

# Killingly Intermediate School

Reopening Handbook 2020-2021

*Based on the Guidelines from the  
State Department of Education*



Dear Killingly Intermediate School Students, Families and Staff,

Over the past few months, we have experienced great uncertainty and challenges related to the COVID-19 crisis. When our schools closed on March 13th, 2020, we did not realize that would be the last time students and staff would be together at Killingly Intermediate School for the remainder of the school year. However, faced with the sudden challenge of distance learning, our community quickly came together to support our mission: to facilitate educational excellence in a nurturing, safe and professional atmosphere, inspiring students to maximize their potential abilities in preparation for high school, and as future productive citizens. As a professional learning community, dedicated to helping each and every child learn, we the staff, students, parents and community value...

- Ways of thinking: creativity, critical thinking, problem solving, decision making and learning
- Ways of working: communication, collaboration and parent and community partnerships
- Tools for working: technology, literacy, numeracy and written and verbal communication
- Skills for living in the world: citizenship, career, and personal and social responsibility

We feel immense pride in the collective efforts of our students, families, and staff throughout the spring. Our Killingly Intermediate School family immediately came together to provide the continuity of connection, engagement, learning, and personalized support that our students need to thrive. However, we also recognize that these challenges have also exacerbated the inequities many of our students and families face on a daily basis. At Killingly Intermediate School, educational equity is a school-wide and individual commitment to developing a school culture that is equitable, fair, just, and inclusive. With personalized support and equitable access to opportunities, each member of the educational community gets what they need to be academically, socially, physically and emotionally successful. We know that we will continue to face challenges in the school year ahead and must do even more to provide for all our students' needs.

As parents, we understand the emotional toll these challenging and uncertain times can take. Our Reopening Team has worked throughout the summer to develop our Reopening Plan for Killingly Intermediate School. We have carefully considered all state requirements and guidelines in order to provide the best programming to meet all students' academic, social and emotional needs, while maintaining the safest learning environment. Although Killingly Intermediate School may look different when students return, the core of our work remains the same - working together to provide the best opportunities for our children. The following Killingly Intermediate School Reopening Handbook is based on the requirements and guidelines set forth in *Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together*, the State of Connecticut Reopening of Schools plan.

In Partnership,

The KIS Administration Team

# Table of Contents

● Guiding Principles	Page 4
● KIS Priorities	Page 5
● KIS Student Expectations	Page 6
● KIS Parent/Guardian Expectations	Page 7
● KIS Staff Expectations	Page 8
● KIS Continuum of Learning	Pages 9 - 13
● KIS Parallel Distance Learning	Page 11
● KIS Schedules for Continuum of Learning	Pages 14 - 16
● KIS Social and Emotional Learning	Page 17
● KIS Proficiency-Based Learning, Assessment and Reporting	Page 18
● KIS Communications	Page 19
● KIS Academic Planning	Pages 20 - 22
● KIS Extracurricular Activities	Page 23
● KIS Operational Protocols	Pages 24 - 29
● KIS Examples of Model Classrooms	Page 30
● KIS Distance Learning Protocols	Page 31

# Guiding Principles

*from ADAPT, ADVANCE, ACHIEVE: Connecticut's Plan to Learn and Grow Together*

In planning for the reopening of Killingly Intermediate School, we have prioritized a safe environment for students and staff and high-quality instruction. KIS will follow the six guiding principles outlined in the Connecticut State Department of Education Adapt, Advance, Achieve Plan.

***As Killingly Intermediate School plans to reopen, the guidance and considerations outlined in this appendix are grounded in six guiding principles:***

1. Safeguarding the health & safety of students and staff
2. Allowing **all** students, the opportunity to return into the classrooms **full time** starting in the fall
3. Monitoring the school populations and, when necessary, potentially cancelling classes in the future to appropriately contain COVID-19 spread
4. Emphasizing equity, access, and support to the students and communities who are emerging from this historic disruption
5. Fostering strong two-way communication with partners such as families, educators and staff
6. Factoring into decisions about reopening the challenges to the physical safety and social-emotional well-being of our students when they are not in school

## **Main Operational Considerations**





**Cohorting:** Emphasize grouping students by the same class/group of students and teacher (into a cohort) so each team functions independently as much as possible. Consider this methodology by grade levels. Placing students in cohorts is strongly encouraged for grades K-8, and encouraged where feasible for grades 9-12.

**Transportation:** Local Educational Agencies (LEAs) should plan for buses to operate close to capacity with heightened health and safety protocols, including **requiring all students and operators wear face coverings**. Plans must be developed to activate increased social distancing protocols based upon community spread.




