

Livingston County School District 2021-2022

Safe Return to In-person Instruction & Continuity of Services Plan



Reaching Excellence Daily
LIVINGSTON COUNTY SCHOOLS

Introduction

The vision of the Livingston County School District is to Live RED – Reaching Excellence Daily. We are excited to start this school year and are committed to providing rigorous, engaging and differentiated learning to every student, every day., We understand that providing a safe and healthy learning environment for our students and staff is also a top priority.

Guiding Principles

- Ensure flexibility to the extent possible to meet the needs of all students, families and staff
- Effective and open communication with all stakeholders
- Protect the health and safety of students and staff
- Provide rigorous, engaging and differentiated learning ensuring standards are taught and mastered
- Provide social-emotional learning and supports for students and staff
- Adhere to guidelines from the state and local health officials
- Respect choices for personal health and preferences
- Recognize unprecedented circumstances may arise that will need to be accommodated

Health & Safety

The safety and well-being of our staff and students is our #1 priority! The district will follow the guidelines and recommendations of all state and local public health officials at all times to ensure everyone is working and learning in a safe environment.

Staff/Student Guidelines

As outlined by state and local health officials, the following guidelines will be implemented:

- Masking
 - The Kentucky Department of Public Health requires that masks be worn on public transportation, including buses operated by public and private school systems. For all persons two years of age or older unless otherwise exempted.
 - Staff and students who chose to wear a mask indoors are welcome to do so.
- Provide adequate hand sanitizer (containing at least 60% alcohol) and encourage hand washing (soap and water for 20 seconds)
- Ensure proper sanitation
- Ensure sick students, teachers, or staff stay home if they are having fever and/or symptoms of COVID-19, including:
 - Fever or feeling feverish (e.g., chills, sweating)
 - New cough
 - Difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of taste or smell
- Ensure persons who test positive for COVID-19 self-isolate away from school for 10 days after the start of their illness (or testing date) or otherwise follow the direction of the local public health department about when it is safe for them to be around others. COVID-19 test results that involve use of an “at-home” test kit and for which the specimen collection is not monitored by a trained healthcare provider are not reportable to public health. Students, teachers, or staff who test positive for COVID-19 through a non-medically proctored “at-home” test should self-isolate and obtain an additional test from a medical provider to confirm the result.

- Encourage sick staff/students to consult with a health care provider to be tested and instruct to isolate at home until they receive their test result. Sick students, teachers, or staff who are not tested for COVID-19 may return when their symptoms resolve.
- Quarantine and contact tracing
Schools should work with the local health department to facilitate case investigation and contact tracing to identify individuals who have had close contact with a person diagnosed with COVID-19. A close contact is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes while the person was considered contagious.
 - Exception: In the K-12 indoor classroom setting, the close contact definition excludes students who were at least >3 feet away from an infected student if both students were engaged in consistent and correct use of masks and other K-12 prevention strategies were in place. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.
 Unvaccinated students, teachers, or staff who are identified as close contacts should be instructed to self-quarantine regardless of whether the exposure occurred within or outside of the school setting. Quarantine may be discontinued when the local public health department determines the individual is safe to be around others or:
 - After day 7 if the individual is symptom-free and receives a negative COVID-19 test 5 days or later after the last date of exposure to the case.
 - After day 10 without testing if the individual is symptom-free.
 Fully-vaccinated* persons do not need to quarantine following an exposure to a person diagnosed with COVID-19 if he/she is not experiencing symptoms.
 *>14 days have passed since receipt of the Janssen (J&J) vaccine or the second dose of Pfizer or Moderna vaccine.
- Protect the privacy and confidentiality of students and staff at all times

Mask Exemption

Students who provide the school with a medical exemption from a licensed medical professional are not required to wear a mask on the bus. In order for the mask requirement to be waived for transportation, the parent/guardian must provide the school with a letter from the physician. It must include the following:

- Student Name
 - Date of Birth
 - Medical reason the student cannot wear a mask
 - Signature, Printed Name, and Date of the Physician
- The statement must be on the physician's office letterhead.

Visitors to School, Field Trips, and other information

- Adhere to state and local health officials' guidance regarding group gatherings
- Students should have seating assignments and corresponding documented list in all locations to include, but not limited to: classrooms, cafeteria, and buses

Teaching and Learning

We are excited to return to as close to "normal" routines as possible for the upcoming school year.

Option A: Return to Normal or Traditional Instruction

Students and staff will return to a normal daily schedule of attending school in-person.

