

District Plan for Safe Return
to In-Person Instruction and Continuity of Services



Oxford Public Schools

A Guide to the 21-22 School Year

Table of Contents

Purpose	3
USD 358 Mission Statement	3
Access and Equity: Notice of Non-Discrimination	3
Communication	4
Instruction and Learning	5
On-Site Traditional Campus Learning	5
Full Time Virtual Learning: Oxford Online	6
Hybrid -Virtual Learning & On-site Traditional Campus Learning	6
Instructional Technology	6
Technology Supports	7
Academic Supports	7
Social Emotional Supports	7
Internet Access	7
Grading	7
Assessments	8
Classrooms	8
Common Spaces and Facilities	9
Transportation	9
Food Service	10
Traditional On Campus Students.	11
Virtual School Attendance	12
Hybrid Learning	12
Extra Curricular Activities	13
Health	13
Wearing Masks, Face Coverings and other	13
Hygiene Measures	13
Temperature and Screening	14
Exclusions from School	14
Positive COVID-19 Contacts	15
Return to School After Exclusion	15
Visitors	15



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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

Purpose

The primary goal of USD 358 is to return students and staff back to a school setting while also optimizing education, promoting health and safety, and mitigating the risk for everyone who is part of our Wildcat school community. With this goal in mind, the purpose of this document is to outline safety procedures that all students, staff, and school community members must follow while on school property. In an effort to remain vigilant in mitigating the outbreak of COVID-19, the following prevention, preparedness, and response procedures will be in place.

USD 358 Mission Statement

Safely supporting foundations for the future by cultivating versatile citizens who are capable, ambitious, thoughtful, and steadfast.

Access and Equity: Notice of Non-Discrimination

USD 358 will ensure an equitable and appropriate education for all students in all learning environments. The district will provide services to meet the needs of students from diverse populations including but not limited to: ethnic/racial identity, nationality, age, social class, economic status, abilities/disabilities, language, immigration status, sexual orientation, gender identity/expression, family type, religious/spiritual identity, emancipated minors, wards of the state, homeless youth, and incarcerated youth. USD 358 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Cathi Wilson, Superintendent 515 N. Water, Oxford, KS 620-455-2410.. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

Communication

Students, staff, and families of USD 358 will receive communication through the district school messaging system as situations arise. It is **ESSENTIAL** that families update their PowerSchool contact information (phone numbers, email addresses, addresses, and local emergency contacts) so that timely communication is received. Please contact the school at 620-455-2410 if any information changes throughout the year.

Information and updates will also be posted on district social media: the USD 358 website (www.usd358.com), USD 358 Facebook, and USD 358 Twitter accounts. A link on the main page will house all Navigating Change documents.

In the event of a positive COVID-19 case, the district will provide notifications about the situation as required by law while maintaining the confidentiality of the parties involved. A sample notification is located in the appendices. Decisions about exclusions from school will be determined by health care providers and the local health department per current requirements.



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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

Instruction and Learning

Families have the following options for school attendance:

1. On-site Traditional Campus Learning
2. Full Time Virtual Learning: Oxford Online
3. Hybrid -Virtual Learning & On-site Traditional Campus Learning

Once a choice of instructional model (listed above) has been made, students will be required to stay in that model until the end of the semester.

On-Site Traditional Campus Learning

On campus learning allows students to return to school in a classroom with a teacher and classmates 5 days a week from 8:00 am to 3:32 pm (9:00 am to 3:32 on Fridays). If a student must be absent as a direct result of COVID-19 and is required to be excluded from school by health officials and/or school policy, yet is healthy enough to participate, his/her learning model will switch to **Remote Learning** (see below) with their regular classroom teacher(s) to allow students to “attend” school while at home. Teachers will provide lesson plans and Zoom meetings as necessary. While at school, attendance will be taken as usual. In the event a student’s learning model must switch to remote learning, daily contact with assigned teachers and active participation in the classroom session must occur to be counted as attending (see attendance section for more information). This is the expectation unless the child is too sick to participate. Communication between students, parents, and the school is essential.

What is REMOTE learning?

