MISSION STATEMENT

As champions for all students, North Kansas City Schools’ mission is to ensure that all are life-ready and ethically grounded in an ever-changing world through innovative educational experiences that:

- Inspire Lifelong Learning
- Embrace Inclusion
- Forge a Unified Community
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>CDC Recommendations</td>
<td>4</td>
</tr>
<tr>
<td>Academic Experience</td>
<td>6</td>
</tr>
<tr>
<td>Breakfast and Lunch Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Social, Emotional and Health Safety</td>
<td>12</td>
</tr>
<tr>
<td>Activities and Athletics</td>
<td>13</td>
</tr>
<tr>
<td>Building Visitors</td>
<td>16</td>
</tr>
<tr>
<td>Community Volunteers</td>
<td>17</td>
</tr>
<tr>
<td>Cleaning and Disinfecting Protocols</td>
<td>20</td>
</tr>
<tr>
<td>Public Use of Facilities</td>
<td>22</td>
</tr>
<tr>
<td>Transportation</td>
<td>24</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>26</td>
</tr>
</tbody>
</table>
As North Kansas City Schools transitions into the 2020-2021 school year, there are many unknowns in the educational world. However, in the midst of uncertainty, the district knows that families and communities need schools to be ready to reopen as soon as possible with guidance from local health officials. This is a moment when all of us—educators, families, and communities—must unite to ensure that children reenter schools with safety as a top priority so that learning can continue, and students can develop the social and emotional connections necessary for their growth. These past several months have served as a great reminder of the role that public schools play in ensuring an equitable education for all students. Schools create conditions that support students with their social/emotional needs, develop lifelong friendships, explore their passions, and channel their energy into productive pursuits and activities. Reopening schools in a manner that is responsive to the needs of families and communities will involve novel challenges with many undetermined factors. NKC Schools is prepared for any scenario that may arise.

As the world around us changes and evolves, it is imperative for the school district to learn and grow, preparing students to be successful and resilient regardless of the opportunities and challenges that lie before them. As we prepare for the new school year, a task force of educators in partnership with local health organizations, medical doctors, and other professional organizations created and reviewed this plan for reopening. We have examined all aspects of the organization and created this guide to organize a set of directions and protocols aligned to the guidance of medical experts to lead us as we strive to be champions for all children in North Kansas City Schools.

The mission of NKC Schools is to ensure that all are life-ready and ethically grounded in an ever-changing world through innovative educational experiences that: Inspire Lifelong Learning, Embrace Inclusion, and Forge a Unified Community. A unified community effort is critically important as our work continues in the coming months. The collective commitment toward providing for the health and well-being of students is of utmost importance. The district is wholly committed to living our mission in preparation for the fall of 2020 – no matter the circumstances put before us.

NKC Schools looks forward to working in partnership with families and community as school begins for the 2020-21 academic year!
COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of masks. Masks may be challenging for students (especially younger students) to wear in all-day settings such as school. Masks are required for staff and students (particularly older students) as feasible and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students’ families on proper use, removal, and washing of cloth masks (CDC, 2020).

**Symptoms of COVID-19**

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally have mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).
Hand Washing
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Physical Distancing
Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks
Cover your mouth and nose with a cloth face cover when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover is meant to protect other people in case you are infected. Do NOT use a facemask meant for a healthcare worker.

Cover Coughs and Sneezes
If you are in a private setting and do not have your cloth mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect
Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.
What can we do to minimize the risk at school?

Based on guidance from the Centers for Disease Control, Clay County Public Health Center, Kansas City Health Department, and other local medical professionals directly involved in leading the fight against COVID-19, the district has developed a proactive plan that places student and employee safety at the forefront of returning to school. Classroom teachers and support staff will play an increasingly important role in the health and wellness of students. To see more detailed information about our daily classroom sanitization procedures and new classroom rules, please review the following: PreK and Self-Contained, K-5, 6-8, 9-12, and additional classroom guidelines

Additional safety measures beyond the daily and hourly classroom checklist include:

- Staff will be required to wear a cloth mask during most of the school day, especially when physical distancing is difficult. Students will also be required to wear a cloth mask and are welcome to provide their own. However, the district has also purchased cloth masks for students that will be available on the first day of school.
- To the extent possible, students will be spaced throughout the classroom to promote physical distancing.
- We will limit the use community supplies (pencils, calculators, lab equipment, machinery, P.E. equipment, etc.) that are difficult to disinfect in the classroom or at recess.
- To the extent possible, schedules will be staggered to minimize large gatherings in the hallway.

For additional protocols for Fine Arts, FACS, P.E. and combined classrooms, please review the Encore section.

On the first day of school and throughout the first week, these new safety procedures will be taught and practiced in all of our classrooms. Parental support and reinforcement of these new measures will be critical in providing the safest possible environment for students.

What can we do to minimize the risk at lunch?

Cafeteria capacity during lunch will be reduced to allow for physical distancing, ultimately requiring some students to eat in their classrooms or additional identified spaces. Food service employees will continue to be intentional with their selection of food and communication with teachers to ensure students with food allergies are not exposed to foods to which they are allergic. If you would like to send lunch with your child, please ensure that you are following any guidelines set forth by the classroom teacher as they relate to student allergies.

