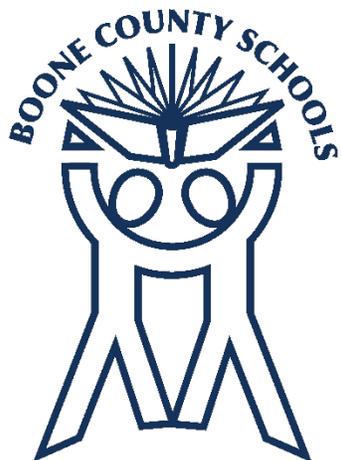


Boone County Schools

Boone County School District
2020-2021 Re-Entry Guidance Document



ACHIEVING EXCELLENCE TOGETHER

Message from the Superintendent

Dear Boone County Schools Community,

We strongly believe that students are best served academically, socially, and emotionally when their education occurs in person. However, as the physical safety of our students and staff is our top priority, our school district must therefore follow the recommendations supported by the Kentucky Department for Public Health. Ignoring this recommendation would be contrary to the central mission of our school district; effectively educating our students.

School closures have disproportionately impacted children of lower socioeconomic status, children with disabilities, English Learners and children in other marginalized groups. The reopening of schools was planned with equity in mind. Some challenges to ensuring equity in schools during the current pandemic that were addressed when developing our plan to reopen include:

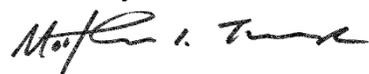
- Students and staff members may be immunocompromised;
- Students and staff members may face new mental health challenges;
- Students may have to provide childcare for siblings or work to support their families;
- Students may have learning disabilities or need accommodations that are impacted by COVID-19 control measures;
- Students may not have internet access or technology at home;
- Students and staff may have difficulty finding safe transportation to school;
- Students may rely on schools for food security;
- Students may not have access to face masks, hand soap, or other supplies that help maintain general hygiene at home; and
- Students and staff members may vary in their understanding of COVID-19 information.

Our district and school staff have worked diligently this summer to prepare for a safe 2020-2021 school year. Teachers and administrators have participated in professional development activities for creating highly-engaging virtual instruction activities in addition to effectively supporting the social and emotional needs of our students. Obviously, much can happen over the next six to eight weeks so our plans remain fluid and flexible. We will consistently revise and grow our plans based on our communities needs while focusing on the health and safety of all involved. Providing for the safest learning environment for our children during a pandemic requires a commitment from all involved. We as a school district take this responsibility quite seriously.

The challenges of our current times are extremely complex, difficult, and evolving. During this pandemic, we must work together as a community in order to meet the needs of all students and all families.

Take care of yourself, take care of your family, and take care of your community.

Sincerely,



Matthew L. Turner

Superintendent

Introduction

The Boone County School District is committed to in-person classes for the 2020-2021 school year with the option for parents to choose virtual learning if that is the best option for their family. This commitment is contingent upon the guidance of national, state and local health officials and the ability to effectively implement the strategies within this guidance document. While we stand ready and capable of providing instruction by alternate methods if required there is simply no replacement for in-person classes with regards to academic achievement, social/emotional support and peer to peer, peer to staff relationships. It is imperative that all members of our staff and our greater community understand while we are committed to in-person classes during the 2020-2021 school year safety is and will remain our number one priority. As a result, school during the 2020-2021 school year may be very fluid with decisions occurring often that may lead to changes to strategies and procedures outlined in this document. We ask that everyone commit to the guidance in this document as presented and if changed to ensure we have an opportunity to successfully educate our student's in-person to the maximum extent possible during the 2020-2021 school year. We extend a very special thank you to our parents, families and community for your continued patience and understanding as we continue to navigate this worldwide pandemic.

Purpose of Guidance Document

The purpose of this guidance document is to communicate best practice guidelines to ensure a safe and healthy 2020-2021 school year for all stakeholders. ***Each local school should utilize the information in this guidance document to create their own individualized re-entry plan to share with stakeholders.*** The guidance presented in this document created by district staff in collaboration with local health officials, school leaders and the district advisory committee to include parents, teachers and students. Additionally, surveys were utilized to ensure the district received information from all stakeholders.

