

# Return to Learn Plan



2020-2021 SCHOOL YEAR

AS OF  
July 31, 2020

TRADUCCIÓN DISPONIBLE EN ESPAÑOL  
الترجمة متوفرة باللغة العربية  
اردو میں دستیاب ہے





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# Return to Learn Plan

Message from  
Superintendent Yaw Obeng

HMC-1 families,

This is a complex and historic time. Very little of our daily life has been “normal” over the past few months. Despite these complicated times, I want you to know that we are doing our best to add some normalcy for students as best we can.

The safety and health of all students and staff is a priority. The commitment to keep our community healthy will drive every decision we make. The process for developing the district’s Return to Learn Plan has included listening to a wide-range of voices including many parents and staff. Additionally, the district formed a task force that included parents, staff, and community members. The leadership team has been focused on bringing the best strategies in the country and around the world in developing the plan.

Some, but not all, considerations evaluated as the plan was developed include:

- robust instruction for distance/virtual learning
- providing PPE for students and staff
- childcare needs of parents
- best health/hygiene practices
- utilization of space within buildings
- mental health and social, emotional impact on staff and students
- issues around food insecurity
- immunization
- extracurricular activities
- use of facilities, outside of instruction, such as playgrounds
- immune deficient students and staff
- identifying targeted student cohorts such as special education and ELL

This document provides a summary of the district’s instructional options for the 20-21 school year as well as important safety precautions put in place for both students and staff. As we proceed through the year we will provide biweekly updates on next steps and unanswered questions.

Thank you for your continued support for HMC-1 students.



## HMC-1

# "Return to Learn"

## Health Status Indicator

### RED STATUS

In place when current COVID data for Kansas City indicates cases are rising daily and/or a local outbreak occurs within our community.

### LEARNING MODALITY

Distance Learning - Students receive distance learning instruction while at home and can expect direct instruction from teachers through Zoom. *Note - Some students who receive special services may be allowed in school buildings for specialized instruction.*

### TRANSPORTATION

Transportation will only be provided to:

- Students who receive special services who may need to report to the buildings
- Secondary students who have parent permission to participate in extracurricular activities (in coordination with MSHSAA guidelines) and/or off campus programs
- Masks must be worn on the bus and assigned social distancing seating will be enforced.

### FOOD SERVICE

Families may pick-up meals at designated sites throughout the district.

### STAFFING

- Much like the inclement weather day plan, critical personnel identified will report, as instructed, when the district is in Red Status to provide critical services essential to the functioning of the district and serving the students and families of the Hickman Mills C-1 School District.
- Critical personnel include, but not limited to, the following:
  - Buildings and Grounds
  - Nutrition Services
  - Custodial Staff
  - Central Office Personnel
  - Building Level Administration
- Those staff reporting during a Red Status may be given an alternative work schedule to assist in the district's reasonable, best efforts in implementing preventative practices.
- Non-Exempt staff that may be working from home should continue to clock in and out through the time clock system and should not work more than their scheduled hours unless pre-approved by their direct supervisor.
- Those staff reporting to their job site during Red Status will continue to follow any safety guidelines/expectation in place.
- Certified instructional staff will carry out duties in accordance with the Distance Learning Plan as set forth by the Curriculum & Instruction Department.
  - Prior to the start of Red Status, and distance learning beginning, scheduled times will be provided to staff to come to the building to gather things they will need at their home for distance teaching.
  - District administration will monitor the status of the COVID-19 infection rate within the community. When deemed reasonable, times will be scheduled for staff to return to the building to trade out items from their work space as the distance learning model continues. These check-ins will be on-going as long as they are safely a viable option.



- During a Red Status period, staff whose normal job responsibilities are not able to be executed remotely, may be asked to assist in other support duties that may or may not be closely aligned with their normal job responsibilities as directed by District Administration.
- Families First Coronavirus Response Act (FFCRA) leave available to staff who qualify under the Act. (Through December 31, 2020)

#### **CHILD CARE/LINC**

Child care will be available for parents who are essential health care workers or emergency responders, who have children in 5th grade or younger who need supervision during the day. Spots will be limited and approved by the district. LINC will be available remotely to students in grades PK-9.

### **YELLOW STATUS**

In place when current COVID data for Kansas City indicates cases have plateaued and/or contained.

#### **LEARNING MODALITY**

Blended Learning - Students are assigned to two Groups: 1 and 2. Group 1 will report to school buildings on Mondays and Tuesdays and receive distance instruction on Thursdays and Fridays. Group 2 will report to school buildings on Thursdays and Fridays and receive distance instruction on Mondays and Tuesdays. Students in the same households will be assigned to the same group. On distance learning days, students will be expected to complete assignments/activities from home. Health and safety measures will still be in place including but not limited to: sanitizer, frequent hand washing, containment of students in home rooms, masks worn by staff and students, etc. Students who are enrolled in the HMC-1 Virtual Learning Program will continue to receive virtual instruction.

#### **TRANSPORTATION**

Transportation will be provided on days that students are reporting to the school building. Masks will be required and assigned seating will be enforced. Secondary students who have parent permission to participate in extracurricular activities (in coordination with MSHSAA guidelines) and/or off campus programs

#### **FOOD SERVICE**

Students will receive meals during in person report days; but may be required to eat in classrooms. Families may pick-up meals at designated sites throughout the district on distance learning days.

#### **STAFFING**

- All staff report to their assigned job duties as normal.
- Staff providing distance learning, under the Virtual Learning Program Option, will report to work, as normal, but possibly to an alternative location.
- Staff will continue to follow any safety guidelines/expectations in place when reporting to their job site.
- Families First Coronavirus Response Act (FFCRA) leave available to staff who qualify under the Act. (Through December 31, 2020)

#### **CHILD CARE/LINC**

Child care will be available for parents who are essential health care workers and emergency responders, who have children in 5th grade or younger who need supervision during the days when students are at home completing distance learning. Spots will be limited and approved by the district. LINC will be available to students on face to face report days.

### **GREEN STATUS**

In place when current COVID data for Kansas City indicates cases are decreasing and/or public officials deem “normal” instruction is safe.