How will recess look differently?

Schools will develop recess schedules that limit the number of students on the playground or within a specific area of the playground. This may look differently at each school due to the amount of playground space at each site.
Academic Experience, cont.

What can we do to minimize the risk at arrival and dismissal?

Arrival and dismissal can provide a challenge with large numbers of students congregating, making it difficult to physically distance. Therefore, schools will communicate a plan that allows for multiple entrances for students to use during arrival and dismissal. The use of multiple entrances will only apply to certain buildings where this option is feasible and safe. Signs will be placed outside as a reminder for students to physically distance themselves from their peers while entering the building or standing outside. Students will be asked to walk directly to their homeroom or 1st hour class to discourage congregating in the hallways. Additional considerations for families include:

- Drop students off as close to the school start time as possible and not too early as to avoid the gathering of students before doors open.
- If possible, drive your child to and from school each day to reduce the number of students riding the bus.
- Upon dropping your child off, please remind them that their first responsibility as they enter the building is to either wash their hands or use the hand sanitizer located in the entrance of buildings or in their classroom. Students will be expected to wash their hands frequently throughout the day.

Please be patient with district employees as they work to implement new protocols. Arrival and dismissal procedures may initially take more time than in previous years. Your understanding is appreciated.

If I do not feel comfortable in sending my child to school, what are my options?

If you do not feel comfortable sending your child back to school this fall, please reach out to building administration to discuss possible options by Friday, August 14. The goal is to partner with families to develop the best possible educational delivery plan for students during this pandemic. View your learning options!

How will my child learn some of the important standards that may have been difficult to master through e-Learning but are necessary in the next course or grade level for success?

Over the summer, teams of teachers have been collaborating to determine which standards that were taught in the spring of 2020 are essential to student success at the next grade level or the next course. These standards will be highlighted in the curriculum and teachers will spend the first few weeks of school re-teaching and reinforcing these standards.

I have read recommendations for schools to create alternative schedules to allow for physical distancing. Will NKC Schools be creating an alternative schedule in which my child may not be going to school every day?

The district's plan is to open schools on August 24 utilizing guidelines set forth by the Clay County Public Health Center. Our hope is that we will begin the year with all of students in attendance. In the event the health department requires a school or the district to reduce capacity, an alternative schedule will be implemented as detailed on the next page. There are a variety of models that have been discussed and shared throughout the educational community in recent months and in countries in which schools re-opened in the spring. After examining many scenarios, we have developed four different options with our calendar that would address a requirement to reduce capacity. In scenarios two and three, students would be attending school for face-to-face learning on specific days according to the first letter of their last name. This model would ensure families with multiple children all attend school on the same day while also providing a consistent and predictable schedule. Schools will work to ensure that students in a family with different last names also attend school on the same schedule. Students not attending in-person would engage in e-Learning from home. If possible, additional considerations will be given to provide more face-to-face instruction with our PK-2 students, students with disabilities, and English language learners. Friday would be a day for students to catch up on work and for staff to develop plans for both in-person instruction and virtual learning.
Academic Calendar Scenarios

With so many unknowns ahead in the 2020-21 school year, NKC Schools wants to ensure the entire community is prepared for any changes in the student calendar that may be required for implementation as directed by the health department. The scenarios below outline the approximate percentage of students within each school that would attend face-to-face each day of the week. The reduction of students attending school each day would allow for greater physical distancing to occur amongst students and staff, therefore reducing risk. Students would be assigned to groups based on the first letter of their last name. Schools will work to ensure that students in a family with different last names will attend school on the same schedule. This will allow families to plan accordingly as all their children would attend school on the same days. Additional considerations will be given to the various learning needs of all student populations.

At this time, we are planning to begin school using scenario 1. If a decision is made to transition to scenarios 2-4, North Kansas City Schools will enact our remote learning plan. Details of this plan will be communicated with families and posted on our website at:

https://www.nkcschools.org/coronavirus
How will my student’s elective classes (Art, Family and Consumer Sciences, Physical Education, Instrumental Music, Library, Theater, Vocal Music, Woodworking, etc.) look differently this academic school year?

NKC Schools is committed to providing all curricular opportunities possible while adhering to the recommendations from the Centers for Disease Control (CDC) and Clay County Public Health Center (CCPHC). Pending further guidance from state and local health officials, to the extent possible, NKC Schools will adhere to the most current recommendations concerning physical distancing, gathering size and personal protective equipment (PPE) for students and staff at the time of the curricular opportunity. Staff will be required to wear a cloth mask when physical distancing is difficult. Students will also be required to wear a mask.

To the extent possible, the district expects all classroom activities to be performed while adhering to CDC and CCPHC recommendations, including but not limited to:

• Weather permitting, students may go outside for all physical education and/or chorale classroom activities.
• A larger space will be considered to accommodate for physical distancing if designated classrooms are too small to allow for appropriate student numbers and/or spacing.
• Commonly touched surfaces and equipment will be avoided when possible. Those surfaces and/or objects will be disinfected before and after use when avoidance is not possible. To see more detailed information about our daily classroom sanitization procedures and new classroom rules, please click the following grade spans to view the Checklists for Cleaning: K-5, 6-8, and 9-12.
• Upon the return of library books, each book will be disinfected prior to recirculation.
• Clear guidelines will be established for students to follow when entering and exiting all classrooms.
Breakfast and Lunch Procedures

How will my child be protected during mealtimes?