We extend a special thank you to everyone involved in creating this guidance to help ensure that the Boone County Schools continue the focus to provide a world class education to all students even in fluid, unprecedented situations.

Guiding Principles

- Honor and safeguard the health and safety of students and staff
- Maintain fidelity of instruction ensuring standards are taught and mastered by all students
- Ensuring equity and access for all students
- Support the social-emotional learning and teaching needs of students and educators
- Adhere to guidelines from the state and local health officials at all times to mitigate unhealthy behaviors, reduce the spread of infection and protect the wellness of all individuals
- Respect choices for personal health and preferences when possible for mode of instructions, while asking such commitments be made for no less than a designated period of time to assist with staffing and other decisions, with exceptions allowed for unexpected health concerns
- Recognize unprecedented circumstances may arise that will need to be accommodated
- Communicating effectively with all stakeholders
- Ensuring flexibility to meet the needs of all students, while maintaining fiscal solvency

[KDE Healthy at School Guidance on Safety Expectations and Best Practices for Kentucky Schools](#)

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

Before returning for the 2020-2021 school year, **all staff** MUST complete a [COVID-19 Back to Work](#) document.

Staff/Student Guidelines

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

- Enforced Social Distancing (six (6) feet or more)
 - This element is essential to reduce the need for contact tracing if a positive case is identified in the classroom.
- Universal masking
 - Students who are enrolled in first grade and above and staff are required to wear a cloth face covering, unless medically waived.
 - Face shields do not take the place of a cloth face covering, but can be used in addition to a mask or if exempt due to age or medical waiver.

Masks should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

- Provide adequate hand sanitizer and encourage hand washing
- Ensure proper sanitation
- Conduct daily temperature/health checks of staff/students and visitors before/upon entering school property
- To the greatest extent possible, limit the cross transfer between special programs, students and school staff
- Staff and students will be expected to wear personal protective equipment (such as face coverings), as necessitated by state and local public health officials or individual preference (see Universal Masking above). Staff/students will be expected to provide their own cloth covering daily, unless exempt due to age or medical waiver. The district will maintain a supply for those who cannot obtain a cloth mask.
- Staff will be asked to sign the [COVID-19 Back to Work](#) document that requires them to:
 - Stay home if they are sick
 - Self-monitor their temperature daily and stay home if they have a temperature at or above 100.4
 - Email the [COVID-19 Back to Work](#) document to their school nurse. Any other employees at locations such as Central Office, Maintenance, Transportation, etc., will send their forms to Sarah Wolfe, sarah.wolfe@boone.kyschools.us .
- Boone County Schools will follow the procedures outlined in the [COVID-19 Decision Tree](#)
- Parents/guardians will be asked to sign the [COVID-19 Back to School](#) document that requires commitment to the following safety precautions:
 - Keep children at home if they are sick
 - Take student's temperature each morning and keep the child home if they have a temperature at or above 100.4. Temperature will also be checked at school.
 - Report to school nurse if their child has symptoms of COVID-19, a positive test for COVID-19 or were exposed to someone with COVID-19 within the last 14 days.

- Per CDC recommendations, the district will isolate sick individuals from well students and staff until they can leave the school.
- Protect the privacy and confidentiality of students and staff at all times
- Identify and notify students/parents/guardians who may have been exposed to communicable disease
- Follow state and local guidelines for staff/students identified with COVID-19 CDC [What To Do If You are Sick](#)
- Provide learning opportunities for students and staff regarding how to decrease the risk of exposure while at school/work, good hygiene practices, infection control strategies and basic information about COVID-19

IMMUNIZATIONS

Students participating in school virtually must still be compliant with required health documents and up to date on immunizations.

Social-Distancing/Reduction in Contact

Space planning solutions can be used to reduce transmission of contagious diseases through social distancing. Current guidance for social distancing is 6 feet or more. Boone County Schools will follow the guidance of all state and local health officials on social distancing.