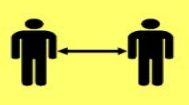


**Social Distancing and Facilities:** Review building space and reconfigure available classroom space, such as gymnasiums and auditoriums, to maximize social distancing, consistent with public health guidelines in place at that time.

**Face Coverings:** All staff and students will be expected to wear a protective face covering or face mask that completely covers the nose and mouth when inside the school building, except for certain exceptions including when teachers are providing instruction.

# KIS Priorities

	<p><b>Safety of Students and Staff</b></p> <p>Our schools will be prepared to reinforce healthy practices among our staff and students, take preventative actions to prevent the spread of all respiratory illnesses, and prepare for any potential cases or increased transmission of COVID 19.</p>
	<p><b>Development of Appropriate Educational Opportunities</b></p> <p>Our schools will reopen with instructional schedules and model options that are flexible and based on current transmission levels, understanding that we may start the school year with one model, and as new information becomes available about health and safety, may transition to different models.</p>
	<p><b>Awareness of Social and Emotional Well-Being</b></p> <p>Our schools will reopen knowing that the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. The pandemic has shown the importance of social/emotional well-being for all.</p>
	<p><b>Student Achievement</b></p> <p>Our schools will consider and solidify a systematic cycle of assessments, including initial screenings and formative and summative assessments in order to inform instruction and gauge student learning. We will work to analyze individual student data to identify shifts and changes in instruction to meet students' needs and implement intervention strategies.</p>

# KIS Student Expectations

	<p><b>Stay home if you feel ill</b></p> <p>Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.</p>
	<p><b>Morning health check by parents required</b></p> <p>In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school. <b>Check to ensure temperature is below 100.0 degrees Fahrenheit</b> and observe for symptoms associated with COVID 19 outlined by public health officials.</p>
	<p><b>Face coverings or masks required</b></p> <p>Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.</p>
	<p><b>Social distancing required</b></p> <p>Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.</p>
	<p><b>Frequent hand washing or hand sanitizing expected</b></p> <p>Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>
	<p><b>Students may not change buses</b></p> <p>Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day. Face coverings or masks should be on prior to boarding the bus.</p> <p><b><i>Parents are strongly urged to drive their children to school each day!</i></b></p>

# KIS Parent/Guardian Expectations



## **Stay home if you feel ill**

Teachers, staff, and volunteers must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.



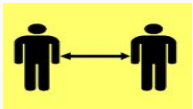
## **Morning self-screening required**

In order to prevent transmission among the school population, teachers, staff, and volunteers are instructed to self-screen before leaving for school. Check to ensure temperature is below **100.0 degrees** Fahrenheit and observe for symptoms associated with COVID 19 outlined by public health officials.



## **Face coverings or masks required**

Teachers, staff, and volunteers must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. “Mask Breaks” will be provided during the day. Teachers will be allowed to remove masks during direct instruction with permission and greater social distancing. Schools will have extra disposable masks available for teachers, staff, and volunteers.



## **Social distancing required**

Teachers, staff, and volunteers must maintain social distancing to the greatest extent possible.



## **Frequent hand washing or hand sanitizing expected**

Teachers, staff, and volunteers and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.

# KIS Staff Expectations



## **Stay home if you feel ill**

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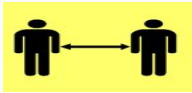
## **Morning self-screening required**

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## **Google Classroom**

Teachers will utilize Google Classroom to manage learning activities and assessment. The consistent use of our designated online learning management system will better support a transition to a hybrid or distance learning model, if required.



# KIS Continuum of Learning

## Full-Time, In-Person Learning Model



## Hybrid Learning Model



## Distance Learning Model

- Little or no evidence of virus transmission
- Students, faculty, and staff return to the school buildings for teaching, learning, and all operations
- Heightened health, safety, and disinfection and cleaning protocols are in place
- Face masks/coverings must be worn while inside the building as well as on the bus
- Redesign of classroom layout to comply with social-distancing and other safety measures
- Students will be grouped in cohorts to track their whereabouts in a school building
- Students may come to school via KPS bus transportation
- Students may opt to select Killingly Public Schools Distance Learning Option

- The hybrid model is not an option . We would be required to move to a hybrid model if there was confirmed evidence of increased risk and community transmission as determined in partnership with the Northeast Health District. Student numbers in school are reduced: For example, students may attend on alternating A days or B days to reduce transmission risk.
- Students who are not in school on an “off-day” on a hybrid model would receive instruction via a distance learning delivery
- All in-person extracurricular activities are canceled

- A move to full distance teaching and learning means that the buildings are closed to students and the majority of staff
- All bus transportation is suspended
- All in-person extracurricular activities are canceled
- Student learning will be assessed and reported
- Attendance will be mandatory and taken during homeroom