All Food and Nutrition staff are thoroughly trained in food safety. Additionally, all Food and Nutrition managers holdServe Safe Manager’s cards. The health department routinely audits school kitchens and awards district buildings with top ratings for cleanliness. Using the public health guidelines, NKC Schools will phase in meal service operations at this time.

Phase 1
Based on guidance from the CDC and Missouri School Boards’ Association (MSBA), most students will eat breakfast and lunch in the classroom. This allows us to limit large gatherings in situations in which physical distancing and the wearing of a mask is difficult. Additional safety measures include:

• Desks will be disinfected between student usage.
• Students will wash or sanitize their hands prior to eating (to reduce the possibility of ingesting the virus after touching food contact surfaces such as tongs, merchandisers, handles, etc.). Self-service is not allowed during this time.
• All students will be offered a meal in the classroom.
• Breakfast and lunch will be pre-packaged or individually wrapped. Pre-ordering is not necessary.
• There will be one option for breakfast and lunch during Phase 1. Snacks are not available in this phase.
• Meal substitutions and seating accommodations will be made for students with food allergies/intolerances, based on medical forms on file.
• Meals may be sent from home. However, some ingredients may be restricted to minimize the risk for students with severe food allergies. Your student’s teacher will notify you if this is the case.
• In addition to normal sanitizing procedures, the kitchen will be disinfected at the beginning and end of all food preparation shifts.

Phase 2
Based on guidance from the CDC and MSBA, all food served or offered to students will be pre-packaged.

• Students will wash or sanitize their hands before entering the serving area (to reduce the possibly of spreading the virus to others through contact surfaces such as tongs, merchandisers, handles, etc.).
• Students will choose between pre-packaged or individually wrapped meal components. There will be limited entrée, side, and milk choices at this time. There will be additional snacks available to purchase.
• Students will scan their ID card at the cash register, using a touchless badge scanner. In efforts to limit contact, cashiers are unable to take cash or checks at the register. See pg.11 for information about payments.
• Students will wash or sanitize their hands prior to eating (to reduce the possibility of ingesting the virus after touching food contact surfaces such as tongs, merchandisers, handles, etc.).
• Meal substitutions and seating accommodations will be made for students with food allergies/intolerances, based on medical forms on file.
• Cafeteria tables will be disinfected between each student usage.
• In addition to normal sanitizing procedures, the kitchen and serving area will be disinfected at the beginning and end of food preparation and meal service.
How will students be charged for their meals?

Students will be charged for their meal based on their free, reduced, or full pay status, utilizing the same process as in previous school years. A new free or reduced-price meals application must be filled out each year after July 1. You can apply here: https://bit.ly/3dou1Eh. If your income has gone down or the number of people living in your household has gone up, please consider applying.

Meals must be paid for ahead of time. This can be done online through My Payments Plus here: https://bit.ly/3eFqZeZ or by sending cash or check with your student to either turn in to their teacher or to be placed in the (new) payment box on the kitchen wall.

More information on school meals can be found on the district’s Food and Nutrition webpage: https://bit.ly/3eEWi9G.
Social, Emotional and Health Safety

How will the social/emotional health of my child be addressed when classroom instruction resumes?

Support staff (Counselors and School Community Resource Specialists) will work to do the following:

- Create professional development for building staff regarding typical childhood reactions to stress and trauma.
- Collaborate with teachers on classroom activities to address student mental health upon return to school.
- Collaborate with community agencies on best practices.
- Provide classroom lessons on school expectations and structure around health safety and physical distancing practices to help students re-adjust to a full school schedule.

What kinds of PPE (personal protective equipment) will be available in the school?

- All staff and students will be provided an effective cloth mask that is the appropriate size. Staff and students will be required to wear the mask during appropriate times throughout the school day.
- PPE (gloves, masks, gowns) will be provided for health room staff and employees who work in very close proximity to students with special needs.
- Face shields will be provided to nurses for use when conducting procedures on students.
- Touch-free thermometers are available for school use (digital thermometers at each building with additional thermometers ordered).
- Sanitizers/cleanser, hand soap, and tissues are provided throughout all buildings.
- Surgical grade masks are available for:
  - Health room staff
  - Any employee working with a medically fragile child
  - Any person exhibiting symptoms

What happens if a student or staff member tests positive for COVID-19 or was in close contact with someone who has?