- Designate entry points for arrival and dismissal of students to reduce contact and maintain social distancing to the greatest extent possible. If arrival or dismissal requires the need to “hold” students, social distancing in large spaces following room capacity calculator can be utilized.
 - Mask use is required unless age or medical waiver exempt
 - If “holding” students becomes routine, seat assignment is required.
- Assign school staff to designated entry points to take temperatures of arriving students
- Determine a process to manage students identified at entry with a temperature greater than 100.4, to be isolated from the group while maintaining confidentiality and privacy.
- All desk/seating should be arranged so students face the same direction
- Minimize the use of lockers/cubbies and/or assign appropriately to maintain social distancing during use.
- Recess and physical education, as much as possible, will occur outdoors (weather and space permitting) with students appropriately spaced to maintain social distancing
- Social distancing signage will be placed throughout facilities.

Mask Waiver

Students first grade and up who provide the school with a medical waiver from a licensed medical professional are not required to wear a mask. In order for the mask requirement to be waived, the parent/guardian must provide the school with a letter from the physician. [Mask Waiver Procedures](#)

Visitors to school, field trips and other information

- Limit non-essential visitors on school property and reduce congestion in common areas
- Field trips, assemblies and other large group activities should be canceled
- 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, cafeterias and buses.

[Visitors to School Screening Form](#)

Protocols have been developed for when students should be sent to the nurse and what should be handled in the classroom.

[When to See the School Nurse Guide](#)

Each school shall identify a dedicated First Aid Room (FAR), as well as an isolation room to separate students/staff who are ill from healthy students and staff.

[Isolation Room Procedures](#)

Transportation

- Parents shall take their student's temperature each morning. Any student exhibiting a fever should be kept home.
- There is no anticipation of any reduction in school bus services or school bus routes
- Students are required to wear a mask at all times while riding the bus
- Preschool students are not required to wear a mask while riding a bus
- At school bus stops, students will be loaded from the back of the bus to the front of the bus
- When possible, air flow will be increased on all buses (windows down)
- Hand sanitizer is available on all buses when entering the bus
- Assigned seating will be established on all buses
- Siblings or members of the same household will share the same seat
- Attendance will be taken prior to disembarking the bus
- Students will be off-loaded buses from the front of the bus to the rear of the bus
- School bus seat and touch points such as the step rail will be sanitized at the conclusion of the middle and high school runs and before the elementary school runs
- Increased sanitation protocols of buses will occur daily and weekly

School Building Cleaning, Sanitizing and Disinfecting

- Multiple hand sanitizing stations and dispensers are located throughout all schools (Handwashing is still the recommended best practice)
- Frequent cleaning of all aspects of schools and district building will occur throughout the day and each evening
- Frequently touched surfaces such as handrails and door knobs will be sanitized throughout the school day
- High traffic areas, such as restrooms, common areas and drinking fountains will be sanitized throughout the school day
- Sanitizing and disinfecting sprays and wipes will be provided to support classroom needs throughout the school day

Food Services

Full In-Person Instruction

GREEN STATUS

Meal Services

- Breakfast and Lunch meal services in all schools on a daily basis

- In-person students will not type in their ID code when purchasing a meal at their school. Food Service personnel will scan their bar codes or allow the students to verbally share their code for Food Service personnel to enter
- Wednesday – Five (5) days of breakfast and lunch meals can be ordered online weekly for pickup at all schools to support our 100% Virtual students from 11 am to 1 pm at all schools
- A variety of hot and cold meal options will be available every day for in-person students

In-Person & Remote Instruction

YELLOW STATUS

Meal Services

- Breakfast and Lunch meal services in all schools on a daily basis
- In-person students will not type in their ID code when purchasing a meal at their school. Food Service personnel will scan their bar codes or allow the students to verbally share their code for Food Service personnel to enter
- Tuesday – “A” group students sent home with three (3) days of breakfast and lunch meals at conclusion of Tuesday school day
- Friday – “B” group students sent home with three (3) days of breakfast and lunch meals at conclusion of Friday school day
- Wednesday – Five (5) days of breakfast and lunch meals can be ordered online weekly for pickup at all schools to support our 100% Virtual students from 11 am to 1 pm
- A variety of hot and cold meal options will be available every day for in-person students

