

USD 415
Return to Learn
Plan



“Navigating Change 2020”

#redhawkready

USD 415 Red Hawk Return to Learn Plan

Officials of Hiawatha Schools have been planning for the reopening of schools for 2020-21, in the context of the pandemic. Decisions have been and will continue to be made in response to the many questions surrounding schools in Kansas and across our country. Those questions include, but are not limited to these two essential questions:

- How do we keep students, staff, and the community as healthy and safe as possible?
- How do we ensure students are able to learn and receive needed services regardless of restrictions due to COVID-19?

USD 415 will consult with and follow guidance and recommendations of NEK Multi-County Health, other health officials (state and local) and the Kansas Department of Education when determining the phase and attendance pattern for our students and staff. This plan may change so as to reflect future updates made in the Navigating Change 2020 guidelines set by the Kansas Department of Education or to reflect health conditions in our community.

For most students, school will be held in one of three methods: On-Site Learning, Hybrid Learning, and On-line Learning. The method will be aligned with phases that relate to local and state health restrictions. It is understood that On-Site Learning is the primary learning model.

The phases are as follows:

Phase 1 On-site Learning

Groups sizes of gatherings not to exceed limitations established by Brown County Health Officials

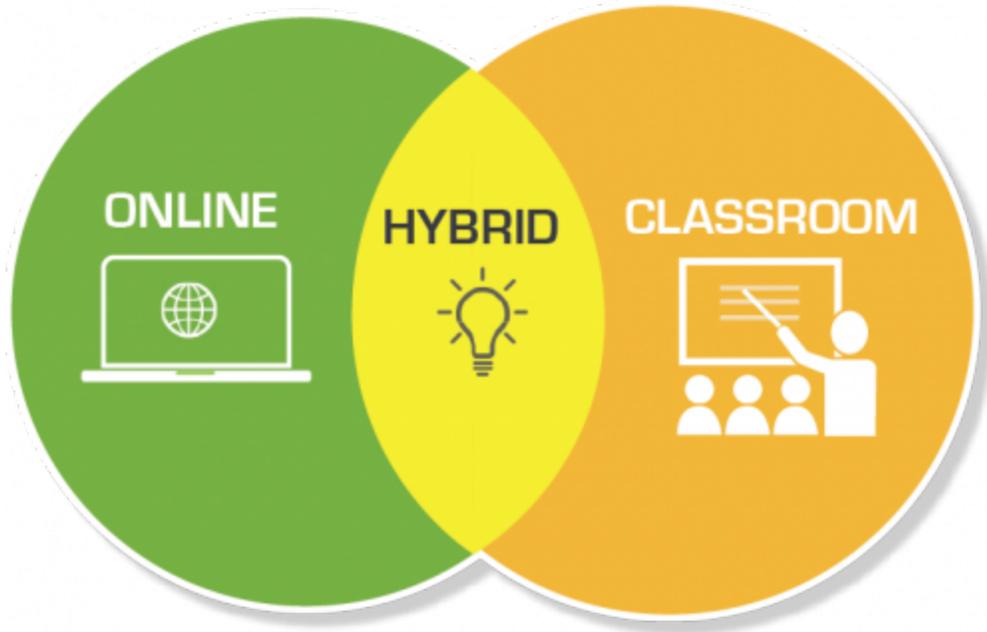
Established precautionary measures remain in effect which may include, but are not limited to requiring masks to be worn

- frequent handwashing or use of sanitizer
- deep cleaning of schools on a regular basis
- social distancing practiced to the greatest extent possible.
- temperature scanning of students and staff multiple times daily
- possible limitations regarding elective and co-curricular classes

Phase 2 Hybrid Learning (moderate restrictions in community due to COVID-19 concerns)

- Schools will operate at a reduced capacity (approximately 50% or fewer)
- Students will attend physically and remotely on designated days
- Precautionary measures listed in phase 1 will continue

Hybrid Learning in USD 415



- May include two cohort groups.
 - Group A would attend school in person on Mondays & Tuesdays and do remote or online learning Wednesdays, Thursdays & Fridays.
 - Group B would attend in person on Thursdays & Fridays. They would do remote or online learning Mondays, Tuesdays & Wednesdays.
 - Wednesdays could also be used for deep cleaning, interventions, extra help/tutoring sessions, team meetings, planning, collaboration and/or professional development.
- Efforts would be made to keep families together in cohorts regardless of building.
- USD 415 may utilize this model if the level of viral transmission warrants. This is not an option for parent choice.