As you can imagine, the fall and winter will present some challenges as COVID-19 symptoms may be similar to other cold and flu symptoms. Therefore, the school nurse will determine if symptoms meet the criteria for a concern of COVID-19. In the case that the school nurse determines the symptoms may be COVID-19 related:

- The student or staff will be separated from other students.
- Parent will be contacted immediately to pick child up from school.
- Siblings or others living in the same household as that child or staff member and attending NKC Schools will also be screened.
- Information about testing locations will be provided to the family.
- We will communicate with the individuals and families and ask them not to return to all campuses until 24 hours have passed without fever and 10 days have passed since symptoms first appeared or until cleared by a doctor. Staff members will communicate with families to ensure adherence to this expectation.
- All staff and students in close contact with the individual will be identified (spending 15 min or longer within a less than 6-foot radius). Close contacts will be asked to not return to campus for 14 days. If at that point the individual(s) have not shown any signs or symptoms of COVID-19, they may return to campus.
- Staff members who test positive for COVID-19 will be asked to not return until 24 hours have passed without fever and 10 days have passed since symptoms first appeared or until cleared by a doctor.
Athletics and Activities

Will schools be providing athletics and activities opportunities in the upcoming school year?

Extracurricular Activities (including athletics, cheer, dance and marching band):

NKC Schools plans to provide students the opportunity to participate in extracurricular activities. While offering these opportunities, the district will prioritize the health and safety of students and staff by adhering to the CDC and Clay County Public Health Center recommendations. We understand that as we abide by those recommendations, some if not all, of those opportunities may be limited in the extent in which they can be provided.

Additionally, the Missouri State High School Activities Association (MSHSAA) and the Greater Kansas City Suburban Conference Executive Committee may further outline guidelines as to how athletics and activities will be offered at district high schools and middle schools. As a district, we understand the importance of offering these opportunities to our students and will continue to make every effort to do so. However, we know there may be decisions made by local, state, or national organizations that may prohibit some, if not all, extracurricular activities from taking place. To the extent possible, we expect all athletics and activities that can be performed in accordance with CDC and CCPHC recommendations will be available for student participation.

*The most recent CCPHC information suggests that contact sports will be allowed to begin practice with contact after June 22, 2020. This would include all sports where individuals could come in contact with other individuals (basketball, football, wrestling, cheer, dance, soccer, volleyball). It also suggests live games will be allowed to begin July 24, 2020.

Co-Curricular Activities (including Speech and Debate, Scholar Bowl, Band, Choir, Orchestra, Theater, TSA, Pro-Start and Yearbook):

NKC Schools is committed to providing all co-curricular opportunities possible while adhering to CDC and CCHPC recommendations. Certain opportunities may be limited to the extent in which they can be offered due to physical distancing and gathering size recommendations. Some of the co-curricular opportunities may only be offered virtually, as they were this past spring. Offering of and participation in co-curriculars will require flexibility by students, families and sponsors which may include, but are not limited to:

- Before or after school practice in larger spaces to account for physical distancing.
- Multiple “practice times” in order to promote smaller group sizes and physical distancing.
- Students and staff required to wear face coverings due to inability to consistently maintain physical distance.
- Adjusting performances and competitions to adhere to gathering size and physical distancing recommendations.

Local and state organizations may provide further guidance to schools on how to provide these opportunities while prioritizing student and staff safety. School officials will communicate that information upon availability.
Athletics and Activities, cont.

What precautions will be made to minimize the risk to students and staff?

- Students will complete a short health questionnaire prior to daily participation in all after-school activities. Staff will communicate with students when necessary to determine whether the student should be participating.
- Pending further guidance from state and local health officials, to the extent possible, NKC Schools will adhere to the most current recommendations concerning physical distancing, gathering size and personal protective equipment (PPE) for students and staff at the time of the extracurricular opportunity.
- Commonly touched surfaces will be avoided when possible. Those surfaces and/or objects will be disinfected before and after use when avoidance is not possible.
- Locker rooms will be disinfected, and commonly touched surfaces in locker rooms will be cleaned throughout the day.

What actions will be taken if a student or coach/sponsor tests positive for COVID-19?

- We will communicate with the individuals and families and ask them not to return to our campuses until 24 hours have passed without fever and 10 days have passed since symptoms first appeared. Staff and trainers will communicate with families to ensure adherence to this expectation.
- We will identify staff and students considered close contact (contact for 15 minutes or more within a less than 6-foot radius). Close contacts will be asked to not to return to campus for 14 days. If at that point the individual(s) have not shown any signs or symptoms of COVID-19, they may return to campus. If it can be traced to limited individuals or no contact was made, that team can continue to practice.
- If a student who tested positive has been in contact with multiple members of the team, it may require shutting down that team or group for a specified amount of time.
- Staff members who test positive for COVID-19 will be asked to not return until 24 hours have passed without fever and 10 days have passed since symptoms first appeared or until cleared by a doctor.

Additional measures may be required if a student or staff member is infected that may include, but are not limited to:

- Requiring that group participate in only physically distant, non-sport specific activity.
- Restricting the group from practicing on campus or for an extended period of time.
Will the district allow spectators to attend games, competitions and/or performances?

- NKC Schools will review recommendations from national, state and local health organizations while prioritizing the safety of students, staff and families. It is likely that limited numbers of spectators will be allowed to attend games, competitions and performances. It is also possible that some sports and activities will be able to compete and perform while others will not. Restrictions concerning these events will be determined by state and national organizations. School officials will communicate that information as it becomes available.
- Additional requirements may be in place during competitions or performances.
- Essential personnel only will be allowed near students during games and competitions. Those individuals will maintain social distance when possible.
- Players on the sidelines may be required to physically distance when not in the game.
- Multiple events may be necessary in order to ensure proper physical distancing while performing (band, choir, orchestra, theater).
- Live-streaming services for events will be offered when possible.

