Staff Member Infection:**

- Infected non-teaching staff members will quarantine away from campus as directed by the local health department.
- Non-teaching staff members may work from home if position allows.
- Non-teaching staff member's workspace will be disinfected.
- Families of students who may have been exposed to infected non-teaching staff members will be notified by the local health department. **FERPA laws will not allow us to disclose names of infected teachers or staff members.**
- Any co-workers who may have been exposed to an infected non-teaching staff member will be notified of the confirmed case.

### **Classroom and Campus-wide infection:**

- Class and campus infections will be tracked and monitored on a daily and weekly basis. In the event of a classroom- or campus-wide outbreak, the district will consult with the local health department. Quarantining an individual classroom, campus, or the entire district for at least 14 days may be recommended. If necessary, during this period, students and teachers will use online resources for Distance Learning.
- CCSD will follow all local, state, and federal health guidelines.

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### **Protocols for Face Coverings**

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**Protective measures, including the use of face coverings, will be required based on guidance from the Kentucky Department of Public Health, Calloway County Health Department and the Kentucky Department of Education (KDE).**

**At this time, all students and staff are required to wear cloth face coverings when social distancing cannot be achieved. Preschool students and kindergarten students are not required to wear face coverings.**

**Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to the school principal.**

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### **Protocols for Campus Visitors**

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**All visitors who enter the building *will be* required to wear a face covering. Individuals who proceed beyond the reception area will follow specific guidelines for visitors. Campuses will utilize virtual meetings to limit campus visitors when possible. To ensure the safety of all students and staff, unscheduled visits to campuses are discouraged.**

## **Visitor Screening/Personal Protective Equipment (PPE) Requirements**

- All individuals entering the building will be required to wear cloth face coverings.
- All visitors will be subject to temperature readings and required to complete a symptom screening form.
- Virtual meetings will be held when possible.
- Visitors and staff will maintain social distancing when on-campus meetings are required.
- To ensure the safety of all students and staff, parents and guardians will not be allowed to eat lunch with their children at school until further notice.
- To ensure the safety of all students and staff, volunteers will not be allowed at school until further notice.

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## **Protocols for Hand Sanitizing**

**Frequent hand sanitization will ensure health and wellness of students and staff.**

### **Hand Washing/Sanitizing Expectation**

- Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands thoroughly.
- Staff will limit the use of shared student supplies when possible.

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## **Protocols for Campus Cleaning and Disinfecting**

**Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.**

### **Daily Campus Cleaning**

- Each classroom and restroom will be disinfected daily.
- All high-touch areas will be disinfected frequently throughout each day.
- Staff will wear masks during work hours if 6 feet social distancing cannot be accomplished.
- The cafeteria will be cleaned between lunch periods.
- Staff will have access to cleaning supplies (i.e. soap and water, disinfectant wipes, disinfectant spray) to sanitize working surfaces during breaks in instruction.

## **Additional Cleaning Measure for Covid-19 Positive Cases on Campus**

- If a classroom or facility is closed due to COVID-19 spread, appropriate disinfectant, as recommended for use on the virus that causes COVID-19, will be used to disinfect.
- Custodial staff will disinfect classrooms, restrooms, and all additional areas in the entire building.

## **Common Areas**

**In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:**

### **Meeting Spaces**

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person, all social distancing protocols will be implemented.
- Meeting participants will limit the sharing of materials/supplies.

### **Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room**

**When possible, meetings will be conducted virtually. However, if the need arises to meet in person, please follow the guidelines below:**

- Facial coverings or masks will be utilized.
- Hand sanitizer will be provided in front office spaces.
- Distances of 6 feet will be provided between all workspaces when possible.

### **Flexible Learning Spaces**

- The number of students in these areas will be limited according to available space and social distancing guidelines.
- Common spaces and supplies in these spaces will be disinfected frequently.

### **Restrooms**

- Students will be instructed to wash hands before entering the classroom from the restroom.
- Increased disinfecting will occur throughout the school day.
- Each campus will comply with health agency recommendations and social distancing.