#### **LEARNING MODALITY**

Students will receive face to face instruction. Health and safety measures will still be in place including but not limited to: sanitizer, frequent hand washing, containment of students in home rooms, masks worn by staff and students, etc.

#### **TRANSPORTATION**

Transportation will be provided on days that students are reporting to the school building. Masks will be required and assigned seating will be enforced.

#### **FOOD SERVICE**

Students will receive meals during in person report days; but may be required to eat in classrooms.

#### **STAFFING**

- All staff report to their assigned job duties as normal.
- Staff will continue to follow any safety guidelines/expectations in place when reporting to their job site.
- Families First Coronavirus Response Act (FFCRA) leave available to staff who qualify under the Act. (Through December 31, 2020)



# COVID-19 Data

**HMC-1 will begin the 20-21 school year in Red Status (Distance Learning) beginning Monday, August 24th. The district will remain in Red Status for the first quarter (October 21) and will start to re-evaluate the health status mid-quarter. Two weeks' notice will be given before a transition to the next health status.**

The most important consideration for distance, blended, or face to face instruction is the health and safety of our students and their families, as well as our staff members. As outlined below, the number of cases in the city continues to rise with 3,437 cases and 60 deaths as of July 28, 2020. The virus is disproportionately impacting the minority community.

## COVID-19 Trends Kansas City Missouri

Tuesday, July 28, 2020

Data provided and published by KCMO Health Department | Media Inquiries 816-719-3610 | Built with assistance from [DataKC](#)

3437

Cases

60

Deaths

197

Required Hospitalization

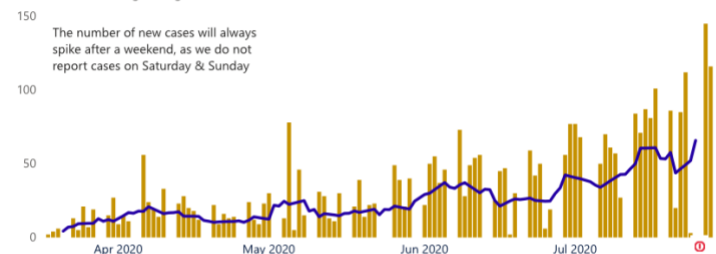
68.3K

Total Residents Tested

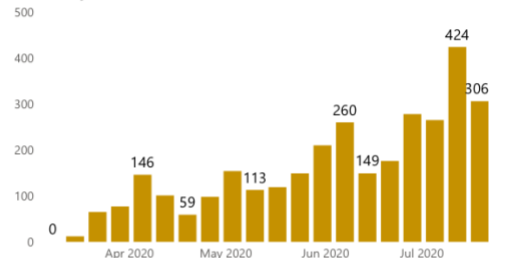


### New Cases by Report Date

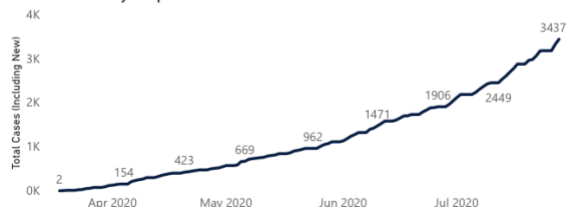
● New Cases ● Rolling Average



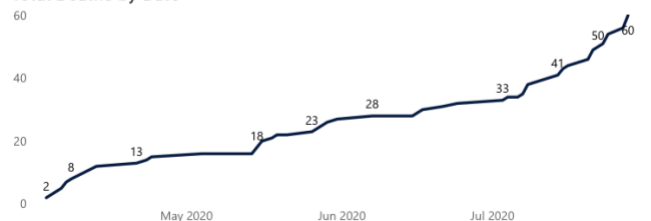
### Cases by Week



### Total Cases by Report Date



### Total Deaths by Date



**Note:** Data are based on information reported from case interviews, laboratories, and providers. Detailed data may not be immediately available for recently reported cases. Figures will be updated as information becomes available.

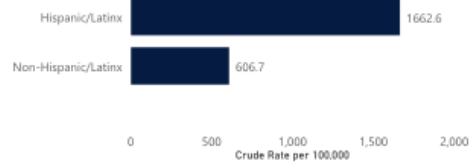
→ Testing Trends

## COVID-19 Case Demographics Kansas City, Missouri

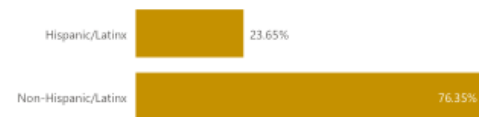
Tuesday, July 28, 2020



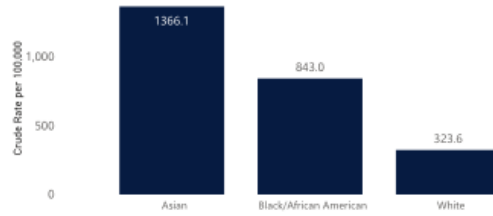
### Crude Rate per 100,000 by Ethnicity



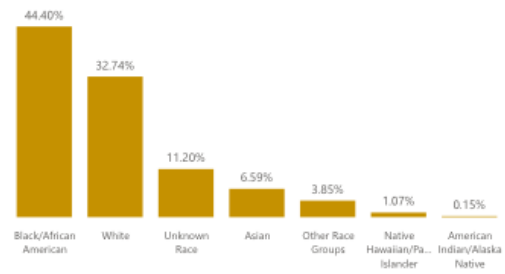
### Percent of Cases by Ethnicity



### Crude Rate per 100,000 by Race



### Percent of Cases by Race



Data provided and published by KCMO Health Department | Media Inquiries 816-719-3610 | Built with Assistance from [DataKC](#)

Geography →





## PK-12 Instructional Plan & Guidance

### [2020 - 2021 Instructional Plan at Glance](#)

HMC-1 will implement the status below based on current COVID data in Kansas City

#### **Traditional – Option A**

Distance learning only occurs in Red Status and students are assigned to a teacher from their home school. In Yellow Status students, will receive face to face instruction and distance learning. In Green Status students, will receive face to face instruction.