# KIS Descriptions of Continuum of Learning

*Local health indicators and trends will be monitored daily through collaboration with the Northeast Health District and Connecticut State Department of Education (CSDE). The Superintendent of Schools, in collaboration with the Northeast Health District, will determine movement to a different learning model based on COVID-19 data. Through professional learning and preparation with educators and administrators, the district will be prepared to shift to a hybrid model or full distance learning while ensuring that the highest levels of access to rigorous and standards-based instruction continue.*

## 1. Full-Time, In-Person Learning Model:

The State of Connecticut expects school districts to welcome all students back to the school buildings at the start of the 2020-2021 school year. To that end, all school districts, including Killingly Public Schools are expected to modify and monitor reopening planning to support a full reopening and to pivot, at any given moment, to a hybrid or full distance learning delivery model. Such pivots are based on public health data and transmission rate tracing and tracking.

## In *Full-Time In-Person Learning:*

- Students 5-8 have been placed in homeroom cohorts
- For academic core classes, these cohorts will remain together throughout the day
- Academic core classroom teachers will rotate to each classroom for instruction when appropriate
- For non-academic classes, team-level cohorts will be used, restricting the mixing of students as much as possible while maintaining instructional programming across all non-core content areas
- A full-time, in-person learning model at Killingly Intermediate School could resemble the schedule depicted in Figure A. (page 14)

# KIS Parallel Distance Learning

The State of Connecticut requires districts to offer a parallel distance learning option (Page 13, section 3a), which means families request that their child(ren) learn from home while Killingly Intermediate School is fully open or engaged in a hybrid model.

- In these cases:
  - Parents/guardians would complete a Killingly Intermediate School Distance Learning Form, which will be included in the summer mailing, to permit their student to participate in the distance learning instructional delivery. Any student can participate in distance learning. Some students may have to have distance learning because of illness or quarantine.
  - The Killingly Public Schools distance learning instructional delivery option is not the same as elected homeschooling that is provided to students by a family with no support from the school. Parents who elect the homeschooling option must observe the Killingly Public Schools homeschooling policy and register with our Central Office.
  - **Students cannot distance themselves from learning on some days and come to school in-person on other days.**
  - Students who opt to participate in distance learning will not be allowed to participate in extracurricular activities.
  - Students may return to full-time, in-person learning at any time providing that there is no illness or quarantine in place.

# KIS Descriptions of Continuum of Learning

*Local health indicators and trends will be monitored daily through collaboration with the Northeast Health District and Connecticut State Department of Education (CSDE). The Superintendent of Schools, in collaboration with the Northeast Health District, will determine movement to a different learning model based on COVID-19 data. Through professional learning and preparation with educators and administrators, the district will be prepared to shift to a hybrid model or full distance learning while ensuring that the highest levels of access to rigorous and standards-based instruction continue.*

## 2. Hybrid Learning Model:

- Parents and students cannot “opt” to be in school in-person some days and at home other days.
- A hybrid option is triggered because health officials place limits on student access to buildings, buses, and groups due to surges in COVID-19 transmission and the increased risk of exposure.
- Our hybrid model depicts the cohort rotation and scheduled shown on page 15, Figure B.

# KIS Descriptions of Continuum of Learning

*Local health indicators and trends will be monitored daily through collaboration with the Northeast Health District and Connecticut State Department of Education (CSDE). The Superintendent of Schools, in collaboration with the Northeast Health District, will determine movement to a different learning model based on COVID-19 data. Through professional learning and preparation with educators and administrators, the district will be prepared to shift to a hybrid model or full distance learning while ensuring that the highest levels of access to rigorous and standards-based instruction continue.*

## 3. Distance Learning Model:

- A move to full distance teaching and learning means that the buildings are closed to students and the majority of staff
- All bus transportation is suspended
- All in-person extracurricular activities are canceled
- The Killingly Intermediate School distance learning model integrates both synchronous and asynchronous learning activities through the continued use of our online learning management system, video-conferencing, and both online educational materials and traditional classroom activities completed in the home. It is supported by the remote presence of both teacher and student, with some elements of student control over time
- A distance learning model at Killingly Intermediate School could resemble the schedule depicted in Figure C.

### a. Killingly Intermediate School Parallel Distance Learning Option:

- Families may choose a parallel distance learning option while Killingly Intermediate School is fully open or engaged in a hybrid model
- Our goal is for students to remain with their team teachers and remain enrolled in their original schedule while engaging in parallel distance learning
- Students who engage in parallel distance learning will be supported through live-streaming throughout the day, coupled with the use of google classroom to manage learning activities
- A necessary shift to a full distance learning model would require all students to follow the full distance learning schedule (Figure C), and associated expectations on Page 30

# Full-Time, In-Person Learning Model

Figure A.