## Library

- Visual reminders will be added, and furniture rearranged to help students maintain social distancing while in the library.
  - Students and staff will wash/sanitize hands upon entering and after visiting the library.
  - High-touch surfaces (i.e. tabletops, chairs, door handles) will be disinfected frequently.
  - Occupancy will be limited.
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## Transitions

- Students and staff will follow protocols for face coverings.
  - Staggered releases from each class will be organized to limit the number of students in the hallway during transitions when possible.
  - Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
  - When transitioning between classes, students shall travel corridors as far to the right as possible.
  - Where possible, one-way traffic throughout campus corridors will be established.
  - Staff and signage will be posted to reinforce physical distance expectations.
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## Transportation

**Transporting your own child to school is the most effective mode of transportation to limit the spread of COVID-19. However, if that is not possible, bus transportation will be provided, but students will be required to adhere to the following guidelines.**

**The Transportation Department will provide the following measures to ensure the safety of our students and staff members:**

- All drivers and monitors will be required to have their temperature checked before beginning their route. If their temperature is over 100.4, they will not be allowed to drive their route.
- All drivers and monitors will be required to wear a face mask or a shield at all times during their route.
- All monitors will be required to wear gloves at all times during the route.
- Parent/Guardian will take student temperatures daily and keep any child with a temperature of 100.4 or higher at home, as they are not permitted to board the bus.
- Parents should monitor the bus stops and help remind students of the social distancing requirements.



- Hand sanitizer will be available on each bus and should be utilized by students upon entering and exiting the bus.
- Students in first grade and up who ride a bus shall wear a face mask unless a medical exemption is provided by a licensed medical provider.
- If a student does not have a face mask when getting on the bus, the driver will offer the student a mask. If a student refuses to wear a mask or will not keep the mask on during the route, school administration will contact parents to discuss the student's bus riding privileges.
- Each rider shall have an assigned seat and, to the extent possible, seats will be filled from back to front when boarding.
- Primary students will sit toward the front of the bus.
- Students who live in the same household may be required to sit together.
- The seat directly behind the driver may be left empty when possible.
- Students will be required to keep their hands to themselves and to not pass objects back and forth.
- Buses will be frequently cleaned (e.g., seats, windows, step rails) after routes are completed (e.g., morning route and afternoon route). Bus windows shall be open whenever possible.
- Schools will organize an effective loading and unloading procedures to accommodate social distancing.
- Each bus will have a roster of eligible student riders (passenger manifest) and document the assigned seats for contact tracing. At morning routes, rider attendance will be documented on the manifest before unloading at school. For afternoon routes, rider attendance will be documented on the manifest before the bus leaves the school.
- Due to the need for seating charts for contact tracing, students shall only be allowed to ride the bus from their home/regular pickup location to school. Students **will not** be allowed to load the bus with another student except in extenuating circumstances with three-day prior notice approved by the principal.
- Due to the need for seating charts for contact tracing, students shall only be allowed to ride the bus to their home/regular drop off destination. Students **will not** be allowed to go home with another student on the bus even with a bus note, except in extenuating circumstances with three-day prior notice and approved by the principal.

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## Student Arrival to and Dismissal from School

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### Arrival

- To facilitate social distancing, entry doors will be designated based on arrival method: bus riders, parent drop-off/walk to school, student drivers, students with unique needs, and midday arrivals.
- Entry protocols will be established to maintain physical distance.

- All individuals will have their temperature taken upon arrival.
- Sanitizer stations will be placed at each entrance, and students will sanitize hands upon entry.
- Students will go directly to their first period class or designated location upon arrival.
- Parents may not accompany students into the building.

### Dismissal

- Dismissal times may be staggered to limit the number of students in hallways and exit areas at any given time.
- Sanitizer stations will be placed at each exit, and students will be encouraged to sanitize hands prior to exit.
- Parents picking up students during the day are encouraged to call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

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### Meal Procedures

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**In order to provide the safest accommodations for your child’s nutritional needs, students will be required to follow these specific guidelines:**

- Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.
- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat.
- Meals may be packaged as “grab and go” to ensure ease of pick up and transport to eating location.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.

### Breakfast

- Students will be served a “grab and go” meal after completing the screener. There will be floor decals to assist with physical distancing. This will minimize the congregation of students as they enter the building at different times. Students may be required to eat in their classrooms.

### Lunch

- Lunch may be served in the classroom or cafeteria.
- Students will enter cafeteria lines on an interval schedule. Floor decals will be used to promote physical distancing.

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## Off-Campus Student Activities

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- When possible, schools will limit students from leaving and returning to campus after school prior to travel or start of extra-curricular or co-curricular activities.
- Student participation in off-campus activities (examples: Math and Science Team, Robotics, Academic Team, Speech Team, etc.) will only occur in person if specific guidance is provided by an authorized school official.

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## On-Campus Activities

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- Any school-wide events approved to be held on campus need to adhere to social distancing requirements.
- School-wide events may be live streamed or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces, or multiple meeting opportunities will be provided.