Remote Instruction for All Students

RED STATUS

Meal Services

- Wednesday – Five (5) days of breakfast and lunch meals can be ordered online weekly for pickup at the following schools from 11 am to 1 pm:
 - Ryle High School
 - Camp Ernst Middle School
 - Conner High School
 - Boone County High School
 - Ockerman Middle School
 - Kelly Elementary School
- Students who attend Goodridge Elementary, Kelly Elementary, Yealey Elementary, Collins Elementary, Florence Elementary, Ockerman Elementary, RA Jones Middle, and Boone

County High School will receive all 5 days' worth of breakfast and lunch meals at no charge.

- Students who attend other Boone County Schools will be processed through the student's meal account status at the appropriate daily prices (free, reduced or paid)

Online Ordering Links

[Weekly Order Form English Boone County Nutrition on the Go Order Form](#)

[Weekly Order Form Spanish Boone County Nutrition on the Go Order Form](#)

If you have any questions or concerns, please contact Food Services at 859-282-2367.

Attendance/Participation

In accordance with Kentucky Department of Education Guidelines, Boone County Schools will be recording Student Participation in Infinite Campus for the 2020-2021 school year instead of recording Student Attendance. However, it is important to know that the Compulsory Education Law of Kentucky will continue to be enforced through student participation instead of student attendance. For all of our students, daily participation is the measure of the interactions between our students and their teachers in the instructional process. With that, it is important to know that this participation will be recorded for every student instructional day beginning on August 25, 2020 and running through the entire 2020-2021 school year. Therefore, if a student fails to participate in the instructional process at any time, the following actions are subject to be taken:

- The parent/guardian will be notified by the school the number of days that the student has not participated in the instructional process
- The school will communicate with the parent/guardian to identify the reason(s) as to why the student is not participating
- The school will work with the parent/guardian and the student to create a plan to overcome the reason(s) why the student is not participating
- After communicating with the school, if the student continues to not participate in the instructional process, then staff from the Office of the Director of Pupil Personnel will communicate to the parent/guardian that failure to correct the student's behavior immediately may result in legal action being taken by the school district in accordance with the Compulsory Education Law

Boone County Schools is taking every action possible to ensure that our students are provided the utmost quality education during these times, and we need all of our students to fully participate in the instructional process. Please make sure that your child is logging in every instructional day and participating in all class activities. If at any time that you identify an issue with your child participating, you may contact the administration at your child's school immediately. Let us all work together for the educational success of our students.

Mental Wellness and Social Emotional Learning (SEL)

As we reopen our schools, we do so with an understanding that the health, safety, and wellness of our students, staff, families, and the community is a priority in the decision making process. The Boone County School district employs a team of certified school staff who are thoroughly trained in all aspects of mental health and child development. This team consists of

school psychologists, school guidance counselors, classroom teachers, and intervention specialists, school social workers (Family Resource and Youth Service Center) and outside community agencies. This team works very closely on a daily basis regarding the ongoing physical and emotional functioning of ALL students.

We strive to provide an educational experience that allows each student to become college, career, and life ready. By adopting and implementing the five core social-emotional standards from the Collaborative for Academic, Social, and Emotional Learning (CASEL), we are able to provide students instruction in relationship skills, social awareness, self-awareness, self-management, and responsible decision making. By assessing students' social and emotional needs throughout the year, we can design and provide instruction to best equip each student to be the best version of themselves.