Remote learning is NOT part of the USD 358 Virtual School. Remote learning is a *temporary learning model* to be used for short periods of time, and is only available for student quarantine, illness, or mandatory school restrictions as a **direct result of COVID19**. Remote learning requires that students be in direct daily contact with direct daily contact with their teacher. Zoom or Google Meet may be used for the virtual remote sessions. The student must be actively engaged in the meeting. Contact may also occur through Google Classroom and SeeSaw. Teachers will set remote learning schedules and communicate the schedule with parents and students.



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In the event the spread of COVID reaches a moderate or high risk, the school will be required to restrict the number of students allowed on campus. The school will work with families to develop plans for on-campus and remote attendance that meet the individual learning and access needs for each student/family. In the event on-campus attendance is suspended/closed, remote learning will be instituted for all traditional on-campus students.

Full Time Virtual Learning: Oxford Online

Oxford Online Virtual School has been in existence for eight years and has a strong reputation of success with all students. Courses are assigned by the virtual school staff in collaboration with families based on an individual plan of study. The primary curriculum is provided through Edgenuity but college courses and other options are also available. The program has certified teachers to assist with lessons and provide tutoring. On campus and off campus tutoring times will be set to allow students face-to-face instruction as needed. To meet virtual attendance requirements, students are expected to complete an assigned percentage of their classes per week. Work is monitored by staff, and parents receive weekly notifications of progress. High School credits are awarded by semester, and grades are given to all students on a semester basis.

Hybrid -Virtual Learning & On-site Traditional Campus Learning

A blended model consists of both traditional campus class time and virtual learning. This model is managed by the virtual school staff. Students are required to be at school a portion of each day. A customized plan is developed based on the needs of each student while minimizing the changes to stable on-campus groups.

Instructional Technology

The following will be the primary technology and software used for all learning models.

Devices

IPADS (K-12)

Chromebooks (Oxford Online and some Campus College students)

MacBooks (Teachers and some on-campus college students)



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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

Learning Platforms/Software

SeeSaw- Grades PreK-6

Google Classroom- Grades 7-12

Edgenuity and Google Classroom- Oxford Online Virtual School

PowerSchool- Student Management System

I-Ready Math- Grades K-8 online lessons and resources

I-Ready Reading- Grades K-8 online lessons and resources

Accelerated Reader- Grades 1-6

Mosyle- Allows teachers to monitor student devices in the classroom and virtually.

Technology Supports

If students or staff have a technology issue, they must email the technology help desk account and support will contact the student or staff member. If you are unable to email, call 620-455-2410 extension 1212. Helpdesk email account:

www.helpdesk@usd358.com Help guides and Instructions will be posted on the district website under www.usd358.com/technology--244

Academic Supports

Students who receive MTSS, 504, or IEP services will continue to receive services as outlined in their individualized plans. Contact the assigned case manager if there are questions.

Social Emotional Supports

Counselors are available to all staff and students to help with social emotional needs. USD 358 also has a partnership with Sumner Mental Health to provide social work and other mental health services for those in need.

Internet Access

If a situation arises that a student has to be in remote learning and does not have internet access, hot spots can be checked out.

Grading

Elementary students will have quarterly grade cards, while 7-12 grades are completed by semester. The following outlines the type of grading used at each level.

PreK- K- ESGI- provides progress based on skill acquisition and standards.

Grades 1-4- Standards Based Grading- provides progress students make toward student attainment of state outline standards

Grade 5-12- Traditional A-F grading 90, 80, 70, 60 etc.



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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

Assessments

I-Ready Math, Reading, ACT- 10th-12 grade, DESSA- K-12, State Assessments- As determined by the state, STAR Reading- ElementaryPre-ACT- 9th grade

Classrooms

- Classroom spaces will be arranged with student health and safety as the primary focus based on the age, content, and purpose of the class. Social distancing guidelines will be reviewed and followed as conditions require.
- Stable groupings will be established when possible. (Stable Groups occur when students remain with the same cohort of students.)
- Social distancing will be practiced when feasible.
- Supplies, manipulatives, and technology will be cleaned between class groups and sanitized daily. If possible, sharing materials will be discouraged.
- Hand-washing/sanitizing will occur after use of shared materials. Hand sanitizer will be in all school spaces and classrooms. Handwashing and respiratory etiquette will be taught and promoted multiple times during the day.
- Sanitizing and disinfecting supply buckets with cleaning materials and gloves will be placed in all spaces. Staff is responsible for making sure their assigned spaces are disinfected during the school day and between different groups of students.
- Daily attendance will be taken for all students regardless of learning site.