<b>Full-Time, In-Person Learning Model</b>		
<b>Period</b>	<b>Time</b>	<b>Focus</b>
<b>Homeroom</b>	<b>7:00-7:25</b>	<b>Attendance and SEL</b>
<b>A</b>	<b>7:25-8:15</b>	<b>Class Rotation for Support/Intervention Monday-Thursday.</b>  <b>Dedicated SEL during Flex every Friday</b>  7th Lunch: 10:45 - 11:15 5th Lunch: 11:15 - 11:45 8th Lunch: 11:45 - 12:15 6th Lunch: 12:15 - 12:45
<b>B</b>	<b>8:15-9:05</b>	
<b>C</b>	<b>9:05-9:55</b>	
<b>D</b>	<b>9:55-10:45</b>	
<b>E/F</b>	<b>10:45-11:45/ 11:45-12:45</b>	
<b>G</b>	<b>12:45-1:45</b>	
<b>Homeroom</b>	<b>1:45-2:15</b>	

# Hybrid Learning Model Cohort Rotation

Figure B.

Hybrid Learning Model					
Reduces In-Person Capacity to 50%	Monday	Tuesday	Wednesday	Thursday	Friday
	Cohort A (IN PERSON) ALPHA A-K	Cohort A (IN PERSON) ALPHA A-K	Distance Learning for all students	Cohort A (DISTANCE) ALPHA A-K	Cohort A (DISTANCE) ALPHA A-K
	Cohort B (DISTANCE) ALPHA L-Z	Cohort B (DISTANCE) ALPHA L-Z		Cohort B (IN PERSON) ALPHA L-Z	Cohort B (IN PERSON) ALPHA L-Z

*\*Cohorts will follow "In-Person Learning Model" see Figure A, page 14*

# Full Distance Learning Model

Figure C.

Full Distance Learning Model				
Days 1/3		Days 2/4		Friday
Office Hours/Prep	7:30 - 8:00	Office Hours/Prep	7:30 - 8:00	PLC Meetings/Staff Meetings/Staff Development and Intervention/Enrichment
Homeroom	8:00 - 8:30	Homeroom	8:00 - 8:30	
A	8:40 - 9:35	D	8:40 - 9:35	
B	9:45 - 10:40	E/F	9:45 - 10:40	
C	10:50 - 11:45	G	10:50 - 11:45	
Intervention	12:15 - 1:15	Intervention	12:15 - 1:15	
Office Hours/Prep	1:15- 2:30	Office Hours/Prep	1:15 - 2:30	
<b><i>(ROTATION ACCORDING TO SPECIALS CLASSES ONLY)</i></b>				



# KIS Social and Emotional Learning

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. At Killingly Intermediate School, we believe that a systemic approach to social and emotional learning, one that cultivates a caring, participatory, and equitable learning environment and evidence-based practices that actively involve all students in their social, emotional, and academic growth, is vital to supporting the healthy child and learning environment.

To support SEL at Killingly Intermediate School, we have designated specific times at the beginning and end of each school day and provided specific guidelines and strategies to staff to support students in the development of SEL Core Competencies, including:

- **Self-awareness:** The ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.
- **Self-management:** The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.
- **Social awareness:** The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.
- **Relationship skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.
- **Responsible decision-making:** The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

# KIS Proficiency-Based Learning, Assessment and Reporting

Proficiency-based learning refers to systems of instruction, assessment grading, and academic reporting that are based on students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their education. Proficiency-based learning systems use adopted state learning standards to determine academic expectations and define “proficiency” in a given course, subject area, or grade level. The goal of proficiency-based learning is to ensure that students are acquiring the knowledge and skills that are essential for success in school, college, career, and life.

Proficiency-based learning systems more accurately reflect and communicate a student’s learning progress and achievement, including situations in which students struggled early on in the school year, but then put in the effort and hard work needed to meet expected standards. Proficiency-based learning systems are designed to identify specific academic needs, which we can use to inform our instruction, interventions, and curriculum. That is why we assess and report Habits of Work, including perseverance, organization, and collaboration, separately from academic achievement.