During the school year this team will collaborate to provide a variety of services to our students and staff. Below are examples of some of these services but not limited to that we will provide:

- Provide professional development focusing on the SEL Casel Standards, CDC guidelines, and mental health resources for teachers and adult staff in all departments of the school - teachers, bus drivers, cafeteria workers, support staff, custodians
- Teach/Co-teach social emotional learning strategies to help all students adjust to the changes in their environments.
- Provide individual counseling to students who express fears, loss, anxiety, and/or signs of depression.
- Distribute the SEL Assessment tool to all students to assess the mental health needs within the first four weeks of school. School Psychologists, Counselors, and FRYSC Coordinators, and Administration will develop a plan of action to address the results of assessment to help students in need. Students will be re-assessed later in the school year as well.
- Consult with classroom teachers about student needs and develop classroom guidance lessons as appropriate to the age and grade level.
- Refer students to outside counseling as needed.
- Work with administration to develop communication strategies for outreach to all parents and students.

Teaching and Learning

Instructional Models

 Option 1: In-Person Instruction	 Option 2: Virtual Instruction
 <p>FULL IN-PERSON INSTRUCTION - When COVID-19 safety alerts have subsided - When safety guidelines are reduced or eliminated</p>	<p>100% VIRTUAL</p>
 <p>IN-PERSON & REMOTE INSTRUCTION - When COVID-19 safety alerts are in effect - When guidelines from state are in place - Our schools may use a hybrid schedule to safely reduce the number of students in a school at a given time.</p>	<p>100% VIRTUAL</p>
 <p>REMOTE INSTRUCTION - When COVID-19 safety alerts are at the highest level - School buildings are closed</p>	<p>100% VIRTUAL</p>

- **Option 1: In-person Instruction-** Students (P-12) returning to in-person instruction will return to the building with appropriate health and safety measures for the current state of the pandemic. The schedule could include:
 - **GREEN STATUS:** Full return to the building on a regular schedule
 - **YELLOW STATUS:** Return to the building on a hybrid or blended schedule that consists of in-person instruction and remote online instruction. Examples of a hybrid schedule could include an alternating day or alternating week type of in-person schedule
 - **RED STATUS:** Full remote instruction until in-person classes can resume

- **Option 2: Virtual Instruction-** Students (p-12) receive full virtual instruction. Digital tools and programs utilized:
 - **Elementary**
 - **Preschool** virtual will be 1.5 hours (90 minutes) of online instruction Monday thru Thursday. Classes will run synchronous with an AM class and a PM class.
 - **K-5** will include Lexia, Reading Plus, Dreambox, Mystery Science, Social-Emotional Learning (SEL), Google classroom platform
 - Other tools could vary by school to support individual students
 - **Middle and High School**
 - Edgenuity, Social-Emotional Learning (SEL), Canvas platform
 - Other tools could vary by school to support individual students
 - Up to 4 hours online requirement, five (5) days a week
 - Semester commitment required
 - Taught/supported by Boone County certified teachers

- **Curriculum**
 - **Elementary-** teacher created instruction in reading/writing, math, science and social studies, using both school programs and blended learning programs that align to priority standards and BCS pacing guide. Assignments will be housed in Google Classroom
 - **Middle and High-** teacher create courses in Canvas, implementing the district priority standards

- **Instruction**
 - Use of school-owned technology and Instructional Materials
 - Use to access/create/post appropriate digital content related to school assignments per the district's Acceptable Use Policy
 - Avoid online resources that are inappropriate, offensive or illegal (school devices are filtered)
 - Responsible for proper care and security to ensure the device is returned to school in appropriate conditions.
 - Blended Learning Tools
 - Elementary- District wide use of Dreambox, Lexia/Reading Plus, Mystery Science and school specific programs
 - Middle and High- Schools have various blended learning tools. These include Edgenuity, LearnZillion, NewsELA, EverFi, IXL, along with a host of other software programs for students and teachers