Stable groups are defined as a set of students who are on-campus and remain a consistent group with minimal interaction with others. For example, Mrs. Mitchell's Kindergarten class is a stable group.



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Common Spaces and Facilities

- Playground equipment (basketballs, frisbees, etc) will be assigned to classrooms and will not be shared between classes. Recess schedules will be organized to reduce the number of students on the playground at one time and promote stable groupings when possible. Students handwashing will occur at the conclusion of recess.
- Tables in the commons area of the high school the number of students seated at tables will be reduced. The spaces will be sanitized between groups..
- Entrance and exit points will be designated for different groups to reduce congestion and promote social distancing.
- Restroom breaks will be handled by classroom teachers to avoid large congregations of students.
- Automated water bottle filling stations will be available.

Transportation

Families are encouraged to transport their children to school if at all possible, however we understand that isn't an option for everyone; therefore, the following USD 358 transportation guidelines will be followed on buses and in school district passenger vehicles.

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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

- The bus will be disinfected at the end of each day and between different groups.
- All district staff will follow recommended CDC, Health department as determined by local requirements as conditions dictate.
- Due to the inability to enforce social distancing on the bus, students may be required to wear masks if local conditions require. If masks are encouraged or required, students are encouraged to bring their own masks; however, appropriate masks will be provided as needed.
- Assigned seats will be established for all students with individuals from the same household sitting together.
- Students will be socially distanced as much as possible. Families will sit together with no more than 2 students per seat. Nonfamilial students will be seated 1 to a seat as much as possible.

Food Service

- Students will continue to have hot meal choices each day (typically 2) and will be served according to health requirements.
- Self-service bars (fruit, veggie, salad bars, etc.) will be limited
- Meals will be prepared daily with an emphasis on providing well-balanced meals students enjoy.
- There will be breaks between groups so all tables, chairs, and other highly touched surfaces can be disinfected before the next group arrives.
- Microwaves will be available for use and sanitized between uses.



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USD 358 Oxford BOE Approved 7-27-20- Revised 6-16-2021

- Students may eligible to pick up meals in the event they are unable to attend school due to COVID 19

Attendance

Attendance is vitally important and will be closely monitored. For students to make educational progress, they must attend school regularly. It is important to maintain strong communication between families and the school to exist so that all students thrive this school year.

Traditional On Campus Students.

- Daily attendance will be taken by classroom teachers.
- If a student must be absent from school for any reason, a parent/legal guardian must notify the school by 9:00 am and provide a reason for the absence.
- If an on-campus student becomes **ill** and is unable to attend school physically, but is well enough to participate remotely, he or she will be counted as present if the student attends class via Zoom/GoogleMeets or the digital method established by the teacher. Students and parents **may not** choose to attend remotely. Remote learning must be due to COVID19 related illness or quarantine, unless approved by administration.
- High School attendance policies remain in effect. Exceptions to the illness policy will be made for COVID19 related absences. Ten unexcused absences in a class per semester will result in potential loss of credit (see page 33 of the District Handbook for 21-22 for more information).
- USD 358 administration will enforce the Kansas State Law on Compulsory Attendance Law (K.S.A 72-3120), which requires students under the age of 18 (age 21 or graduated for special education students) to attend school. Per regulation, if students are inexcusably absent for 3 days in a row, 5 days in a



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semester, or 7 days in a year they will be referred to the County District Attorney for a truancy violation.

Virtual School Attendance

Students attending Oxford 358 Virtual School will be required to complete two audit days with learning logs documenting the completion of tasks for 360 minutes. This is not optional. The Virtual staff will provide an orientation to parents and students explaining the requirements.

