

*USD 234 – FORT SCOTT SCHOOLS*



*RETURN-TO-SCHOOL PLAN:  
LEARNING GUIDELINES AND SCHOOL OPERATIONS  
2020 – 2021*

*UPDATED NOVEMBER 9, 2020*

USD 234 will rely on local and state health guidelines to determine the type of instructional model that we will have available for our students.

### **Student Instructional Delivery Models: 3 Options**

1. On-Site (Face to Face) – Students will be on campus in the classroom with teachers. This is our expectation, if possible.
2. Hybrid Model – A combination of face to face and online learning will be used to reduce student population on campus.
3. Remote/Virtual Model – Instruction will be delivered on-line to students off campus.

If local health guidelines/restrictions are supportive to having students on campus, it is our district's expectation that students will use the On-Site model.

- Parents may choose to keep students at home and use the Remote Learning plan. The student must be enrolled in this mode of learning by no later than Friday, August 14th for staffing purposes. Please contact your building administration before this date for more details.
- This instructional model will have a trial period that ends on October 2nd. If the child/parent chooses the Remote Learning Model, the student will be committed to this mode of instruction for the first semester of the 2020-2021 school year.
- If this style is chosen, students will have access to in-person extra-curricular activities during that time frame.

The Hybrid Model will only be used if it is deemed necessary to reduce the student population in a specific building, classroom, or the entire district campus. This option is not an individual choice option. This model will be employed when local health officers and school administration deem it necessary.

### **Remote Model Definitions**

Remote Learning is defined by daily interaction with USD 234 teachers via Google Classroom, Microsoft Teams, Zoom, or SeeSaw. USD 234 will provide a student with a computer device for students who need a computer. Students will be online daily interacting with their instructors and/or peers. To remain in good standing, these students will be required to log 6 hours of learning daily. If a student is using this model, it is the parents'/students' responsibility to complete and return the online learning log weekly so that participation can be documented. **Student participation is mandatory;** students deemed to not be meeting participation expectations may be considered truant. The classroom model will vary by building; FSMS and FSHS students will log in and participate in live class sessions based on their schedule. Elementary students will have structured lessons via various platforms (SeeSaw/Zoom/Etc). It is strongly recommended that all of these students have internet access and the ability to interact for the length of the day with their class and teachers. If this style of learning is chosen, students will have access to extra-curricular activities.

## **Attendance**

Students choosing to enroll in the Remote Learning Model are required by law to complete 1,116 hours of learning like their peers who attend classes on site. To achieve this, students will complete academic work within a schedule that provides a learning experience equivalent to a minimum of 1,116 hours of learning.

- Recording attendance is required daily and will be subject to the policies/procedures and consequences outlined in the respective school handbooks of attendance. Truancy guidelines continue to be followed.
- Students and parents will be required to log learning participation and activities as set forth in the Kansas Department of Education's Navigating Change 2020 document.
- Students will be engaged in instructional tasks for 6 hours.
  - Individual courses or content areas require at least 40-60 minutes for each course or area in order to maintain pace for course completion by end date.
- Students will engage in class regularly using these two options:
  - live instruction with teacher, collaboration with peers
  - view content, complete activities and labs on their own and complete assessments.
- Students will be required to engage in virtual interactions with staff on a daily basis. Student schedules may vary by grade level.
- Students are required to access their courses or subject areas/content areas daily.
- Students who miss live lessons are expected to view the recordings and complete the assignments within 24 hours of the missed session, unless alternate plans have been arranged with the instructor.
- Students who do not complete the assignments, take the assessments, or engage in the live lessons are at risk of failing the course or content area.

## **PARENT/GUARDIAN SUPPORT**

Parental support and partnership with remote learning teachers and adherence to these responsibilities are essential to the viability and success of the program and student learning.

- Parents will complete the Remote Daily Attendance Log.
- Parents will conduct a daily check-in with students on work completion, mental/emotional well-being, and identify any issues.
- Parents will communicate to staff any support needed.
- Parents will check email daily for updated information or necessary correspondence with staff.
- Parents will communicate with the teacher if they need technology assistance.
- Parents will promote student self-advocacy.
- Parents will ensure all contact information is up to date.

### **HABITS FOR SUCCESS**

- A designated workspace that is free of distractions is strongly recommended in order to assist with establishing a set learning environment.
- School supplies or materials required for learning tasks must be organized and accessible during all courses or content area instruction to support the components of active engagement: guided instruction, collaboration with peers and independent work time
- Routines should be established at home and in coordination with the assigned teacher in order to foster predictability and consistency during the designated school hours.
- Time management is the process of organizing and planning how to divide your time between specific activities and will be important in tracking completion of assignments. Procrastination is strongly discouraged and potentially adds stress to a student.
- Be punctual to online appointments or scheduled times with teachers and/or peers.
- Students should dress appropriately during virtual interactions with teachers and peers.

### **REMOTE CLASSROOM ETIQUETTE**

The remote classroom may exist at a private residence. Families should expect a camera providing live feed to a remote classroom that includes a teacher and a room filled with students. In an effort to ensure appropriate learning experiences, we suggest the following virtual etiquette protocols:

- The student's camera is facing towards a wall or with limited access to high traffic backgrounds.
- The student's learning space will need to be free from other distractions like
  - other people's conversations.
  - background noise (Turn off the TV and radio).
  - playful pets or noisy siblings.
  - cell phones. (No multitasking during class!)

### **Hybrid Schedule Model**

If the Hybrid model is required, all buildings will follow an alternating schedule based upon students last name and place of residence. Students will attend on-site every other day.

Example:

**Red Day** - All students with the last name starting with A-J will attend on-site. Students not on-site will attend school remotely.

**White Day** - All students with the last name starting with K-Z will attend on-site. Students not on-site will attend school remotely.

- Family grouping will be provided

## How is Family Choice Remote Learning Different from Continuous Learning of Last Spring?

Continuous Learning Model (March-May 2020)	Family Choice Remote Learning (August 2020-TBD)
Regular Teacher Check-ins	FSMS/FSHS: Teacher Led Instruction Elementary: Recorded Lessons, Daily Assignments, Teacher Check-in
Unplanned/Reactive	Intentional Rigor/Mastery of Standards
Flexible daily requirements	Schedule/Planned School Day – <b>6 hours of documented participation time during normal school day</b>
Packets or Online Options	<b>Online Only</b>
Mixture of review and minimal new concepts	Focused on grade level standards utilizing district pacing guides
Flexible Grading Pass/Fail	Mastery of Concepts
Tracked Attendance	Daily Class Attendance Required; Truancy Reported
Minimal Assessments	Assessments Scheduled Regularly
Activities/Athletics Cancelled	Participation in in-person Extra-curricular Activities/Athletics is allowed

## Student/Parent Contract for Remote Learning

\_\_\_\_\_ I understand that I will be an active partner with the school for my child's learning.

\_\_\_\_\_ I understand that I need access to a reliable internet connection on a daily basis.

\_\_\_\_\_ I understand that online attendance will be tracked daily and lack of attendance could result in truancy.

\_\_\_\_\_ I understand that all work will be completed entirely online.

\_\_\_\_\_ I understand that I will turn in a remote log weekly.

\_\_\_\_\_ I understand that my student will complete all assigned work daily.

\_\_\_\_\_ I understand that I need to have all of my information updated so the school can easily contact me (phone, email, etc.)

\_\_\_\_\_ I understand that by choosing this option, my child will be required to remote learn for at least 9 weeks.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)