“Educators in this moment of transition have an opportunity to reflect, innovate, and build on evidence-based practices in schools across the country. The COVID-19 pandemic has underscored SEL as an essential part of high-quality education—highlighting our relationships, resiliency, and collective problem-solving as fundamental to teaching and learning. While nearly everyone has faced disruption, we must acknowledge the complex, varying ways individuals have experienced these months. The pandemic has exposed and exacerbated existing inequities in education and emphasized the need for learning environments that welcome and support all students, including those who were not equitably served before COVID-19”

[\\*CASEL: An Initial Guide to Leveraging the Power of Social & Emotional Learning As You Prepare to Reopen and Renew Your School Community](#)

Now more than ever before, it is vitally important that our assessment and grading system accurately reflect our students’ progress toward a defined set of learning goals. Our learning models and learning environments need to be flexible and adapt quickly in the age of COVID-19. Long-held debates around seat time and required school days as a criteria for course credit have quickly evolved to the power of equitable educational systems and using evidence of student learning separate from habits of work and student behavior to determine proficiency of performance indicators. **Beginning this school year, parents can access student progress through JumpRope, our new Grading and Reporting Family Portal, and students’ academic progress will be reported as both progress toward individual learning goals and traditional grades. Habits of Work will continue to be reported separately from academic progress in all courses.** Please review the Killingly Intermediate School [Proficiency-Based Learning Parent Guide](#) to learn more.

# KIS Communications

*Killingly Intermediate School is committed to providing timely, informative, communication with our students, families, and staff. All written communications will also be archived on our website.*

<p style="text-align: center;"><b>District COVID Liaison</b> <b>Noel Coraccio, RN Supervisor of Nurses</b></p>	<p style="text-align: center;"><b>Methods of Communication</b> <b>Phone: 860 779-6685</b> <b>Email: <a href="mailto:ncoraccio@killinglyschools.org">ncoraccio@killinglyschools.org</a></b></p>
<p><b>School Liaisons and Contact Information</b></p>	<p>Heather Taylor, Principal Phone: (860) 779-6700 Email: <a href="mailto:HTaylor@killinglyschools.org">HTaylor@killinglyschools.org</a></p> <p>Ken Daniewicz, Assistant Principal Phone: (860) 779-6700 Email: <a href="mailto:KDaniewicz@killinglyschools.org">KDaniewicz@killinglyschools.org</a></p> <p>Kristin LaLima, Assistant Principal Phone: (860) 779-6700 Email: <a href="mailto:KLaLima@killinglyschools.org">KLaLima@killinglyschools.org</a></p> <p>Susan Spagnuolo, School Nurse Phone: (860) 779-6700 Email: <a href="mailto:SSpagnuolo@killinglyschools.org">SSpagnuolo@killinglyschools.org</a></p> <p>We will use the following methods of communication before, during, and after the 2020-2021 school reopening period:</p> <p>The KIS website will be our primary source of communication and will include a dedicated sections for:</p> <ul style="list-style-type: none"><li>● Killingly Reopening School Reopening 2020-2021 Plan.</li><li>● Training Videos on Safety and Hygiene Protocols</li><li>● Responses to FAQs</li></ul> <p>Other methods of communications:</p> <ul style="list-style-type: none"><li>● We will continue to use our School Messenger system, which includes email, voice, and text modes.</li><li>● Social Media including our school Twitter and Facebook accounts.</li></ul>

# KIS Academic Planning

## Physical Education

- All CDC, state and local guidelines related to social distancing and disinfecting areas and equipment used for physical education and physical activity including recess will be followed.
- Provide physical education through a combination of in-classroom instruction and activities tailored according to available spaces, restrictions on gatherings, and use of shared equipment.
- Provide professional development for revising curriculum and instruction to align with necessary modifications due to changes in the instructional space, blended learning, and alternative physical fitness activities.
- Focus on activities, fitness, exercises, and sports that are teacher led.
- Killingly Intermediate School will utilize outdoor space for physical education as much as possible.
- All students shall use personal water bottles as their hydration source. Water fountains throughout the school will not be available for use.

## Arts

- Provide sufficient instructional minutes to support standards-based curriculum, student learning expectations, and district goals.
- For handling musical instruments, consult the National Association for Music Education's COVID-19 Instrument Cleaning Guidelines.
- Add to class time for materials and tools to be distributed by teacher only or area designated for individual storage and to allow for proper cleaning of materials.
- Strive to maintain current program of studies and course offerings, within safety precautions.
- Maintain proper spacing of at least 12 feet when students are singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing for instruments that require blowing or for singing, compared with string and percussion instruments.
- Music instruction and performances will not occur in large ensembles.
- Music instruction will occur in assigned cohorts.