#### **Hickman Mills Virtual Learning Program – Option B**

The HMC-1 Virtual Learning Program is for families who will not transition students to face to face instruction as we transition from Red Status to Yellow or Green Status. Students will receive virtual learning instruction for at least one full semester and may not be assigned a teacher from their home school. The HMC-1 Virtual Learning Program will utilize a curriculum similar to the Traditional distance learning curriculum with the use of PLATO for elective secondary courses.

Traditional – Option A	Virtual - Option B
<b>RED STATUS</b>	
All teachers, PK-12, will provide distance instruction.	Hickman Mills Virtual Learning Program.
<b>YELLOW STATUS</b>	
Blended learning with precautions transitioning students back to buildings.	Hickman Mills Virtual Learning Program.
Strategy 1 – Students in primary grades (PK-2) may report to buildings for face to face instruction.	
Strategy 2 - All students (PK-12) may be assigned to two groups: Group 1 will receive	



<p>face to face (onsite) instruction on Mondays and Tuesdays. Group 2 will receive face to face (onsite) instruction on Thursdays and Fridays. When students are not physically in the school building, they will have assignments/activities to complete at home through distance instruction. Wednesdays will be reserved for deep cleaning of the building. See sample schedule below.</p> <ul style="list-style-type: none"><li>• Parents take temperature before a student reports to school</li><li>• Students wear masks on bus</li><li>• Students wear masks in common areas</li><li>• Students and staff will strive for 6 feet of separation</li><li>• Additional opportunities to sanitize hands and clean off desks / tables</li></ul>	
<b>GREEN STATUS</b>	
<p><b>GREEN Status – Face to face instruction w/ precautions (all students returning to buildings).</b></p> <ul style="list-style-type: none"><li>• Parents take temperature before a student reports to school</li><li>• Students wear masks on bus</li><li>• Students wear masks in common areas</li><li>• Students and staff will strive for 6 feet of separation</li><li>• Additional opportunities to sanitize hands and clean off desks / tables</li></ul>	<p><b>GREEN Status - Hickman Mills Virtual Learning Program.</b></p>

**Note:** If a family decides to transition from Option A (Traditional) to Option B (Virtual), they may do so at the end of a nine-week quarter. Requests for changes prior to the end of the quarter may be granted on a case-by-case basis.

Once a family has selected Option B, they must stay in Option B (virtual learning) until the end of the semester.

**Sample Schedule for Yellow Strategy 2**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Group 1</b>	<b>In Person</b>	<b>In person</b>	<b>Distance</b>	<b>Distance</b>	<b>Distance</b>
<b>Group 2</b>	<b>Distance</b>	<b>Distance</b>	<b>Distance</b>	<b>In Person</b>	<b>In Person</b>

## Face to Face Instructional Considerations

### General Considerations (All grades)

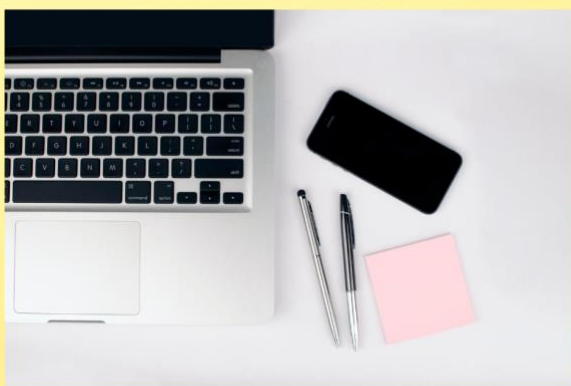
- Students seated in rows, forward facing, with 6 feet distancing when possible.
- Students and staff wear face masks when entering/exiting the building, traveling to/from classrooms or in common spaces.
- Schools should limit the mixing of cohort groups to the extent possible.
- “One way traffic” should be established in hallways.

### Elementary Special Classes and Recess

- Classes will be modified to minimize physical contact.
- Music classes will be held in classrooms or outside.
  - If students are singing, students must be physically distanced at least 6 feet.
    - If weather permits activities should take place outside, especially if students engaging in singing is a key component of the day's lesson.
  - No instruments will be allowed to be shared.
- Art classes will be held in the classroom or outside.
  - Students should use their own supplies as applicable.
  - If art tools are used and then collected, they need to be sanitized prior to the next class using them.
- PE will take place in the gym or outside.
  - Equipment must be sanitized in between PE classes.
  - Social distancing should be implemented.
- If weather permits, recess will take place outside with individual classes staying together, not mingling with students in other classrooms.
  - Building principals will map out zones on the playground, and assign individual classes to those zones so that intermingling between classes does not occur.
  - Any equipment used during recess time should be placed in an assigned area in each classroom so that it can be sanitized nightly by the 2nd shift custodial team. No use of playground equipment. They will be taped off by Buildings & Grounds staff. Signs should be placed on doors leading to outside areas reminding staff & students that no playground equipment should be used.

### Food Service

- Students wash or sanitize hands before eating.
- Elementary (PK-5) students will eat in the classrooms during the first weeks of the Yellow Status. Additional guidance regarding eating in cafeterias will come later.
- Secondary (6-12) students will eat in the classrooms during the first weeks of the Yellow Status. Additional guidance regarding eating in cafeterias will come later.



## Technology

HMC-1's technology initiative, Our Future is Now, provides a 1:1 ratio of devices for all students in PK to 12<sup>th</sup> grade for the 2020-21 school year. This plan provides the foundational technology equipment needed for the Return to Learn Plan for every student in the district, both for onsite learning and distance or virtual learning.

The dates and times listed below have been designated for device (iPad or MacBook) pick-up at each school location for the 2020-21 school year. Students should plan to pick up their device on the date listed below (iPad – PK to 5<sup>th</sup> grade; MacBook – 6<sup>th</sup> to 12<sup>th</sup> grades). Students will be provided with additional technology information and resources at the time of pick-up. Families should be prepared to pay all technology device fees for the 2020-21 school year at the time of device pick-up (\$5 for PK to 5<sup>th</sup> grade and \$20 for 6<sup>th</sup> to 12<sup>th</sup> grades). There is a maximum \$50 annual fee for each family.