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## Instructional Models

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**Calloway County Schools is aware of, and acknowledges, the challenges faced by students and families when choosing in-person classroom instruction or distance learning. The district ensures that educational decisions are built to support all populations of students with a focus on student progress on standards and the continuation of learning. The following instructional delivery models will be used during the 2020-2021 school year.**

### In-Person Classroom Instruction

The first, and most effective, method of instruction will have students at school receiving face-to-face instruction from a teacher. Safety expectations will be implemented (Social Distancing, Personal Protective Equipment, Screenings, Sanitation and Environmental Factors, and Contact Tracing) to provide students and staff with the safest learning environment possible.

### Distance Learning

This method of instruction will allow students to receive instruction while not attending in-person. This method of instruction will include a digital, online option and a hard copy alternative.

**Digital, Online Learning:** This method will include a digital online option that will be facilitated by a CCSD teacher and utilizes a learning management system, Campus Learning. The Calloway Online Virtual Education (The COVE) will be used for students in grades K-5. Students in grades 6-12 will utilize Courseware created by Edmentum for their online curriculum.

**Instructional Packets:** For those that do not have an Internet connection or do not have reliable Internet, this method will use hard copy paper packets as the main avenue of instruction. Families will be required to pick up and deliver work to and from the school on a scheduled basis. Support will be provided by a CCSD teacher and additional assistance will be available through an afterschool Extended School Services (ESS) program.

### **Nontraditional Instruction (NTI)**

Nontraditional Instruction (NTI) occurs when **ALL** students in the school district are involved in distance learning. NTI days can be completed through online instruction or using hard copy instructional packets. NTI days can be used in the event of inclement weather or large amounts of illness.

#### **Teachers will:**

- Elementary teachers (K-5) will use the Calloway Online Virtual Education (Laker COVE), and middle school and high school teachers (6-12) will use Courseware from Edmentum to prepare for in-person instruction and Distance Learning.
- Ensure that at least 2 daily assignments are entered in the gradebook each week that are comparable between in-person instruction and Distance Learning.
- Ensure that at least 3 assessments are entered in the gradebook for each quarter that are comparable between in-person instruction and Distance Learning.
- Introduce the Distance Learning online platform to in-person students during the first week of school.
- Have in-person students use the Distance Learning online platform at least once a week to become accustomed to it in the event school must return strictly to online learning. (Examples: Use for a homework assignment or for blended learning.)
- Plan office hours to assist students/parents in the Distance Learning platform.

#### **Parents/Guardians will:**

- Choose delivery of instruction: In-person or Distance Learning.
- Ensure his or her student(s) complete daily assignments to meet student participation requirements as defined by the Kentucky Department of Education.
- Maintain communication with your child's teacher by phone, email, and/or online meetings to create a learning partnership between student and school.
- Ensure a distraction-free environment for student(s) to complete assignments.
- For students participating in Distance Learning, parents/guardians will be responsible for picking up and dropping off student resources on designated dates (TBA).

## Students will:

- Be allowed to switch from in-person to distance learning once during the semester. A student who switches must remain on distance learning for the remainder of the semester.
- Be allowed to switch from distance learning to in-person at any time during the semester. *(If a student is placed on quarantine, they may be placed on distance learning.)*
- Complete assignments that are due daily or at teacher discretion.
- Be able to attend virtual ESS tutoring sessions as needed.

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## Grading

**Grading for all Distance Learning courses will follow the same grading policy as the courses in the in-person model. Grades will reflect effort and accuracy of submitted assignments. Courses that earn high school credit will count in GPA calculation and class rank.**

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## Murray/Calloway County Area Technology Center

The Murray/Calloway County Area Technology Center will follow their re-opening plan.

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## English Learner (EL) Program

Students already served through our EL program will continue to receive language supports as designated by their EL plans. New enrollees indicating a language other than English on the Home Language Survey must be assessed with the W-APT or WIDA Screener in order to determine eligibility in our English Learning program within two weeks of enrolling in school.

All potential English learners (ELs) must be properly identified and parents notified within 30 calendar days if the student enrolls at the beginning of the school year and within 14 calendar days if enrolled after the start of school.

Even when parents are opting for distance learning for their child, campus staff will request that new students come into the school to be screened for eligibility in the EL program. In the interest of social distancing, all guidelines will be followed to ensure student safety while determining student eligibility.

Students who meet exit criteria and no longer require EL services will continue their studies in Calloway County Schools under “Monitor” status.