Phase 3 On-line Learning (most severe restrictions in place; schools closed due to COVID-19 concerns)

- All On-Site- students would attend remotely.

USD 415 Response to Level of Spread

Level of Community Spread (as determined by state and local health officials)	Low/No Spread 	Minimal/Moderate Spread   			Substantial Spread 
Instructional/Learning Model (as determined by USD 415 administration)	On-Site Model* 	On-Site 	Hybrid 	Distance/ Remote Learning 	Distance/ Remote Learning 
Response (as determined by USD 415 in partnership with local departments of public health and community stakeholders)	School Buildings Open – Implement preventative practices and additional proactive processes/protocols	School Buildings Open – Implement more intensive mitigation strategies; encourage/enhance social distancing; (see Targeted Closure)	Limited/Staggered Use of School Buildings – Implement alternating schedules for students; target distance/remote learning.	Minimal Use of School Buildings – Implement targeted distance/remote learning or adopt building-wide distance/remote learning as necessary	Targeted Closure – Isolate and disinfect affected areas OR Short-term Closure – Close for facility-wide deep cleaning minimum of 5 days OR Extended Closure – Close building(s) for at least 14 days

****On-Site** assumes enhanced precautionary and sanitization protocols. These may include, but are not limited to:**

- *the use of masks by school personnel, students, and visitors*
- *temperature scanning of all school personnel, students, and visitors*
- *restrictions on gatherings*
- *modified schedules*
- *other*

Remote Learning Option

We believe our students learn best when in our schools and in front of our highly-qualified and caring professionals. USD 415 also understands that the degree to which families are comfortable returning to school varies. Those differences are likely impacted by the prevalence and trends of COVID-19 locally and regionally, medical conditions of students and family members, and even the degree of precautionary and cleaning measures taken by the district. Therefore, a remote learning option is available. Families seeking to participate in this learning model will meet in person with USD 415 administration and officials. The purpose is to ensure the family has the most accurate information and understanding so as to make a highly informed choice.

USD 415 has established a [Remote Learning Handbook](#) to provide guidelines and explain expectations related to student learning, It also provides helpful information and links to resources for the remote learner and their family.

Table of Contents

[Operations](#)

[Health](#)

[Classrooms](#)

[Common Spaces](#)

[Extra Curricular & Co Curricular](#)

[Facilities](#)

[Food Services](#)

[Transportation](#)

[USD 415 Response to Level of Spread](#)

[Learning](#)

[Class Sizes](#)

[Social-Emotional Learning](#)

[Supplies](#)

[Learning Standards and Competencies](#)

[Screening & Assessment](#)

[Accommodations](#)

[Co-Curriculars](#)

[Format](#)