What daily precautions can students and staff take when participating in athletics and activities?

- If you are sick or do not feel well, stay home.
- Be aware and disclose any potential contact with individuals who tested positive for COVID-19.
- Wash and sanitize hands often.
- Do not touch face, eyes and mouth as much as possible.
- Practice physical distancing regularly.
- Cover your mouth and nose with a tissue or elbow when coughing or sneezing.
- Wash or sanitize any gear or apparel used in activity that day.
- Maintain a list of people you’ve been in contact with daily.
- Comply with any and all federal, state and local guidelines.

What additional measures is the staff taking to minimize the risk for students each day to minimize the risk for students each day?

- Disinfect the venue and all equipment (weights, balls, jump ropes, etc.—anything that can be touched) prior to activity each day.
- Verify that coaches and participants are symptom-free before activity each day.
- Take attendance at each day’s activities, including the coaches.
- Prepare and schedule frequent hand washing/sanitation opportunities during activities.
- Require participants to bring own water bottles and avoid use of water fountains.
- Modify drills and activities to limit or reduce potential violations of physical distancing guidelines including high fives, huddles, team meetings, etc.
- Regularly sanitize items that are most often touched during activities.
- Avoid using whistles when possible to reduce droplet spread.
- At the end of activities that day, sanitize and disinfect the venue and all equipment used.

Read more about Summer 2020 Athletics and Activity Plan.
Building Visitors

My child takes medication and I’m required to give it to the nurse. How do I bring medicine to school?

Please continue to do what you have done in the past and get the documentation completed by your physician. When you have the medicine and the consent form, please arrange a time to meet with the school nurse. Please wear a mask when you met with the school staff. Someone will meet you outside the building to get the medication and the form if necessary.

How do I pick my student up early from school? The school nurse called, and my child is ill and needs to go home.

Please call when you arrive at school and let the office know that you need your child to be checked out early. If necessary, a staff member will escort your child to your car and ask that you sign him/her out for the day.

The school day has already started, and my child is late. Should I walk him/her into the office?

Yes, it is acceptable to walk your child into the office and check him or her in. You will be required to wear a mask upon entering the building and maintain physical distancing protocols. However, if you do not feel comfortable walking your child into the building, please call the office and a staff member will come to your car and bring your child into the office.

Can I observe in my child’s classroom?

As we work to limit the number of adults in school during this pandemic, we will be asking parents/guardians not to observe in classrooms at this time. We look forward to returning to previous observation protocols in the near future.

Can I attend school parties or have lunch with my child?

Unfortunately, to limit the number of adults in the building/classroom, we will temporarily discontinue allowing parent volunteers at school parties. Also, since meals will be served in classrooms with limited space, we will also temporarily discontinue parents eating lunch with their children during the school day. We look forward to returning to our normal procedures once we are through this pandemic.

I have an IEP/504/parent meeting, can I come to the building to attend?

In scenario one (five days of in-person learning), IEP meetings will be held on campus unless parents request another format (by phone or virtually). IEP team members who travel between buildings can participate virtually if the parent is in agreement. In scenario two (two days in-person learning), three (one day in-person learning) or four (all days e-Learning), IEP meetings will be held virtually unless parents are unable to participate online due to lack of technology. In these cases, district screening protocols and physical distancing measures will be followed. In scenario two, three or four, the preference is to conduct virtual meetings whenever possible.

Will we still be able to hold monthly PTA meetings?

Yes, however we strongly encourage virtual meetings for the time being. If an in-person meeting is conducted on school property, we ask that PTA meetings limit the number of adults gathering and require that masks be worn, and physical distancing guidelines followed.

Will my child’s class go on field trips or have guest speakers?

Teachers will work to provide rich experiences through virtual field trips and online guest speakers.
Community Volunteers Practices & Procedures:
STEP, YouthFriends, Business Partners, Chaperones for Over-Night Out of Town Trips & Volunteer Coaches

What will the Senior Tax Exchange Program (STEP) look like for the 2020-2021 school year?

Our Senior Tax Exchange Program (STEP) participants are an integral part of the school community. STEP participants receive compensation toward their real estate taxes for their service in our schools. STEP participants work in schools as tutors, office support and library assistance.

Due to guidance from the Clay County Health Department, current STEP participants will be unable to enter our schools to fulfill their service hours. The Partners in Education Building Facilitator will work with the STEP participant to find responsibilities that could be done off site so the STEP participant can continue to support the school while working on their service hours.

Examples of this could include but are not limited to supporting the needs of teachers, front office staff, school nurse, or other tasks the school deems appropriate as long as the participant is not working with confidential information off-site. Virtual visits could also be another option if determined by the district legal counsel to be an appropriate and safe connection for students. STEP participants who complete their service hours off-site will be responsible for tracking their days and times, submitting those service hours on a weekly basis to Kathleen.Jeschke@nkcschools.org via email or by calling 321-5018.