# KIS Academic Planning Continued

## Special Education

- The district will comply with all federal and state mandates and statutes.
- The district will survey the special education case managers to determine if students with disabilities are unable to access the reopening plan.
- Staff will facilitate individualized and alternative means of re-entry based upon individualized student needs, present level of functioning, developmental levels, and student/parent input.
- Students unable to wear protective personal equipment will be identified with alternative protocols put into place such as the use of alternative face coverings.
- The district will identify high-risk students that may require remote instruction and/ or blended learning due to underlying health conditions or family members at risk.
- Programming decisions will not be based on a student's disability category but the student's developmental level and skills should be considered when required to follow district protocols.
- Special education programs may be allowed some flexibility with guidelines as long as the programs follow standards and public health strategies (hygiene, social distancing, and cleaning/sanitizing.)
- Communication will occur with families of students with a high level of need to develop transition plans to assist them in their return to the school building. The use of social stories, visual cues, and other developmentally appropriate strategies can be used to reinforce these new concepts and protocols.
- For students who need physical assistance with feeding, toileting or activities of daily living, protocols will be established and staff training will occur around safety and PPE.
- Protocols will be developed for students who exhibit significant behaviors that require hands-on de-escalation.
- Policies and procedures regarding PPT meetings will be established and be held remotely to the extent possible to maintain social distancing and cohorting of students, staff and families.
- All established processes for identification, parental notifications, assessment requirements, and provision of services will be followed.

# KIS Academic Planning Continued

## English Learners

- All language instruction education programs for English Learners will resume as well as supports to allow them to access academic content.
- Communication with parents and guardians that have limited proficiency in English will occur in the language they understand through translation and/or interpretation services.
- Students who are dually identified as ELs and students with a disability will continue to receive support for their EL needs as well as support for their disabilities.
- Communication will be ongoing with families of ELs regarding remote learning and returning to their school building in their native language.

# KIS Extracurricular Activities

The scheduling of afterschool and weekend extracurricular activities, with school reopening, are dependent on a number of factors. Although extracurricular programming provides numerous benefits for our students, we are committed to a phased reopening of Killingly Intermediate School, while adhering to state requirements.

Killingly Intermediate School will suspend all extracurricular activities until further guidance from local and state officials is provided.

# KIS Operational Protocols

*\*Operational training videos are available for viewing on our main page of the KIS website. We encourage KIS families to review and discuss the protocols and videos prior to the start of the school year.*

<b>Arrival and Dismissal</b>	<ul style="list-style-type: none"><li>• Buses drop off students at the rear entrances of the school beginning at 7:00 AM.</li><li>• Buses will unload as directed by staff. Students will disembark one bus at a time, as the bus arrives, and enter through the rear entrance to the building.</li><li>• Parent drop-off will enter through the main entrance of the building beginning at 7:00 AM.</li><li>• Upon entry to the building, students will follow a designated route directly to their assigned homeroom.</li><li>• Students will follow the same route to exit the building.</li><li>• Lockers will not be utilized, unless directed by staff.</li><li>• Busses will be dismissed at staggered times, beginning at approximately 2:10 PM.</li><li>• Masks are required at all times while on the bus and upon entry to the school building.</li></ul>
<b>Backpacks</b>	<ul style="list-style-type: none"><li>• We will be distributing individual cinch-style drawstring backpacks to every student at KIS for personal use.</li><li>• Students will carry their backpacks to each class throughout the day as individual student lockers will not be assigned.</li></ul>
<b>Bathroom</b>	<ul style="list-style-type: none"><li>• Twice daily, the cleaning and disinfection of all bathrooms must occur when the building is occupied.</li><li>• Cleaning and disinfection of all bathroom surfaces will also occur after conclusion of the school day.</li><li>• Custodial staff will complete a checklist to document regular daily cleanings of high touch surfaces in restrooms.</li><li>• All cleaning products utilized on surfaces should follow Connecticut School Green Cleaning Law.</li><li>• Cleaning products should be utilized in well-ventilated areas and should follow the manufacturers' stated instructions for use (contact time, surface application).</li><li>• Students must request permission from a staff member before accessing the bathroom.</li><li>• Students must wear masks while in the bathroom, as well as when traveling to and from the bathroom.</li><li>• Students must use hand sanitizer upon entry of the bathroom.</li><li>• Custodian will conduct frequent checks and sanitation of each bathroom throughout the school day</li><li>• Cohorts will use assigned bathrooms.</li></ul>