Option B: Non-Traditional Instruction (NTI) – Districtwide

The Kentucky Department of Education has allowed districts to apply for 10 NTI days to be used during the 2021-2022 school year. The commissioner of education may grant up to the equivalent of ten (10) student attendance days for school districts that have a Non-Traditional instruction plan approved by the commissioner of education on days when the school district is closed for health or safety reasons.. The Livingston County School District was approved for the use of 10 NTI days and will utilize technology for virtual/online learning instruction when possible.

Truancy

All students are expected to attend school each day.

Communication for Student Progress

Regular communication for parents/guardians around student progress is essential at all times but particularly during this time. Parents/guardians are encouraged to use Infinite Campus parent portal for all K-12 students. The IC parent portal can be downloaded as an app on a smartphone and provides access to student information for the parents.

Instruction

Use of School-Owned Technology

All schools should develop a process as it relates to technology device check out based on student need as well as available technology. When checking out devices, please follow the district agreement and have students/parents sign and complete the Electronic Device Usage Agreement Form. It is highly recommended that if students have been assigned district/school owned digital devices, they take those home with them every night in order to avoid being without them due to a sudden closure.

The district will assist staff/students with internet connectivity at home if needed to the maximum extent possible. Individuals needing assistance should contact the District Technology Coordinator.

Student Instructional Materials

Due to the sudden nature of intermittent closures, it is highly recommended that students take all instructional materials (i.e. books, devices, personal belongings) home in the evenings.

Gifted and Talented

All GT students should still be receiving services as identified in their GSSP.

Preschool/Headstart

- Home Visits: Two “home visits” will be required, but at this time they will not be conducted in the homes. Please encourage them to reach out virtually or through a phone call to make contact with parents and orient them to preschool. As with all parent contacts a log should be maintained.
- Required Parent Engagement Events should be completed virtually when possible.
- Screenings: Preschool Screenings will be held this year by the preschool teacher and instructional assistant at the home school, with one appointment scheduled per hour. Hearing/Vision Screening will be completed at the referral stage. Mass screenings will be scheduled, if possible, during spring and summer.

- Masks: Preschool students are required to wear masks while riding the school bus unless the child has a medical waiver. The medical waiver must be on file at the school.

Dual Credit Courses

Dual credit courses will continue to be provided to students. Please check with the guidance counselor for more information regarding this topic.

Work Based Learning

Students will be placed as state and local health officials and businesses allow. Arrangements may be made, or alternative assignments may be offered when students are not allowed at the business.

Extended School Services

ESS services will continue to be provided in accordance with each school's ESS Daytime Waiver Form.

Certified Evaluations

During the 2021-22 school year, the regular certified evaluation schedule will be followed.

Assessment

Guidance on Assessing and Evaluating Students' Academic Readiness

Identify/utilize assessments to support meeting the needs of all students based on curriculum gaps and to ensure mastery of content for all students, regardless of the option being implemented.

- **Types of Assessments**
 - STAR & AIMSweb assessments
 - Classroom:
 - Exit Slips
 - Summative Assessments
 - Interim:
 - Common Assessments
- **Administration of Assessments:**
 - STAR is web based and can be implemented virtually.
 - Classroom assessments can be administered either paper/pencil or administered through an online platform such as Microsoft Teams/Forms or Google Forms.
 - Common Assessments may be administered electronically through Microsoft Teams/Forms and/or Google Forms.
- **Determine how data will be utilized to adjust instruction to meet the needs of all students regardless of option being implemented**
 - **Analyze the Data**
 - Work as PLC teams to determine student needs and identify curriculum gaps.
 - It is very important to remember that some students have not received in-person instruction in the school building since March 12, 2020.
 - **Interpret the Data**
 - Which students have excelled?
 - Which students have remained steady?
 - Which students have regressed?
 - **Develop Plans**
 - Which students need enrichment?
 - Which students have deficits?
 - Use of school-wide system for progress monitoring
 - Use of Curriculum Maps
- **Other factors for schools to consider:**

- Scheduling of Assessments
- STAR, AIMSweb and Common Assessments may need a staff member to proctor the testing for those not face-to-face
- Accessing technology devices
- Internet access for students working virtually
- Paper versions available (i.e. accommodations, those without internet access)
- Face-to-face testing as an option for those participating virtually

Consideration of Students Receiving Special Education, 504 and Intervention Services

Guidance for Special Education Case Managers on Re-Entry Guidance for ARCs and Evaluations Delayed Due to School Closure

- ARCs and evaluations delayed due to school closure need to be completed within 45 school/business days of re-entry.
 - **This statement should be placed in the conference summary for ARCs which were unable to occur:**

Due to the COVID19 pandemic, school closures, and Non-traditional instructional days, formal in-person meetings were not able to occur. Due to these extreme circumstances, phone conferences were offered, and either not appropriate, or not desired by the parent. In order to allow full participation of the parent in the educational process, the required timeline could not be met, and was postponed by agreement between the parent and the school.
 - **For ARCs due to missed evaluations, this statement should be placed in the conference summary:**

Due to the COVID19 pandemic, school closures, and Non-traditional instructional days, formal in-person observations and assessments have not been able to occur as part of the evaluation process. As these were a necessary part of the evaluation process, the evaluation could not be completed within the timeline. Due to these extreme circumstances, the evaluation will be completed within 45 school/business days of the date formal observations can occur.