At this time, we will not be actively seeking additional STEP participants.

What will the YouthFriend program look like for the 2020-2021 school year?

The ongoing commitment of YouthFriend volunteers has been astounding during this time of uncertainty. NKC Schools understands the value and importance of face-to-face connections that support district students. YouthFriend volunteers offer a wide array of opportunities including supporting Before/After School Activities, serving as a breakfast or lunch buddy, supporting Library Media Centers and working as a classroom helper or a tutor to district students.

Due to guidance from the Clay County Health Department, current YouthFriend volunteers will be unable to enter our schools. The Partners in Education Building Facilitator will work with the YouthFriend to find responsibilities that could be done off site so the volunteer can continue to support school and student needs. Examples of this could include but are not limited to supporting the needs of teachers, front office staff, school nurse, or other ways the school deems appropriate as long as the volunteer is not working with confidential information off-site.
YouthFriend program, cont.

Virtual visits could also be another option if determined by the district legal counsel to be an appropriate and safe connection for district students. YouthFriends who complete their volunteer hours off-site will be responsible for tracking the days and times volunteered, submitting those service hours to Kathleen.Jeschke@nkcschools.org via email or by calling 321-5018. While we are not currently enrolling new YouthFriends, we look forward to continuing the enrollment process soon.

What will the Business Partnership program look like for the 2020-2021 school year?

The Business Partnership program in NKC Schools provides a means for the district and schools to acknowledge business and community organizations for their involvement with the intent to further students’ educational opportunities and celebrate student successes. The purpose of this program is to continually show our appreciation for positive relationships with community businesses and organizations. Our business partners provide incentives for student successes, prizes for school contests, coupons for discount merchandise, food and more. They also serve as role models and provide real world context for much of the learning that is underway throughout the district.

Partners in Education Building Facilitators will continue to maintain current partnerships, develop new partnerships and connections for their school and departments, determining what best meets the needs of individual schools and departments.

Due to guidance from the Clay County Health Department, business partners will be unable to enter our school buildings. Partnership ceremonies for newly established business partners can take place in the front of our buildings or alternate locations as desired.
How will chaperones and volunteer coaches be impacted?

Chaperones needed for over-night, out of town trips will be determined by the district.

Volunteers who coach youth volleyball and basketball for Community Education in partnership with Gladstone Parks and Recreation will be permitted re-entry into our schools for the purpose of coaching children participating in these activities in the evening and/or on weekends.

Safety procedures put in place by the district, CDC and local health department should be followed by Chaperones and Volunteer Coaches at all times. These would include handwashing/sanitizing upon entering the building, the use of a mask, physical distancing guidelines, etc.
Communication Protocol

NKC Schools will continue to prioritize the health and safety of students and staff by following all contact tracing protocols recommended by the Clay County Public Health Center. The district has developed a plan to communicate with individuals that may be affected while maintaining the privacy of our students and their families. The goal is always to share what we can, when we can while maintaining compliance with Health Insurance Portability and Accountability Act (HIPAA) and/or Family Educational Rights and Privacy Act (FERPA) guidelines.

In the case of a positive COVID-19 test result, an employee should notify his/her immediate supervisor. Families of students should notify the school principal.

The following questions will be asked:
- **WHEN** were you tested? (date)
- **WHY** did you seek testing? (symptomatic, informed of possible exposure and had concern, close contact or family member ill/positive, etc.)

If “in contact” with a known positive COVID-19 person, the next question is: **WHO** is that person **(name)** and **WHEN** were you last with that person?

The supervisor/principal will provide this information to Shannon Tilsworth, RN, Health Services Coordinator (816.321.6290).

The Health Services Coordinator will:
- **Confirm** the positive test result.
- **Refer** the employee or family to their health provider and the Clay County Public Health Center.
- Begin **contact tracing**.

Anyone affected by the positive COVID-19 test result will receive a letter notifying them of a potential exposure. It is important to note that individuals have a right to medical privacy and NKC Schools will adhere to a standard that balances the need for transparency with respecting all privacy rights.
Cleaning and Disinfecting Protocols

What protocols will be in place in each building to properly disinfect classrooms and commonly touched surfaces?

- Facility Managers will train staff on how to disinfect desks, chairs and commonly touched surfaces.
- Procedures to clean frequent touchpoints will be implemented for cleaning crews to disinfect critical areas daily. Inventory quantities will be regularly tracked and documented to properly supply the schools. Changes may need to be implemented based on supplies.
- Staff will require use of hand sanitizer when students are entering each classroom, before and after lunch and at the restroom. High school and middle school teachers will require students to sanitize hands when they walk into the classroom, before lunch and after lunch. Elementary school teachers will build in time to have students periodically wash hands throughout the day, including, but not limited to, the start of the day, before and after lunch and following recess.
- Teachers will disinfect desks and chairs between groups of students with a 4-minute wait time on disinfectant.
- Teachers will be responsible for refilling sanitizer. Custodial staff will make sure that staff has access to the stored sanitizer within their buildings.