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<b>Breakfast</b>	<ul style="list-style-type: none"><li>• Breakfast will be provided with hot and cold menu options. Students will pick up their breakfast “to-go” from the cafeteria and proceed directly to their homeroom.</li></ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"><li>• Students will maintain social distancing as they enter the cafeteria.</li><li>• Students will enter and exit the cafeteria through assigned doors.</li><li>• Staff will facilitate meal service.</li><li>• Cohorts will sit together during lunch.</li><li>• Masks are required in the cafeteria except while eating.</li></ul>
<b>Classroom</b>  <i>*See Figure C for pictures of model classrooms</i>	<ul style="list-style-type: none"><li>• Masks are required during class instruction.</li><li>• The entire floor space will be utilized to maximize distance between student workstations, with exception of the front six feet of the classroom.</li><li>• Students will face the same direction and/or utilize individual safety screens to create a physical barrier.</li><li>• The following items are not permitted for use in classrooms:<ul style="list-style-type: none"><li>○ Soft Upholstered Furniture (i.e.: Bean Bags, Fabric Chairs)</li><li>○ Area rugs</li><li>○ Other non-KPS purchased furniture</li><li>○ Any other items deemed unsafe by school/health officials.</li></ul></li></ul>
<b>Containment Plan</b>	<ul style="list-style-type: none"><li>• KIS will utilize a separate room from the Nurse’s suite as the building isolation room.</li><li>• The bathroom in the nurse’s room will be utilized by students in the isolation room.</li><li>• The backup isolation room will be located in the main office.</li></ul>

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<b>Food Consumption in Classrooms</b>	<ul style="list-style-type: none"><li>● At times, students will be eating snacks and lunch in classrooms.</li><li>● Masks are required at all times except while eating or drinking.</li><li>● Students must also follow their teacher’s instructions and traffic patterns when throwing away garbage and moving about the classroom.</li><li>● Large, open-top containers will be used for garbage disposal.</li></ul>
<b>Hallway Transitions</b>	<ul style="list-style-type: none"><li>● Students will travel throughout the building on the right-hand side of the hallways and stairwells following the traffic patterns indicated on the floors.</li><li>● Students must access their classrooms at a right angle from their side of travel.</li><li>● Students and staff must maintain social distancing while traveling throughout the building.</li><li>● Cohorts will be escorted to their next destination as often as possible.</li><li>● Individual students will be escorted to and from scheduled services.</li><li>● Staff may direct students to line up in hallways to ensure proper disinfection of the classroom has occurred.</li></ul>
<b>Main office</b>	<ul style="list-style-type: none"><li>● Social distancing must be maintained in the main office.</li><li>● Main office/visitor protocol will be posted outside the office.</li><li>● Masks are required when entering.</li></ul>

# KIS Operational Protocols Continued

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<b>Masks</b>	<ul style="list-style-type: none"><li>● During this school reopening period and until further notice, all students, faculty and staff are expected to wear facemasks, or protective face covering.</li><li>● The facemask must completely cover the nose and mouth when inside the building, allowing only for limited exceptions including times when individuals are eating or drinking.</li><li>● Students traveling to and from school on a bus must have a facemask on before entering the bus. Bus drivers will provide masks in the event that the student does not have one.</li><li>● Once arriving at school, students must wear a mask, unless directed otherwise by a staff member. Students who do not comply by wearing a mask will be sent home for the duration of the school day</li><li>● Building level dress code applies to mandatory face masks. Any student wearing a mask deemed inappropriate based on dress code expectations or the requirements set forth by Killingly Public Schools will be required to wear a school-issued mask.</li><li>● A face shield, without a face mask or face covering underneath, is not acceptable.</li><li>● If an individual is unable to wear a facemask because of a medical condition, acceptable medical documentation must be provided and approved.</li><li>● Teachers will be allowed to remove masks during direct instruction with greater social distancing in place.</li><li>● We strongly encourage all stakeholders (parents, students, teachers, and staff) to practice wearing masks PRIOR to returning to school.</li></ul>
<b>Mask Breaks</b>	<ul style="list-style-type: none"><li>● Students will have a minimum of two structured mask breaks per day, in addition to lunch.</li><li>● Student mask breaks are permitted by a supervising adult who ensures the following:<ul style="list-style-type: none"><li>○ Should a mask break be permitted inside, students must be 6-feet apart, in all directions.<ul style="list-style-type: none"><li>■ Mask breaks for groups of students are ideal if in a larger space, such as a cafeteria, gym, or auditorium.</li></ul></li><li>○ Mask breaks outside provide an easier way to establish the 6-feet social distancing requirement</li></ul></li></ul>