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## Exceptional Learners

- Students already served through special education services or Section 504 will continue to receive supports outlined in the IEP or 504 plan.
- Students with disabilities will continue to have equal access to the same opportunities as the general education student population, including the provision of FAPE.

- Each student with a disability, to the greatest extent possible, will receive the special education and related services identified in the student's IEP developed under IDEA, or a plan developed under Section 504.
- Admission and Release Committees (ARCs) will convene and make appropriate recommendations to meet individual students' needs to ensure continued growth in the educational curriculum and on IEP goals and objectives.
- Section 504 teams will continue to conduct initial, annual, and re-evaluation meetings.

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### **Gifted and Talented**

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- Elementary Gifted and Talented students who choose in-person instruction will receive services via a weekly pull-out program with the gifted resource teacher. Students on distance learning will receive services via a virtual learning platform.
- Middle and high school Gifted and Talented students will receive services via accelerated classes; cluster grouping based upon interests, needs, or abilities; extension/enrichment classes; and/or collaboration among the regular classroom teachers and the gifted resource teacher. Students may engage in small group instruction, project-based learning activities, or independent study options. High school students may also receive services via dual credit classes. These services may be provided in person or through distance learning.

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### **Distance Learning Schedule**

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**During Distance Learning, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If your student is struggling with time management, he or she should contact his or her teacher for additional assistance.**

**In keeping with our identity as an outstanding school district, teachers will structure the instructional day to follow their campus bell schedule. Teachers will be available from 8:00 a.m. to 3:00 p.m.**

**Students will also be able to access teachers remotely (i.e. phone call, virtual meeting) for additional assistance through ESS services in the evening.**

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## **Safety in the Classroom**

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### **Classroom Configuration**

- Desks or tables will be socially distanced as much as instructionally possible. Students are spaced 6 feet apart when possible. All students will be facing the same direction.
- When possible, eliminate communal supplies. Shared supplies will be sanitized between use.
- Remove blankets, pillows, classroom rugs, and other shared non-essential items from the classroom.
- Recommended procedures in the Healthy at School document will be applied to all classroom settings when possible and appropriate.

### **Collaborative Work and Projects**

- When possible, technology will be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining social distancing.
- It is required that students who work in pairs or groups wear a mask when social distancing cannot be maintained.

### **General Classroom Supplies**

- Signage will be posted in all classrooms regarding protocols.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available to limit student and staff movement.

### **Physical Education Classroom Protocols**

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms to limit social distancing.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment will be minimized.
- Sanitizing areas and access to handwashing will be provided.

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## Extra-Curricular Activities

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**In-person instruction is the most academically effective option for students. Due to COVID-19, we completely understand why some students/parents are not comfortable with this option and may select Distance Learning to ensure the medical safety of their family. Therefore, students will be allowed to participate in Extra-Curricular Activities regardless of their method of instruction.**

### Athletics

- Athletic practices and contests will be conducted following safety protocol provided by guidance from CCSD, Kentucky DPH, Calloway County Health Department, and the KHSAA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities, and equipment will be sanitized on a regular basis.
- Locker room use will be determined by DPH, local health department, and KHSAA. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by CCSD and KDE.
- Spectator attendance at games and contests may be limited based on DPH, local health department and KHSAA guidelines. Ticketing for events may be utilized to control capacity of facilities as mandated by DPH, local health department and KHSAA guidelines
- Event procedures will be in place to minimize in-person interactions.
- Separate entrances and exits may be utilized.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concession items and/or sales will be limited to encourage social distancing and to follow health and safety guidelines.
- Booster club meetings are recommended to be held virtually.

### Band/Choir

- Large group practice sessions, sectionals, and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., DPH, local health department, KDE, KMEA etc.)



- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., DPH, local health department, KDE, KMEA etc.), including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- Booster club meetings are recommended to be held virtually.

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### **Communications regarding COVID-19**

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**CCSD has worked collaboratively to establish guidelines that provide a healthy learning environment for staff and students as we enter the fall of 2020. CCSD has developed a comprehensive logistical plan for all facilities including daily operations that utilize effective disease mitigation strategies to promote a healthy environment for all CCSD students and staff. We will continue to disseminate information as the situation evolves.**

**Refer to the Kentucky Department of Education COVID-19 webpage for additional resources:**

**[KDE COVID-19 Resources](https://education.ky.gov/comm/Pages/COVID-19-Updates.aspx) at <https://education.ky.gov/comm/Pages/COVID-19-Updates.aspx>**