What additional measures will staff be expected to perform to limit potential exposure to other students/staff (in individual classrooms during the day)?

Teachers will review new routines, and new procedures will be taught and practiced in all classrooms for arrival, dismissal and lunch protocols. The following procedures should be implemented by teachers in their classrooms and workspaces on a daily basis:

- All employees should work to keep their office and workspace as clean as possible by cleaning and disinfecting their workstations, surfaces they commonly use and other touchpoints. Employees should also avoid using others’ workstations, supplies, tools and equipment. Additionally, whenever an employee uses standard office equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Employees will be supplied with disinfectant and towels.
- Implement a limit on the use of community supplies.
- Use technology devices for work submission instead of paper when possible.
- Use virtual manipulatives/tools as much as possible.
- Limit multiple students touching/interacting with the same materials.
- Keep students physically distant within the classroom as much as possible.
- Support physical distancing between classes.
- Ensure students are facing the same direction as much as possible.
Cleaning and Disinfecting Protocols, cont.

What additional measures will staff be expected to perform to limit potential exposure to other students/staff (in individual classrooms during the day)? Cont.

- Staff should regularly wash hands for at least 20 seconds throughout the day with warm water and soap.
- Coughs and sneezes should be directed into a sleeve.
- Avoid touching eyes, nose and mouth.
- Avoid using common areas.
- Employees will be responsible for obtaining their own food and beverage. If brought from home, it is preferred it stay in an insulated bag. It is recommended that all personal dishware be taken home nightly for appropriate cleaning and disinfection.
- Conduct any meetings or gatherings in accordance with recommended restrictions for public gatherings regarding the number of participants. Virtual meetings are encouraged when possible.
- Employees who are feeling sick are asked to stay home.
- Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider.
- Employees who have been diagnosed with or are aware they have been directly exposed to COVID-19 should notify their immediate supervisor.

How will workspaces and classrooms be maintained after school?

To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for the students and staff, we will have the following guidelines in place for school access after the school day and during the weekends.

- We ask staff who do not have any contractual responsibilities (coach, sponsor, tutoring, etc.) after school to leave their classrooms at a reasonable time each day. Before staff leaves, they should clean their desk area of papers, clean whiteboards, stack chairs and clear floor area. This will allow custodial staff the time to properly disinfect the area.
- Staff should not come back on campus until the next day when possible.
- Staff should contact the facility manager if access to the school is needed after school hours or on the weekends.
- Custodial staff will disinfect all commonly touched surfaces and areas that are used for after school events and meetings.

What are the general precautions for cleaning after a student/teacher becomes ill?

The area will be closed off and will not be available until cleaned and disinfected. Custodial staff will use Electrostatic machines to conduct a deep clean and disinfect the space from COVID-19 or flu like germs.

Will commonly-used equipment and large common areas like locker rooms and gyms be disinfected?

Locker rooms will be disinfected, and commonly touched surfaces in locker rooms will be cleaned throughout the day. Commonly touched surfaces in large spaces (gyms, fine arts rooms, etc.) will be avoided by students when possible. Those surfaces, equipment and/or objects will be disinfected before and after use when avoidance is not possible. Music and gym staff will be provided paper towels and Bioesque to spray into a paper towel and then wipe off the instruments and gym equipment for disinfection as well.
What will the cleaning protocol be for playgrounds?

Outdoor areas will be cleaned and disinfected as needed:

- Outdoor areas, like playgrounds at schools and parks, generally require normal routine cleaning, but do not require disinfection.
- Disinfectant on outdoor playgrounds is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Suprox will be supplied to each building/facility manager.
Public Use of Facilities

Will visitors be allowed in schools during the school day?

In addition to the safety and security measures performed daily at each of our buildings, every effort will be made to limit unnecessary exposure to students and staff during school hours. The following protocols will be in place in each of the schools:

• Only employees and approved volunteers required for student instruction or services will be allowed in the building during school hours. This includes all essential staff, parents/guardians (when necessary), and district personnel.

• Visitors will be limited to the administrative offices only during school hours. Maximum occupancy numbers will be posted in the administrative offices. School personnel will enforce maximum occupancy.

• Visitors will be required to follow the physical distancing and PPE recommendations from the CDC and CCPHC at the time of their visit.

• All meetings and visits from non-essential staff (vendors, local businesses, etc.) will take place outside of the school day when possible. When not possible, these individuals will have access by appointment only and will follow social distancing and PPE recommendations.

• There will not be any public use of school facilities during school hours.

• Parents/guardians should contact the school prior to visiting if they do not have a scheduled appointment.

Will visitors or non-school personnel be allowed in the schools after school hours?

• To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for students and staff, we will have the following guidelines for school access after the school day and during the weekends:
  • We will still allow facility rentals on a case-by-case basis.
  • All non-school groups must request building access through Community Education or local school administration prior to scheduling a meeting, practice or event. Facility managers and local school administration must approve all after school events.
  • It is likely that additional fees will be required of non-school groups to provide the necessary staff to clean and disinfect those areas in addition to the regular work of our custodial staff.
  • All areas used by the public will be disinfected following use.
  • All non-school groups will have to adhere to the physical distancing and gathering recommendations at the time of the event.
  • We will post reminders at entryways not to enter the school if experiencing signs of illness.