If students have not returned devices from the 2019-20 school year, their new device will NOT be ready for use for the upcoming school year and students will not be prepared to start their learning the first day of school. All devices not yet turned in must be returned immediately to the Administration Building located at 5401 E. 103<sup>rd</sup> Street, Kansas City, MO 64137. Failure to do so will result in a charge equal to the full replacement value of the device(s) and will be assessed on student accounts.

### **iPad / MacBook pick-up schedule**

#### **Ruskin High School**

Aug 17 – 12<sup>th</sup> Grade Students

- 12 to 6 PM at Ruskin High School – Gym Entrance

Aug 18 – 11<sup>th</sup> Grade Students

- 12 to 6 PM at Ruskin High School – Gym Entrance

Aug 19 – 10<sup>th</sup> Grade Students

- 12 to 6 PM at Ruskin High School – Gym Entrance

Aug 20 – 9<sup>th</sup> Grade Students

- 12 to 6 PM at Ruskin High School – Gym Entrance

Aug 21 – Make-up Day for Ruskin HS Student Device Pick-up - Grades 9-12



- 7 AM to 4 PM – Make-up Device Pick-up Day for Ruskin High School – Gym Entrance

### **Smith-Hale Middle School**

Aug 12 – 8<sup>th</sup> Grade Students

- 12 to 6 PM at Smith-Hale Middle School – Gym Entrance

Aug 13 – 7<sup>th</sup> Grade Students

- 12 to 6 PM at Smith-Hale Middle School – Gym Entrance

Aug 14 – 6<sup>th</sup> Grade Students

- 12 to 6 PM at Smith-Hale Middle School – Gym Entrance

Aug 21 – Make-up Day for Smith-Hale MS Student Device Pick-up - Grades 6-8

- 7 AM to 4 PM – Make-up Device Pick-up Day for Smith-Hale Middle School – Gym Entrance

### **All elementary buildings – Compass, Dobbs, Ervin (K-5), Ingels, Millennium, Truman, Warford**

Aug 21 – Grades K-5 at Home School Building

- 7 AM to 4 PM - Last Names A-L (Grades K-5)

Aug 24 – Grades K-5 at Home School Building

- 7 AM to 4 PM - Last Names M-Z (Grades K-5)

Aug 25 – Make-up Day for All Elementary Student Device Pick-up - Grades K-5

- 7 AM to 4 PM – Make-up Device Pick-up Day for All Elementary Schools

### **Ervin PK and Freda Markley PK**

Aug 25 - All PK Students - Freda Markley Early Childhood Center and Ervin Elementary School

- 7 AM to 4 PM – All PK Students

### **Technology assistance during distant/virtual learning**

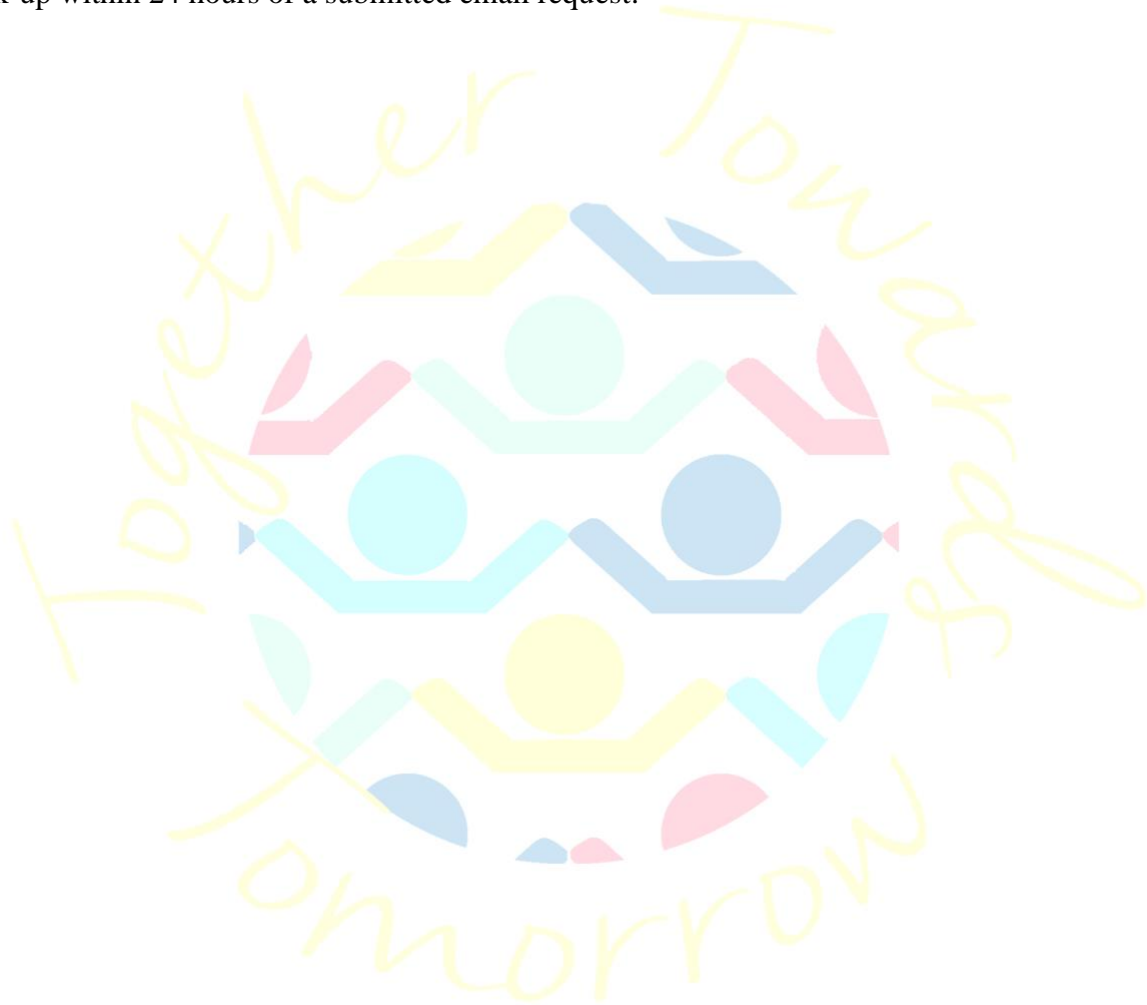
Should students need technology assistance during the distance/virtual learning timeframe, HMC-1 Technology staff will be available daily between the hours of 7 AM and 4 PM for assistance at the Administration Building. Technology Assistance signage will be readily viewable with instructions for parents/students upon arrival. Parents/students should remain in their vehicles and wait for staff to come out and assist them.