Operations

Cleaning & Sanitization

- USD 415 schools will consider and/or implement the following:
 - Restrooms and locker rooms will be cleaned and disinfected multiple times throughout the day. Restrooms will be disinfected every 4 hrs by custodians. This will include using a Covid-killing disinfectant on all surfaces including the floors. If locker rooms are being used they will follow the same 4 hr cleaning schedule as bathrooms.
 - Designating bathrooms based on grade levels
 - Cleaning the building frequently
 - All classrooms will be supplied with a container of disposable wipes with approved Covid-19 disinfectant. These are safe for students and teachers to use without gloves. The staff and/or students will wipe down all desks every 2 hrs at a minimum.
 - Each building will have an electrostatic sprayer. This tool will be used in high touch areas (Ex; door knobs, water fountains, locker locks and handles).
 - The custodians will work throughout the building and disinfect all these items once every 4 hrs.
 - All trash can liners will be replaced every 4 hrs. The trash can will be sanitized at that time. Teachers will need to set the trash can into the hall at the designated time so the custodian staff can perform the sanitation and replace liner without disrupting the classroom.
 - Plexiglass “sneeze guards” will need to be sanitized every 4 hrs front and back.
 - Having staff open classrooms doors to minimize touches
 - Providing hand sanitizer to each classroom, common space, and bus
 - District maintenance will work to ensure an adequate supply on hand at all times
 - Intentional hand washing
 - Staff will instruct students on proper handwashing techniques
 - District maintenance will work to ensure an adequate supply of antibacterial soap on hand at all times
 - As soon as the school becomes aware of a student and/or employee that has been diagnosed with Covid-19, the custodial staff will begin thorough cleaning of all desks, lockers, and workspaces that the individual has been in contact with.
 - Exterior of the lockers will be disinfected regularly.

- District-provided electronic learning devices will be disinfected regularly with at least 70% isopropyl alcohol before and after school. Using 70% isopropyl alcohol does not void warranty on touch screens. The keyboards and outside shells of the devices can be wiped down with disinfectant wipes or spray.

Health

- The school will follow the current Kansas Department of Health and Environment Covid-19 symptoms. [What to do if You Think You're Sick](#)
- USD 415 temperature policy is enforced with a fever of 100.0 F. Any student with a temperature at or above will be sent home.
- If symptomatic with two or more of the KDHE symptoms, in order to return to school, individuals must have a doctor's note or a negative Covid Test. If no doctor's note, the individual must remain out of school for 10 days and fever free for 72 hours.
- Schools may implement health & safety protocols for all people entering school buildings such as, but not limited to:
 - Required entry/exit points
 - Visual screeners
 - Oral screeners
 - Temperature checks, including the use of thermal monitoring systems
 - Requiring the wearing of masks that adequately cover the mouth and nose.
 - Limiting or restricting visitors
 - Having a designated area away from other students where students with symptoms will wait to be picked up to be taken home.
 - That room will be disinfected once the student leaves.
 - Students/parents will be provided information regarding the symptoms of Covid-19, protocol for return to school, Covid Hotline number, etc.
- Parents should notify the district regarding recent travel. Parents may also be questioned about recent travel. If at the time of travel, the student traveled to a location that is on the restricted or required quarantine list by the state of Kansas, they will be required to quarantine based on the guidelines provided by the state.
 - A negative test result in the 14 day quarantine period does not affect the quarantine period and the person must finish out the 14 day quarantine.
 - If a student is quarantined, the student would transition to remote learning regardless of the calendar.
- Collaboration will occur as much as allowed under law between USD 415 school nurses, NEK Multi County Health and Hiawatha Community Hospital.
- USD 415 will follow the Kansas Department of Health and Environment [guidelines regarding quarantine.](#)

- If a student or employee is excluded from school because of a positive Covid-19 test, other students and/or employees living in the same household are considered close contacts and will be excluded from school for a mandatory 14 day quarantine period which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14 day quarantine period for household contacts begins once the case is released from isolation by County Health.
- If a student and/or employee tests positive for Covid-19, school staff will immediately begin compiling a list of names, emails and phone numbers of close contacts. The list of close contacts will be shared with County Health.
 - If the case is asymptomatic, the contact tracing will begin two days prior to the date of the collected sample. Anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with secretions will be included. Guardians of students and any staff will be informed immediately in coordination with county health. Close contacts must start a 14 day mandatory quarantine period starting from the day after the last contact with the case.
 - “Close contact” applies even if masks are worn.
 - The individual who tested positive will not be identified in communications to the school community at large.
- In the event of a positive Covid-19 case, the district will work with county health to determine our course of action. Options include closing the building(s) or closing areas of the building where the infected individual was.
 - If the school building is closed, all school activities will be cancelled or rescheduled, regardless of if the activity was to take place in the building or another location, including extracurricular activities, before and after school programs and field trips.
- Covid related signage will be posted in hallways, bathrooms & entry points following KSDE recommendations
- Given the nature of the pandemic, the school district may make additional medical inquiries of staff members and students.
- If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of Covid-19.
- If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any Covid-19 symptoms.
- If someone in a district building is sneezing or coughing, he or she may be excluded from school activities and/or asked to leave to minimize the spread of bodily fluids, even if the individual is not exhibiting signs of Covid-19.
- If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