- Student progress will be monitored on a weekly basis by Oxford 358 Online staff. Students are expected to demonstrate progress by:
 - Logging into the Edgenuity website daily
 - Actively progressing through coursework (Approximately 6-7% progress each week; Follow the target calendar provided each semester)
 - Completing daily online assignments prescribed by the curriculum
 - Meeting their learning goals on schedule (completing 50% each quarter/100% each semester)
 - Maintaining regular communication with teachers/staff
 - Completing proctored course semester and final exams when available
 - Participating in all required district/state assessments
- Virtual Truancy occurs if a student does not log into the software for more than three consecutive days without notifying Oxford 358 Online facilitators. Lack of sufficient progress may also lead to truancy. If truancy occurs, parents will be notified. If problems persist, an individual attendance and progress plan will be developed. All efforts will be made to work with families to help students achieve and succeed in their schoolwork. Termination may happen when a student is habitually truant or has not made an effort to be online for 30 days.

Hybrid Learning

Attendance for those students blending traditional on-campus time with virtual school will be determined by the student's current learning setting. For instance, if a student is attending 7th hour Chemistry on-campus, the on-campus attendance policies apply to that class. If the student participates in learning via the virtual school setting the rest of the day, then virtual school attendance policies apply.



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Extra Curricular Activities

USD 358 will make every effort to continue to safely allow students to participate in activities. Decisions and regulations regarding activities will be determined by KSHSAA, KDHE, local health officials, and other activities sanctioning entities along with USD 358 Board of Education. Go to www.KSHSAA.org to see the full documents. Guidelines and procedures will be provided to those participating in approved activities.

Health

Everyone is responsible for doing their part to minimize the spread of COVID-19 in order to keep our campus open.

Wearing Masks, Face Coverings and other

As of June 1, 2021, masks are not required, however if local conditions change or if local, state or national guidelines recommend or require adjustments to this, it may be changed.

Mask exemptions for medical conditions will be granted with documentation from a primary care physician or nurse practitioner indicating that the individual is not to wear a mask as a direct result of a medical condition. The documentation must be on file before the exemption will be approved. Students who are not able to wear a mask will be provided options for alternative learning settings.

Hygiene Measures

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Hand sanitizing stations are in all classrooms and common spaces.
- Avoid touching your eyes, nose, or mouth with unwashed hands.



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- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Students and staff must wear masks at all times but especially if the person is persistently coughing or sneezing even if it is unrelated to COVID-19.
- Practice social distancing when possible.
- Avoid close contact with people who are sick.
- Train all about the signs and symptoms of COVID-19. The current known symptoms are:
 - Fever (100.4 or higher)
 - Chills
 - Rigors
 - Muscle or body aches
 - Fatigue
 - Headache
 - Sore throat
 - Lower respiratory illness (cough, shortness of breath or difficulty breathing)
 - New loss of taste or smell
 - Diarrhea

*Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school and if at school will be sent home immediately. Individuals will be isolated until they are able to leave school.

It is essential that parents provide updated contact information and emergency contacts so that children who are sick or exhibiting symptoms can be picked up promptly from school.

Temperature and Screening

Staff and students showing signs of illness throughout the day will be evaluated

Anyone with a fever will be sent home immediately.

All COVID exclusions will be guided by the local, state and national health officials

Exclusions from School

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, will be sent home immediately. See the KDHE guidance (Coronavirus vs Cold vs Flu vs allergies) in the appendix.



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Positive COVID-19 Contacts

A person is considered a case of COVID-19 disease if they have tested positive for the virus by a diagnostic test. Cases must remain in isolation until they have met the criteria for release from isolation set forth by KDHE or the local health department.

Close contacts must remain in quarantine until they have met the criteria for release set forth by KDHE or the local health department.

The school will work with individuals and local health officials to assist with contact tracing as needed.

Return to School After Exclusion

Once a student or employee is excluded from school, he or she may return if they meet the recommendations of KDHE or the local health department.

- Persons who are suspected of having COVID-19 or have been identified as a close contact, or are awaiting test results should be isolated at home until test results are received or given the clear to return to normal activities as outlined in current local, state, and national COVID guidelines.
- The school may provide rapid testing if supplies are available. Consent is required prior to testing. For students, a parent must sign written consent.

Visitors

- Visitors will have limited access to the building.
- Visitors are encouraged to schedule appointments in advance.
- Lunch guests will not be allowed.
- Virtual options for meetings and conferences will be utilized if possible.



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- No guests will be allowed past the main offices without approval by administration.



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