Additionally, the following email addresses are available to report all issues and questions. These accounts will be checked regularly throughout the school day and into the evening. All emails will be answered within the hour on the same day if possible and, they will always be answered within 24 hours during heavier peak timeframes.

- [iPadHelp@hickmanmills.org](mailto:iPadHelp@hickmanmills.org)
- [MacBookHelp@hickmanmills.org](mailto:MacBookHelp@hickmanmills.org)

## WiFi Hotspots for families without internet access

Should any family need assistance with a wireless hotspot for internet access during the remote learning period, a request must be made directly to the Director of Technology, Dr. Constance Smith via email at [ConstanceS@hickmanmills.org](mailto:ConstanceS@hickmanmills.org). There are a limited number of hotspots available for checkout. These devices provide up to 20GB of high-speed data access per month. After 20GB of data has been used each month, the speed will throttle down to a slower rate. Thus, the device should be used solely for academic work in the home. Hotspots will be available for pick-up *after August 25<sup>th</sup>* at the Administration Building. Devices will be ready for pick-up within 24 hours of a submitted email request.





## Cleaning Practices & Protocols

As we anticipate a time when we are able to safely transition students back into school buildings face to face during Yellow Status and Green Status, HMC-1 will implement a variety of precautionary measures. To prioritize the safety of our students and staff, we remain committed to following the most current recommendations from the U.S. Centers for Disease Control and Prevention (CDC), the Missouri Department of Health and Senior Services (DHSS), and the Missouri Department of Elementary and Secondary Education (DESE). The superintendent has developed a cross-functional action team to continually review guidance from local, state and federal agencies and proactively manage a strategic response for the school district.

The district is following best practices for cleaning and disinfecting with Environmental Protection Agency (EPA) registered disinfectants. Specifically, our efforts to protect students and staff include sanitizing touchpoints (places that are touched frequently throughout the day). This consists of sanitizing surfaces and objects including:

- Door Handles / Knobs / Push Bars
- Light Switches
- Sink Faucet Handles / Knobs
- Drinking Fountains
- Paper Towel Dispensers
- Electric Hand Dryers
- Hand Soap Dispensers
- Stairwell Handrails
- Toilet / Urinal Handles
- Toilet Stall Door Handles
- Counter Tops
- Cafeteria Tables and Chairs
- Office Counters and Surfaces
- School bus surfaces including seats, handrails, steering wheels and driver control panels

- Anything else that is handled frequently by multiple people

HMC-1 also utilizes disinfectant misting technologies in our buildings and school buses. Ample stock of personal protective equipment (PPE) and sanitization materials are available on site:

- Masks
- Face Shields
- Gloves (optional)
- Hand Sanitizer as available
- Sanitation wipes, as available, to be distributed and available in all communal areas
- Boxes of tissue (for every office/work area)

Congregational areas should be arranged to facilitate and encourage proper social distancing and safe interpersonal interactions.

Signage to remind and encourage proper social distancing and sanitary practices should be posted in all communal areas

### **Masks and Face Coverings**

Face coverings will be required of all students and staff when:

- On the bus
- In common areas
- Entering/exiting the building
- Spaces where 6 feet of distancing is not possible



## Safety Practices for Staff

### Staff Acknowledgement Form:

- Staff will review and sign an employee acknowledgement form that reinforces their commitment to comply with safety requirements, understand policies and plans set forth by the district, know the symptoms of COVID-19 and how to voice concerns when these practices are not being followed so that the district can remedy them in an expeditious manner.

### Training of All Staff:

- As part of the normal return to work professional development, a component will be added to ensure staff are familiar with COVID-19.
- Mandatory staff training will cover signs and symptoms of COVID-19, standard public health protocols, personal hygiene practices, use of PPE, reporting illnesses, and supporting the district plan as laid forth here.
- Ongoing training sessions should take place as changes occur in recommendations and public health data.

### Pre-Screen:

- Staff should self-monitor for symptoms at home, including a temperature check.
- In accordance with DHSS and DESE guidelines, staff will be screened upon entry to district buildings each day, and that screening may include a temperature check.

### Regular Monitoring: Employees should self-check for temperature and/or symptoms

- If an employee doesn't have a temperature or symptoms, they should continue to self-monitor each day.
- If an employee suspects exposure or is beginning to exhibit symptoms, they are to notify their supervisor immediately.
- If an employee becomes sick during the day, they should be sent home immediately and Human Resources notified. The employee's work area should be closed off from entry by other employees. The custodial leadership should be notified and after 24 hours, surfaces in that workspace should be thoroughly cleaned and disinfected.
- Supervisors should monitor staff attendance. If an employee has not reported illness, yet absenteeism becomes excessive, the supervisor should reach out to the employee to learn more about the reason for absence and also report the absences to the Human Resources Department.

**PPE and Sanitary Practices:**

- DHSS and DESE recommend that school staff members should be required to wear face coverings. That expectation will be in place in the Hickman Mills C-1 School District.
- All staff are expected to wear a face mask when entering and exiting a district building and at all times when social distancing cannot be carried out effectively.
  - Staff with assigned offices or office spaces can elect not to wear a mask when in their individual office or office space. Anytime they are out of those spaces and in common areas (hallways, break rooms, copy/mail rooms, etc.).
  - Teachers, and other school building personnel, should have a mask on when social distancing isn't a viable option and when they are in close proximity to students or other staff members.
  - Following guidance from DHSS and DESE, teachers may opt to not wear a mask during times when they are teaching to the whole group and are stationary and appropriately physically distanced from the students.
  - Teachers and school staff should always wear a mask when in any common areas in the building (hallways, teacher prep rooms, break rooms, etc.)
  - In specific cases, where the need to convey facial expressions and mouth movements is important, the use of a clear face shield is acceptable.