Guidance for Progress Monitoring for Regression Due to School Closure

- Assess students for baseline within 6 weeks of re-entry or by October 1.
- After baseline data is collected, special education staff should analyze and determine which students show regression/loss of skills and require an ARC. Questions to consider:
 - Based on the progress monitoring data collected over the past six weeks:
 - Is the regression due to missed services?
 - Are compensatory education services necessary?
 - What are the recommendations for compensatory education services?
- Set up ARC for students who showed regression/ or loss of skills due to the COVID-19 pandemic and may require compensatory education services.
 - ARCs should discuss the impact of the loss of skills that may have occurred as a result of the COVID-19 pandemic (i.e. Orientation/Mobility Services, Speech Sound Production Services, Social Skills in Group Settings, etc.)
 - Determine need for services based on regression. Use comparison of data taken on IEP goals/benchmarks prior to March 12 and baseline after re-entry.
 - ARC should document if missed services were due to parent choice not to participate. Add statement for conference summary.

Guidance for Medically Fragile Students

Students who are medically fragile or other high risk populations will be contacted to schedule an ARC to discuss options for learning for the 21-22 school year. These options could include:

- Home Hospital if the student meets requirements
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- Comparable Access to in-person instruction following Re-Entry guidelines
- Shortened school week
- Increased Access, based on student need, for an alternative instructional model

Social Emotional Learning

During the first few weeks of the school year, it is suggested schools increase the Social Emotional Learning (SEL) amount of time. This recommendation is made because students will be dealing with a new normal as it relates to school and it is important to strengthen their self-awareness so students can better adapt to the changes and normalize their thoughts and feelings. During re-entry the focus for SEL instruction should be on understanding the changes to school for safety (wearing a mask, following universal masking guidelines noted previously, and social distancing), belonging and connection, and resilience.

Parents and Guardians

Our world looks different. Parents and guardians may see changes in their child as they return to school. The National Association for School Psychologists (NASPP), has created a resource for parents and or guardians to help support their children with changes in everyday life due to COVID-19. See [Helping Children Cope with Changes Due to COVID-19](#).

Operations

Human Resources

With our focus on safety and well-being of all staff and students, staff are expected to report to work and perform assigned duties while following the guidelines and guidance provided by the Livingston County School District. If a staff member is exhibiting symptoms of COVID-19 or other illness, the employee is expected to stay home and utilize existing leave balances such as sick leave or personal leave to recover.

In the event an employee is unable to report to work because of personal COVID-19 illness or lack of childcare for dependent children because of COVID-19, the employee shall contact their supervisor to discuss available options as defined by District policies and/or State/Federal law. Decisions will be determined based on medical certifications/documentation from employees' physicians or documentation from schools or childcare providers who are closed/unavailable due to COVID-19. In general, available options to be absent from work due to COVID-19 are:

District Policies

- Sick Leave (03.1232 for certified / 03.2232 for classified)
- Family and Medical Leave (03.12322 for certified / 03.22322 for classified)

Telework

Should state and/or health officials require in-person classes to cease or an employee is required to physically be absent from the work environment due to COVID-19 provisions per the FFCRA, some, but not all, employee types may be asked to telework. Some District positions are not designed for telework, and in these cases, it may be necessary to explore other options.

Should an employee be required to quarantine by local health officials due to COVID-19, and the employee provides documentation of the quarantine requirement, telework may become an option for all employee types. Employees in this scenario shall contact their supervisor to determine a plan during the period of quarantine.

Student Teachers / Practicum Students

Student teachers and practicum students will be permitted for the 2021-22 school year with the expectation that these individuals follow the guidelines and guidance provided to all district employees.

The placement of college students for the purposes of classroom observations and student teaching is an agreement made between the college/university, instructor or student and the building principal. Once an agreement has been made, there are required procedures that must happen before a student can participate in observations or begin their student teaching assignment.

Facilities

The District will ensure all board owned property is maintained and cleaned frequently during the 2021-22 school year.