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<b>Material Sharing</b>	<ul style="list-style-type: none"><li>● Material sharing will be minimized, wherever and whenever feasible.</li><li>● Students will wash hands or use hand sanitizer before and after sharing necessary materials</li><li>● Common materials will be disinfected after each use.</li><li>● Students/families will be encouraged to provide individual student sets of classroom materials prior to the start of school.</li></ul>
<b>Nurse</b>	<p><b><i>The school nurse should be accessed only for injury and illness that occurred during the school day. Visits to the nurse</i></b></p> <p><b><i>In accordance with Connecticut State Guidelines...</i></b></p> <ul style="list-style-type: none"><li>● If an individual of the KIS community has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19, a containment plan will be utilized to decrease the spread and shall include:<ul style="list-style-type: none"><li>○ Immediate coordination with the local health department, including readiness to comply with requests for information from the local health department to assist with contact tracing</li><li>○ Identification of a response team with specific responsibilities</li><li>○ Consider what signs and/or symptoms were exhibited by staff and/or students that would require their immediate dismissal from school; for what period of time; and conditions for their re-admittance to school</li><li>○ An “isolation room” will accommodate students and/or staff who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives. Students will remain supervised in the isolation room</li><li>○ For the purposes of contact tracing, schools should log all persons who enter the “isolation room”</li><li>○ The individual supervising the “isolation room” must be equipped with proper PPE</li></ul></li></ul>
<b>Lunch</b>	<ul style="list-style-type: none"><li>● Students will enter and exit the cafeteria through assigned doors.</li><li>● Cohorts will sit together during lunch.</li><li>● Masks are required in the cafeteria except while eating.</li><li>● Students will eat lunch with their assigned cohort.</li><li>● Red and white teams will alternate on a weekly basis eating lunch in the cafeteria and their classroom.</li><li>● Hot and cold options will be provided.</li></ul>

# KIS Operational Protocols Continued

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<b>Library</b>	<ul style="list-style-type: none"><li>● Students will access the library collection through online software/Destiny.</li><li>● Book selections will be delivered to students' homerooms.</li><li>● The library may be used as additional instructional space as needed.</li></ul>
<b>Recess</b>	<ul style="list-style-type: none"><li>● Recess will occur during students' lunch period.</li><li>● Cohorts will be assigned a designated outside area to use during this time.</li><li>● Teachers may utilize space outside during instructional time in addition to recess.</li></ul>
<b>Staff Photos</b>	<ul style="list-style-type: none"><li>● All Killingly Intermediate School staff will wear a school-issued photo to allow all students to recognize staff with and without their mask/face-covering.</li></ul>
<b>Visitors</b>	<ul style="list-style-type: none"><li>● Parents/Guardians dropping off items for students<ul style="list-style-type: none"><li>○ Main office staff will meet parents/guardians at main entrance doors or designated a location for items to be dropped off. Student will have items delivered to his/her classroom.</li></ul></li></ul>
<b>Tardy/Late Arrivals</b>	<ul style="list-style-type: none"><li>● Main office staff will meet students at main entrance doors.</li><li>● Parents/guardians are required to show identification at that time.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>● Each student will be assigned a Chromebook for personal use for the 2020-2021 school year.</li><li>● Families will be required to sign a contract accepting responsibility for loss, damaged or stolen devices.</li></ul>
<b>Water Bottles</b>	<ul style="list-style-type: none"><li>● We will be distributing reusable water bottles to every student at KIS for personal use. While students are allowed to bring their own water bottle from home, they will not be allowed to drink from communal water fountains. Water bottle refilling stations will be located around the school.</li></ul>

## Examples of Model KIS Classrooms Figure C.



# KIS Distance Learning Protocols

<b>Attendance</b>	<ul style="list-style-type: none"><li>• Student attendance is mandatory.</li><li>• Daily attendance will be recorded in homeroom as well as during each class period according to our Distance Learning Schedule (see figure C)</li><li>• If your child is ill, please call the main office to report their absence</li></ul>
<b>Grading</b>	<ul style="list-style-type: none"><li>• Student progress on learning activities will be continually assessed and reported throughout distance learning</li><li>• Google Classroom will be utilized as the KIS Learning Management Platform</li><li>• Parents can monitor individual student progress through Google Classroom and by accessing the JumpRope Parent Portal</li></ul>
<b>Distance Learning Etiquette</b>	<ul style="list-style-type: none"><li>• Find a quiet space free of distractions (siblings, television, parents, pets, etc.)</li><li>• Students must display legal name to be admitted into a video conference session</li><li>• Show up a few minutes before class time and wait to be admitted by your teacher</li><li>• Maintain respect at all times in speaking, writing, and appearance</li><li>• Stay on MUTE. Click the “raise hand” button if you would like to contribute</li><li>• Make sure your video is on so your teacher and peers can see you</li><li>• Refrain from chewing gum, eating, or drinking</li><li>• DO NOT USE cellphones or other electronic devices that are not your primary Zoom device</li><li>• Stay ON TASK</li><li>• Camera angle must capture your entire face</li></ul>