Gloves may be used for tasks such as removing trash, opening mail, cleaning an area, etc., but may need to be removed upon completion of that task.

When gloves are not worn, hand washing breaks should be scheduled frequently.

Handwashing should occur:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After touching a surface in a communal area, handling mail or other shared documents, materials and/or other office materials (i.e. pen, stapler, calculator).
- When gloves are not worn, hand sanitizer should be used frequently.

Employees should practice coughing and sneezing into tissue when available

- Throw used tissues in the trash.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Employees should not share headsets or other objects that are near eyes, mouth or nose.
- Employees should keep hands off face (eyes, nose and mouth).

**Clean and Disinfect workspaces:** Cleanliness of the building is the responsibility of all employees in the building and not solely that of custodial staff.

- Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment routinely and frequently.



- Each employee will clean and disinfect personal office and work area upon arrival and prior to departure each day.
- Employees will clean and disinfect communal areas after use when necessary.

**Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace. Employees should physically distance when taking lunch and breaks.

- Stagger breaks and don't congregate in the restroom, break room or cafeteria.
- Avoid sharing food and utensils.
- No more than 2-3 people in a break room at one time (6ft distance between persons).
- No more than 8-10 people in large congregational spaces (6ft distance between persons).

**Meetings/Professional Development: In-person vs. Virtual** Meetings may be held at the usual frequency. However, no more than 10 people should gather in one space at a given time. Also, size of the room should be taken into consideration and used to determine if an in-person meeting would allow for appropriate social distancing. If the size of the room won't allow for at least 6 feet distancing per person, a virtual (Zoom) meeting should be held instead. While in Red Status and Yellow Status of the Return to Learn plan, off site (in person) professional development will not be allowed. If a special exception is requested to be considered, approval should first be sought from the direct supervisor and then forwarded to a member of the Executive Leadership Team.

**Visitors to All Buildings:** Visitation to all buildings will be limited and only scheduled when in-person meetings are necessary for conducting district business and providing excellent customer service. If visitors are approved on a case by case basis, they will sign in, have their temperatures taken and recorded and use hand sanitizer. Requests should be made to the principal. Staff will have input on potential building visitors.

**Traveling Employees** According to the Center for Disease Control, all international travelers arriving into the U.S. should stay home for 14 days after their arrival. At HMC-1 we are following this guidance. At home, they are expected to monitor their health and practice social distancing. To protect the health of others, these travelers should not go to work or school for 14 days. We will regularly monitor CDC Travel Updates for changes.



# Nutrition Services

## TRADITIONAL RED STATUS (HIGH RISK) and VIRTUAL LEARNING SCHOOL

**CURBSIDE SERVICE:** Meal Kit Pick-Up by Parent/Guardian or Student

### DESIGNATED LOCATIONS - TBD

**MEAL KITS** available for all students enrolled in HMC-1 schools, but not attending in person. Meals may be picked up at assigned home school or other designated locations.

**MEALS SHOULD BE PRE-ORDERED\*** by designated cut-off time per established procedures to better ensure availability.

Accommodations for food allergies to the 8-major allergens (wheat, milk, egg, soy, peanuts, tree nuts, fish, and shellfish) or other medical conditions *documented and verified by a medical professional* shall be honored through established SOPs based on product availability. Requests for special meal accommodations must be made *in advance*.

### DISTRIBUTION DAYS/TIMES - TBD

**DISTRIBUTION of MEAL KITS MAY BE DAILY, BI-WEEKLY or WEEKLY** and consist of one (1), three (3) or five (5) breakfast and lunch meals at designated locations and specified days and times. Meal kits may also include supper.

### USDA FARMERS to FAMILIES PRODUCE BOXES *(pending program extension)*

**BI-MONTHLY DISTRIBUTION OF PRODUCE BOXES** offered "First-Come First-Served" and available only at designated locations.

**\* PRE-ORDER MEALS DAILY/WEEKLY** for forecasting meal production to prevent waste and ensure adequate food availability.

**GRADES K-12: INDIVIDUAL STUDENT ORDERING** by designated cut-off time per established procedures. Students shall set up a unique profile account tied to their home school, as verified through the district student information system. Teachers may lead process by allowing time and/or reminding students **during Virtual Learning School. (Teachers/Students)**

**GRADES PreK-12: PARENT/GUARDIAN ORDERING** by designated cut-off time per established procedures. Parents/Guardians may set up a profile account that ties together all students in the household, as verified by the district student information system. **(Parent/Guardian)**



## YELLOW STATUS (INTERMEDIATE RISK) - BLENDED LEARNING

**CURBSIDE SERVICE:** Meal Kit Pick-Up by Parent/Guardian or Student for Virtual Learners *(See Red Level for details)*

### **ONSITE BREAKFAST OVERVIEW**

**GRADES K-12:** Grab & Go Breakfast Meal Service at designated points of distribution. *(See "Breakfast" tab for details.)*

**DAY CARE and PRE-K:** Breakfast in the Classroom (BIC)

### **ONSITE LUNCH and SUPPER OVERVIEW**

**GRADES K-12 ONSITE DINING:** Cafeteria, Café Meal Pick Up, or Room Service by Support Staff

Provide sack or boxed meals with primarily cold or room temp shelf stable items during initial phase of Onsite Dining. Serving cold foods allows maximum time as a food safety control during periods of unanticipated delays in meal service due to new service procedures designed to minimize contact and mitigate virus spread. Hot items, as well as entree and side dish choices, may be added to the menu after successful navigation of new procedures. *(See K12 Lunch and Supper, and various "Phases" for details.)*

**PreK ROOM SERVICE:** Meals delivered to classroom *(See PreK Meal Service for details)*

**LINC/SUPPER ONSITE DINING:** Cafeteria, Café Meal Pick Up, or Room Service by LINC Staff

**\*PRE-ORDER LUNCH DAILY/WEEKLY** for forecasting meal production to prevent waste and ensure adequate food availability.