- Assessment
 - The STAR, CERT and CASE (universal screeners and benchmark assessments) will be used as tools “for” learning. They are administered during the school year, at intervals when teachers can use the data to improve students’ mastery of the learning standards.
- Interventions
 - Students who demonstrate gaps in reading and/or math will receive interventions (Rtl) in addition to the virtual or in-person classroom instruction. Provided interventions could include Lexia, Reading Plus, Orton-Gillingham, Fast ForWord, Do the Math, ST Math, Dreambox, etc. and will be done in a small group or one-on-one setting. Interventions may be done with the classroom teacher or an interventionist (Rtl teacher). The selected intervention and the teacher identified to give the intervention is dependent upon each student’s needs and will be communicated to the families by the school.
- **Special Education / 504**
 - Special Education students will continue to receive services and accommodations according to their plan. Teachers will communicate with families to discuss learning remotely or in a virtual setting. Students who have opted to learn virtually may need to have an ARC meeting, so all stakeholders can discuss individualized implementation of the IEP and adjust to ensure all items can be implemented in a virtual setting.
 - Accommodations under Section 504 are intended to provide students with access to educational services and programs. As a result, the need for accommodations for virtual students must be an individualized assessment and may not be necessary in all cases. 504 team meetings will be convened to update student 504 plans where determined necessary by the Section 504 team or as requested by the parents.
- **English Learners**
 - EL students will receive instructional and assessment accommodations according to their Program of Service Plan (PSP) from all teachers that work with them.
 - EL teachers and para educators will provide additional and specialized instruction and support according to the students’ language development levels and needs. These services and supports will take place within the classroom setting during in-person instructional days.
 - Students may have additional online teaching times with EL teachers and para educators during their remote learning days.
- **Gifted and Talented**
 - Pre-Assessment to determine level of achievement and content mastery will be key to developing plans for addressing the needs of high potential learners (i.e. Primary Talent Pool) and gifted learners.
 - Primary Talent Pool (PTP) students in grades K-3 who are enrolled in the flexible in-person instruction model will have opportunities to develop their academic potential through differentiation and extensions provided by the classroom teacher(s). Students enrolled in the virtual instruction model will have access to digital tools and programs,

facilitated by their online teacher, which provides opportunities for students to make continuous progress and develop their interests, needs and abilities.

- Access to advanced course materials to ensure appropriate placement and pacing in various platforms will be taken into consideration by school personnel. Supplemental programs (e.g. Edgenuity, Khan Academy, etc.) may be used to meet individual needs.

- **Preschool**

- **Preschool Hybrid:** The Preschool Hybrid options includes in class instruction 1 day per week for an extended time of 4 ½ hours. Since preschool students are not required to wear masks, and to avoid cross contamination of the classrooms, we will split the AM and PM groups in half, lowering the number of students significantly for each group to a maximum of 10. Each group will attend in person one day per week for 4 ½ hours from 8:45 am – 1:15 pm. In addition, teachers will give online instruction to specific students on Wednesdays as scheduled by the teacher. Parents will also have access to online resources and video lessons to work with students at home. See the example of the preschool schedule:

AM = Group A 10 children maximum 4/12 hours Monday	AM = Group B 10 children maximum 4/12 hours Tuesday	Wednesday- Online instruction, deep clean/disinfection of classroom, planning	PM = Group A 10 children maximum 4/12 hours Thursday	PM = Group B 10 children maximum 4 ½ hours Friday
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- **Preschool Virtual:** Students will receive synchronized online instruction 1 ½ hours a day, Monday through Thursday. Students will be grouped into an AM session and a PM session for instruction at the same time everyday via an online platform. There will be a maximum of 20 students in each AM and PM session.
- **Social and Emotional Learning (SEL):** Meeting our students’ social and emotional needs is a top priority in Boone County. Throughout the upcoming school year we will be assessing our students’ social and emotional needs and then designing instruction to meet those needs.
- **Early College:** Early College will be synchronous through Gateway. Students will need to log onto their courses at the scheduled time. Any lab classes will meet in person at Gateway. Fire Science will meet in person. Bussing will be provided for students in the lab classes.
- **Dual Credit:** Dual Credit classes will meet as determined by their home school schedule and plan.

Hybrid A - B Model

A Group

B Group

In-Person	MONDAY	Remote
In-Person	TUESDAY	Remote
Remote	WEDNESDAY	Remote
Remote	THURSDAY	In-Person
Remote	FRIDAY	In-Person



Revised 9/2/2020