NKC Schools Facility Usage Fee Schedule
Application for Use of School Facilities
Public Use of Facilities, cont.

What protocols will be in place if a member of the public who used the building informs us that someone in their groups has contracted COVID-19?

The area will be closed off and will not be available until cleaned and disinfected. Custodial staff will use Electrostatic machines to conduct a deep clean and disinfect the space from COVID-19 or flu-like germs.

Will the district allow spectators to attend games, competitions and/or performances?

NKC Schools will review recommendations from national, state, and local health organizations while prioritizing the safety of students, staff and families. It is likely that limited numbers of spectators will be allowed to attend games, competitions and performances. It is also possible that some sports and activities will be able to compete and perform while others will not. Restrictions concerning these events will be determined by state and national organizations. School officials will communicate that information as it becomes available.

Additional requirements may be in place during competitions or performances:

- Essential personnel only will be allowed near students during games and competitions. Those individuals will maintain physical distance when possible.
- Players on the sidelines may be required to physically distance when not in the game.
- Multiple events may be necessary in order to ensure proper physical distancing while performing (band, choir, orchestra, theater).
- Staff, students and spectators will only have access to the necessary areas of the building. Access to other areas of the building will be restricted. Commonly touched surfaces like water fountains and restroom areas will be cleaned before, during and after the event.
- Reminders will be posted at entryways to not enter the school if experiencing signs of illness.
- Live-streaming services will be offered for events when possible.

Additional Information:

To support the work of our custodial staff and their efforts to disinfect the building to minimize the risk for the students and staff, we will have the following guidelines in place for school access after the school day and during the weekends.

- We ask that staff leave their classrooms at a reasonable time each day. Before staff members leave, they should clean their desk area of papers, clean whiteboards, stack chairs and clear floor area. This will allow custodial staff the time to properly disinfect the area.
- Staff should not come back on campus until the next day if feasible.
- Staff should contact the facility manager if access to the school is needed after school hours or on the weekends.
- Coaches and sponsors need to communicate with facility managers to determine the best spaces for meetings and practices after school and on the weekends.
- Coaches, sponsors and students will be limited to only the necessary spaces required to conduct meetings or practices.
**Transportation**

**What steps will be taken to minimize the risk for my children on the bus?**

Throughout the pandemic, drivers and aides will wear masks and gloves. Students will also be required to wear a mask. Buses will be cleaned and disinfected at regular intervals. Touch surfaces on the bus such as handrails and seats will be disinfected after every route.

To limit student-to-student contact, students will enter the bus and fill seats from back to front. At school or stops, students will off-load from front to back. Families will sit together.

Drivers and aides will remind students of safe riding practices. Signage will also be on the bus to remind students about safe practices with regard to the pandemic.

**What can I do to help minimize the risk for my children on the bus?**

Every student should wash their hands before getting to the bus stop in the morning and afternoon. Please ensure your child has a cloth mask and remind your child not to touch other students nor share toys or common items like cell phones. Students will sit one to a seat, when possible, but no more than two to a seat, when required.

**How will Transportation staff establish protocols to disinfect?**

All personnel will be trained in sanitizing and disinfecting protocols. Facilities will be disinfected multiple times throughout the day. This includes buses, as well as the CO and Staley facilities. Click here to see a video of our disinfecting procedures. Drivers and aides will be responsible for the buses and office staff for the buildings.
North Kansas City Schools would like to acknowledge the following staff members for their time and contribution for this return to school plan.

<table>
<thead>
<tr>
<th>North Kansas City Schools would like to acknowledge the following individuals who provided assistance with this plan.</th>
</tr>
</thead>
</table>
| Dr. Perry Hilvitz  
Janelle Porter  
Kristin Havens  
Paul Guess  
Amanda Bearden  
Dr. Rochel Daniels  
Dr. Chad Evans  
Dr. Jenni Gaddie  
Dr. Leah Copeland  
Dr. Katie Lawson  
Dr. Larry Smith  
Tammy Henderson  
Steve Book  
Kathy D'Anza  
Rebekah Beagle  
Katie Crane  
Rene Cooper  
Dr. Chad Sutton | Dr. Chris Shanks  
Regina Kellogg  
Meara Mitchell  
Mark Anderson  
Kenneth Clemens  
Sarah Lorenson  
Helena Cosentino  
Dr. Dan Wartick  
Dr. Drew White  
Dr. Eric Johnson  
Dr. Christopher Sartain  
PJ Mcginnis  
Dr. Stephanie Schnoebelen  
Ramona Dunn  
Dr. Brian Van Batavia  
Dawn Smith  
Samantha Poindexter  
Dr. Casey Vokolek |

North Kansas City Schools would like to acknowledge the following individuals who provided assistance with this plan.

Dr. Kenna Belshe – North Kansas City Hospital – Medical Director of Case Management and member of the COVID-19 leadership team.

Dr. Raghavendra Adiga – Chief Medical Officer at Liberty Hospital (infectious disease) and member of the COVID-19 leadership team.

Gary Zaborac- Clay County Director of Public Health