GRADES PreK-5: ROSTER ORDERING by TEACHER for all Students in attendance by designated cut-off time per established daily procedures. Homeroom teacher will have access to all students assigned to classroom. **(Teacher)**

GRADES K-12: INDIVIDUAL STUDENT ORDERING by designated cut-off time per established daily procedures. Students shall set up a unique profile account tied to their home school, as verified through the district student information system. Teachers may lead process by allowing time and/or reminding students **during Breakfast in the Classroom.** **(Teacher/Students)**

GRADES PreK-12: PARENT/GUARDIAN ORDERING by designated cut-off time per established daily procedures. Parents/Guardians will be able to set up a profile account that ties together all students in the household, as verified by the district student information system. **(Parent/Guardian)**

**DAILY ONSITE ATTENDANCE COMMUNICATED TO KITCHEN** by agreed upon designated time and method of communication to assist Nutrition Services team with forecasting meal production needs for the day.





## GREEN STATUS (LOW RISK) - FACE to FACE LEARNING

**CURBSIDE SERVICE:** Meal Kit Pick-Up by Parent/Guardian or Student for Virtual Learners *(See Red Level for details)*

### **ONSITE BREAKFAST OVERVIEW**

**GRADES K-12:** Grab & Go Breakfast Meal Service at designated points of distribution. *(See "Breakfast" tab for details.)*

**DAY CARE and PRE-K:** Breakfast in the Classroom (BIC)

### **ONSITE LUNCH and SUPPER OVERVIEW**

**GRADES K-12 ONSITE DINING:** Cafeteria, Café Meal Pick Up, or Room Service by Support Staff

Provide sack or boxed meals with primarily cold or room temp shelf stable items during initial phase of Onsite Dining. Serving cold foods allows maximum **time as a food safety control** during periods of unanticipated delays in meal service due to new service procedures designed to minimize contact and mitigate virus spread. Hot items, as well as entree and side dish choices may be added to the menu after successful navigation of new procedures. (See K12 Lunch and Supper, and various "Phases" for details.)

**PreK ROOM SERVICE:** Meals delivered to classroom *(See PreK Meal Service for details)*

**LINC/SUPPER ONSITE DINING:** Cafeteria, Café Meal Pick Up, or Room Service by LINC Staff

**\* PRE-ORDER LUNCH DAILY/WEEKLY** for forecasting meal production to prevent waste and ensure adequate food availability.

**GRADES PreK-5: ROSTER ORDERING by TEACHER** for all Students in attendance by designated cut-off time per established daily procedures. Homeroom teacher will have access to all students assigned to classroom. **(Teacher)**

**GRADES K-12: INDIVIDUAL STUDENT ORDERING** by designated cut-off time per established daily procedures. Students shall set up a unique profile account tied to their home school, as verified through the district student information system. Teachers may lead process by allowing time and/or reminding students during Breakfast in the Classroom. **(Teacher/Students)**

**GRADES PreK-12: PARENT/GUARDIAN ORDERING** by designated cut-off time per established daily procedures. Parents/Guardians will be able to set up a profile account that ties together all students in the household, as verified by the district student information system. **(Parent/Guardian)**

**DAILY ONSITE ATTENDANCE COMMUNICATED TO KITCHEN** by agreed upon designated time and method of communication to assist Nutrition Services team with forecasting meal production needs for the day.





## Transportation

- Students are required to wear a mask in order to board the bus
- Utilize every seat and only two students per seat
- Siblings will share seats when possible
- Students will be assigned a seat on the bus
- Students will load back to front and unload front to back to limit passing of each other
- Students should practice social distancing while waiting at the bus stop
- Buses will be cleaned and sanitized between routes and after school
- Disposable masks will be given to students without his/her district given mask
- On the third incident, a parent/guardian will be contacted if a student doesn't wear his/her mask
- Two students in one seat across from one student in one seat - alternate down the bus, when possible
- The seat behind the driver will remain empty
- Due to Covid-19, parents should provide their own transportation if able



## Special Education & EL Services

RED STATUS	
Option A	Option B
<p>Special Education Instruction:</p> <ul style="list-style-type: none"> <li>Students will receive special education instruction virtually per the students IEP.</li> </ul>	<p>Special Education Instruction:</p> <ul style="list-style-type: none"> <li>Students will receive special education instruction through Hickman Mills Virtual Learning Program per the students IEP.</li> </ul>
<p>Students who qualify to take the MAP-A assessment:</p> <ul style="list-style-type: none"> <li>Students attend face to face two days per week</li> <li>Transportation will be provided with safety precautions</li> </ul>	<p>Students who qualify to take the MAP-A assessment:</p> <ul style="list-style-type: none"> <li>Students attend face to face two days per week</li> <li>Transportation will be provided with safety precautions</li> </ul>
<p>Initial/Annual IEP Meetings &amp; Evaluation Meetings:</p> <ul style="list-style-type: none"> <li>Will be held virtually via Zoom Meeting</li> <li>All IEPs need to be in DRAFT form so it can be screen shared by the entire team</li> </ul>	<p>Initial/Annual IEP &amp; Evaluation Meetings:</p> <ul style="list-style-type: none"> <li>Will be held virtually via Zoom Meeting</li> <li>All IEPs need to be in DRAFT form so it can be screen shared by the entire team</li> </ul>
<p>Special Education Evaluations – Testing Individual Students:</p> <ul style="list-style-type: none"> <li>Taking all necessary precautions, an individual student will be tested with limited staff at a school location to determine if a student qualifies for SPED services</li> </ul>	<p>Special Education Evaluations – Testing Individual Students:</p> <ul style="list-style-type: none"> <li>Taking all necessary precautions, an individual student will be tested with limited staff at a school location to determine if a student qualifies for SPED services</li> </ul>