Cleaning Guidelines

- Hand sanitizer may be placed in multiple locations in every facility. (Washing hands is still the recommended best practice.)
- Improve facility cleaning to the greatest extent possible. In general, cleaning once a day is enough to sufficiently remove potential virus that may be on surfaces. High-touch and shared surfaces may require more frequent cleaning.
- Water fountains will be cleaned and sanitized frequently throughout the school day. If possible, students should provide their own reusable water bottles to be refilled with water throughout the day. This will reduce the number of students drinking directly from the water fountains.

Controlled Access

The district will take all precautionary measures to control access to our facilities following state and local public health officials' guidance. Nonessential visitors, volunteers, and activities with people who are not fully vaccinated should be limited, particularly when there is moderate-to-high COVID-19 transmission in the community.

Playgrounds

In order to utilize the playground areas safely the following actions shall be taken:

- Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building.

Indoor Air Quality

The district strives to maintain the highest level of indoor air quality possible. Improve facility ventilation to the greatest extent possible to increase circulation of outdoor air and increase delivery of clean air. Utilize outdoor spaces, where possible.

Transportation

The district is committed to safely transporting students in the fall utilizing the following protocols to promote student/staff safety.

- All persons two years of age or older unless otherwise exempted, are required to wear a mask when utilizing public transportation. Each bus shall have a supply of masks for those students who do not have one.

- Face masks/shields must be worn by bus drivers if they do not interfere with the health and safety of the driver.
- Students not required to wear a mask should sit in the front of the bus.
- Hand sanitizer will be available on each bus and may be utilized by students upon entering and exiting the bus.
- 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 approach to accommodate physical distancing for students in the loading/unloading process.
- It is recommended that parents/guardians and students follow state/local health guidelines while congregating at bus stops.
- Each rider shall have an assigned seat and to the extent possible seats will be filled from back to front when boarding.
- Preschool and kindergarten will sit toward the front of the bus.
- Students who live in the same household should sit together.
- The seat directly behind the driver may be left empty when possible.
- 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.

Transportation Staff

Drivers and Monitors

All drivers and monitors will wear a face mask or face shield unless they are vaccinated or are unable to do so and have been provided with a doctor's excuse.. A driver does not need to wear a mask if they are the only person on the bus. Staff may use gloves for any direct contact with a student.

Idle Buses/Between Runs

Surfaces and high-touch areas should be cleaned and disinfected between runs. Hand sanitizer quantity shall be checked before each run to ensure adequate amounts for use. Ventilate the bus to maintain air circulation when possible.

All drivers shall have sanitizing sprays and towels available to them, but will not store sanitizer or aerosol cans on the bus for safety reasons. All cleaning supplies must be out of the reach of students.

Food Service

Multiple meal service methods during a single meal service may need to be utilized with different groups of children within the school building. Methods may include serving meals in classrooms, serving meals in other areas in the building such as the gym, and providing grab and go meals in the cafeteria or hallway. The Livingston County Food Service Department is committed to safely feeding students using the following protocols to promote student/staff safety.

Staff

- Food service staff will have adequate training relevant to their assigned duties with an emphasis on the procedures for hand-washing, proper glove use, personal hygiene, serving safe food to students with food allergies, and cleaning and sanitizing food contact surfaces.
- Only kitchen staff and delivery personnel will have access to the kitchen and behind the serving lines.

Meal Service Environment

- Multiple meal service methods during a single meal service may need to be utilized with different groups of children within the school building. Methods may include serving meals in the cafeteria, classrooms, serving meals in other areas in the building such as the gym, and providing grab and go meals in the cafeteria or hallway.
- Limited menu options may be implemented to enable processes, as well as lunch rotations to be streamlined as much as possible.
- Principals, cafeteria managers and the food service director will develop a process to utilize for breakfast procedures at each school.
- Students may be assigned seats and must sit in assigned seat.
- Staggering meal service periods so that arrival and dismissal times limit the amount of contact between students in high-traffic situations.
- Hand Sanitizer will be provided in appropriate locations in the service area and cafeteria.
- Ensure adequate sanitation occurs between each lunch for tables or other surfaces when multiple groups of students will consume meals in the same location. This step may cause adjustments to a lunch schedule if eating in the cafeteria or other multipurpose space.
- Plans to accommodate students with disabilities or allergies will continue to be implemented.

Budgeting and Financial Operations

The district will follow protocols for tracking cost and expenditures for possible reimbursements including school meals, personal protective equipment, technology purchases etc.

Extra-Curricular Activities

The district will follow all state and local public health officials and Kentucky High School Athletic Association (KHSAA).