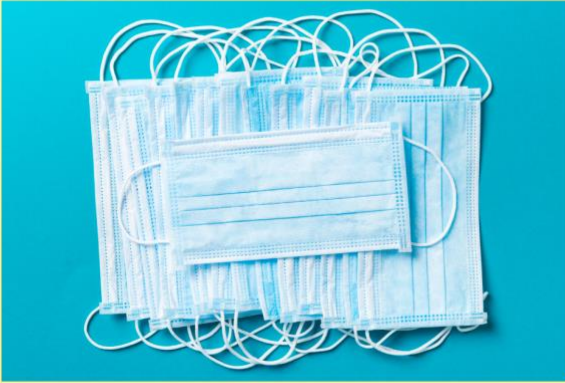
<ul style="list-style-type: none"> <li>• Transportation may be provided if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation may be provided if needed</li> </ul>
Special Education Observations – Individual students: <ul style="list-style-type: none"> <li>• Evaluation team will conduct observations virtually</li> </ul>	Special Education Observations – Individual students: <ul style="list-style-type: none"> <li>• Evaluation team will conduct observations virtually</li> </ul>
<b>YELLOW STATUS</b>	
All Special Education Instruction and Services will be the same as in the RED Status with the exception: <ul style="list-style-type: none"> <li>• Special Education Instruction will take place both virtually and face to face per the students IEP</li> <li>• Special Education meetings may occur face to face or via Zoom</li> <li>• Special Education Evaluations will take place while the student is in attendance at school.</li> </ul>	All Special Education Instruction and Services will be the same as in the RED Status with the exception: <ul style="list-style-type: none"> <li>• Special Education meetings may occur face to face or via Zoom</li> </ul>
<b>GREEN STATUS</b>	
All Special Education Instruction and Services will take place at school per the students IEP.	All Special Education Instruction will take place virtually per the students IEP with the exception: <ul style="list-style-type: none"> <li>• MAP-A students will need to come in to complete the MAP-A assessments</li> </ul> All other Special Education Services such as meetings may take place either face to face or virtually via Zoom.

#### Special Education Teacher Professional Development:

- Annual mandatory MAP-A PD Dates
- Returning MAP-A Teachers with KCRPDC @ Union Station – September 14, 2020 – 8:30 am – 3:30 pm – Sign up on My Learning Plan
- Returning MAP-A Teachers with KCRPDC @ Union Station – September 16, 2020 – 9:00 am – 3:30 pm – Sign up on My Learning Plan

#### EL Services

- Students identified and served through the ELD Program will receive instruction by Distance Learning if Option B. If Option A, students in the NewComers Program may come in for face-to-face instruction with a translator two days per week.



## What to do if there is suspected case of COVID-19?

In the event of a suspected case of COVID-19, the following protocols will be followed:

### SCENARIO

- An employee or student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The employee or student will be temporarily separated from others.

### EMPLOYEE

- The employee will contact their primary healthcare provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The Health Department will also contact the employee and conduct a risk assessment (contact tracing).
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.
- If the employee has been told to self-isolate, they should contact their direct supervisor/principal.
- The principal/supervisor will contact their direct supervisor. The principal/direct supervisor will contact the Executive Leadership Team.
- The Executive Leadership Team will consider initiating the following COVID-19 Protocols:
  - Consider the appropriate length of time for possible classroom/building closure
  - Official communication to the Board of Education, HMC-1 administrators (as appropriate), and families (and media, if appropriate) will come from PIO.
  - The building principal or employee's supervisor will follow up with the staff member or family of the student.

## STUDENT

- The school nurse will contact the parent. Parents should have a plan(s) for student pick-up in the event their child is ill. The nurse will encourage the parent to contact their healthcare provider.
- The nurse will also notify the Lead Nurse and discuss next steps.
- The healthcare provider will:
  - Determine if COVID-19 testing is needed
  - Arrange for testing - stay at home until negative test results are received
  - Contact parent with test results
- The Health Department will:
  - Contact the parent and conduct a risk assessment (contact tracing)
  - Ask the parent about close contacts the student may have had in the 48 hours before symptoms began.
  - Direct the parent regarding isolation of the student and other persons at risk of being infected.
- The parent should contact the school regarding such self-isolation directions from their health care provider or Health Department.
- A release of care from the health care provider may be needed to return to school.



## Child Care

Child care for parents who are essential healthcare workers and emergency responders will be available while the district is in the Red or Yellow health status.

The child care will be housed at Ruskin High School or Freda Markley Early Childhood Center and will be split into groups by age – birth to two years old, three and four year olds, and five and older. Child care is available for students up to 5<sup>th</sup> grade. Children will be required to wear masks and maintain social distance.

The child care will be capped at a certain number based on the age of the group. Transportation will not be provided. No educational instruction will be provided. The students that are enrolled in HMC-1 will join their teacher's class virtually for instruction.



## Resources for HMC-1 Families

This is a difficult time for many families. There is help in the HMC-1 community if you need it. On the district's website, you will find a [list](#) of available resources. This list covers rent/utility assistance, mental and physical health, hygiene supplies, translation, food assistance, domestic violence help, and much more. Visit [hickmanmills.org/returntolearn](http://hickmanmills.org/returntolearn) for the full list of resources.

Additionally, HMC-1 has a partnership with LINC and Legal Aid to provide free legal services to district families through the Justice in Schools program. Visit the [Justice in Schools](#) webpage for additional information.



Thank you to the Return to Learn Task Force for volunteering their time to provide valuable input over the last couple of months. We are grateful for your support and dedication to the health and safety of the entire HMC-1 Community.

**Task Force Members:**

April Allen Hale – Teacher, HMNEA President  
 Sean Akridge - LINC  
 Ryan Beatty – Principal, Burke Academy  
 Donna Brown – Records Clerk, Secretary, AFT President  
 Patty Buckholtz – School Nurse  
 Ron Cash – Apple Bus Company  
 Tina Cost - Parent  
 Russell Dykstra – Director of Security  
 Erica Edwards – Principal, Warford Elementary  
 Tiffani Hughes – Enrollment & Residency Coordinator  
 Derek Jordan – Principal, Smith-Hale Middle School  
 Janet Miles - LINC  
 Shari Osborn – Principal, Freda Markley Early Childhood Center  
 Teresa Tanner – Director of Student Services  
 Patricia Peppers-Towles – Teacher  
 Betsy Pipkin – Process Coordinator  
 Grennan Sims – Director of Nutrition Services  
 Constance Smith – Directory of Technology  
 Darath Smith – Parent  
 Kia Turner – Fired Up Teaching  
 Stacy Wandick – Parent  
 Darla Warren – Parent