Classrooms

- USD 415 Schools will implement and/or consider the following:

- Cohorting: keeping a group of students together as much as possible
- Maintaining 6 foot social distancing where feasible
- Students eating lunch in classrooms or alternate locations
- Reducing class sizes where feasible
- Changing learning environments where feasible
- Have students face the same directions as much as possible
- Removing soft-surfaced furniture, pillows etc that cannot be disinfected
- Requiring students & staff to wear masks. Requirements of masks include:
 - *Face coverings must fit snugly (but comfortably) against your face*
 - *Face coverings must cover the nose and mouth, extend below the chin and secure around the face.*
 - *Face coverings must be secured with ties, ear loops, or securely held in place so not to slip (consider what is easiest for your student)*
 - *Face coverings must allow for breathing without restriction*
 - *Face coverings must be washable or disposable without damage or shape change*
 - *Face coverings should have the student's name/initials on it.*
 - *Multiple layers of fabric is encouraged.*
 - *All masks must follow building dress code (No prohibited symbols, violence promotion, drug/alcohol promotion or symbols, no bandanas, etc.).*
- Providing regular mask breaks
- Removing any extra or excess furniture to allow students to space out
- Assigning seats to help with close contact tracing
- Considering offering other learning activities that meet learning standards rather than vocal singing
- Allowing the band to play/perform only when outside; when inside considering offering other learning activities that meet learning standards
- Planners will not be provided to students. Staff will educate & encourage the use of Google Calendar.

Common Spaces

USD 415 Schools could consider and/or implement such things as:

- Students eating lunch in classrooms and alternate locations
- Lockers
 - Not using lockers or spacing out lockers (if feasible)
 - Staggering passing periods to reduce number of students in hallways and at lockers at the same time
 - Encouraging parents to regularly disinfect their child's personal belongings (backpack, lunch bags, etc) that are brought into the buildings
- Hallways
 - Use of floor markers and signage

- Directional traffic
- Arrival & dismissal
 - Limit congregation areas and times
 - Wear masks
 - Temperature screening using thermal camera system
- Water fountains will not be in use. However, water filling stations will be available.
 - Water bottles will be provided to students and students are expected to maintain them.

Extra Curricular & Co-Curricular

- In the event of a positive Covid-19 case, the district will work with county health to determine our course of action. Options include closing the building(s) or closing areas of the building where the infected individual was.
 - If the school building is closed, all school activities will be cancelled or rescheduled, regardless of if the activity was to take place in the building or another location, including extracurricular activities, before and after school programs and field trips.
- Gatherings may be limited in size.
- Precautionary measures, including, but not limited to face coverings, may be implemented
- Virtual or live streaming options may be considered.
- Social distancing will be encouraged at all times.
- KSHSAA guidelines will be considered along with county health policies and Board policy.
- Events are subject to cancellation, change in format or being rescheduled given the fluid nature of this pandemic
- Ticket takers and concession workers will wear gloves and masks.

Facilities

Schools will implement health & safety protocols for all people entering school buildings. These may include, but are not limited to:

- Required entry/exit points
- Visual screeners
- Verbal screening questionnaire
- Temperature checks
- Requiring the wearing of masks that adequately cover the mouth and nose.
- Limiting or restricting visitors
- Arrival/dismissal/student drop off/pick up procedures may be modified.
 - Parents will remain outside.
- In the event parents need to drop off student materials, the parent will remain outside and school staff will meet them at the door.
- Facility requests may be limited or restricted

Food Services

Schools will implement health & safety protocols regarding food services. These may include, but are not limited to:

- Reducing the number of students in a lunch space
- Requiring students to sit in order to allow at least 6 foot social distancing when feasible
- Spacing tables out further apart or utilize other seating/table options
- Having students eat in classrooms or other alternate locations
- Disposable silverware, etc
- Staggering lunch schedules to reduce number of students waiting in line
- Utilizing floor markers to help with social distancing
- Installing additional hand sanitizing stations and/or encouraging students to wash hands before and after lunch
- Students no longer using the keypad to enter their ID numbers
- Removing communal water/tea jugs
- Grab and go breakfasts to prevent gathering during the breakfast area
- Meal considerations if in a hybrid situation
 - Pick up lunches may be available
 - Lunch payment provisions would still apply as normal (Free, Reduced, and Paid lunches)
- Additional sneeze guards will be installed at the lunch aid computer as well as the lunch serving windows
- Food service personnel will
 - Temp check kitchen staff prior to entering the building
 - Have kitchen manager fill out a screener for each cook daily
 - Provide 10 ounce bottled water to students
 - Provide prepackaged sporks (silverware)
- Per Food service personnel:
 - Food options may be reduced
 - No self serve.
 - Fruit/veggies choices will be offered on the line and will be placed on trays.
 - Milk/water will be placed on trays.
 - A la carte options will be available via the serving line.
 - Prepackaged condiments will be provided via the serving line.

Transportation

Schools will implement health & safety protocols regarding student transportation. These may include, but are not limited to:

- Social distancing if feasible
- Requiring students to sit with household members
- Assigning seats to help with close contact tracing
- First kids on the bus fill the back to front

- Front seats off first (similar to an airplane)
- Eliminating the after school route between the middle school and elementary school
- Adjusting bus routes
- Disinfecting busses after routes with an electro-static sprayer.
- Requiring masks for driver and riders
- Altering dismissal procedures
- No re-entry into building after dismissed at the end of the day
- Drivers will self-screen, temperature check and self-report prior to their routes

Learning

Class Sizes

- The school will consider mitigation efforts including, but not limited to:
 - Smaller class sizes to maintain social distancing
 - Staggered class schedules
 - Cohorts
 - The school may group students into cohort groups in order to reduce the risk of exposure

Social-Emotional Learning

The school will continue to place equal importance on the social and emotional learning of our students. This may include prioritizing social-emotional learning concepts at the beginning of the year to ease the transition and evaluate the conditions of students returning to the learning environments. Ongoing monitoring and general social-emotional learning opportunities will occur during the school year.

Student Supplies and Equipment

- Student supply lists may be modified to compensate for individual, non-shared supplies.
- Shared supplies may be limited and disinfected between uses

Learning Standards and Competencies

- State standards will be followed.

- Grading
 - In response to potential changes, the school may adjust grading practices
 - Every reasonable effort will be made to promote consistency
 - Actual grades will be assigned regardless of on-site, hybrid or remote format
 - Grades should be based on learning content, not compliance
- Technology will be vetted by the classroom teacher and administration to ensure adherence to curricular goals and user privacy.
 - The school will uphold the acceptable use policy as it pertains to devices and practices.
 - High school On-The-Job Training, Self Directed Studies and Work Program students will continue these learning opportunities unless county health and school officials deem unsafe
 - Students may be subject to more restrictive safety measures as set forth by the host
- USD 415 will work with Highland Community College and Highland Vo Tech to ensure our students receive needed learning opportunities and courses.
- USD 415 will work with county health and other health care professionals to determine which format of education needs to be provided given current data

Screening, Assessment, and Diagnostics

- Intervention
 - Scheduling & locations may be modified
- If in a remote environment, it is encouraged screeners and diagnostics be completed in an on-site format
- USD 415 will follow state guidance concerning state assessments
- Assessment for student learning will occur regardless of learning model

Accommodations

- Accommodations provided through the SIT(student improvement team) process will be observed, and modified to best fit other learning environments
- Special education personnel will work with all stakeholders to determine accommodations for the given instructional model.

Co-Curriculars (Specials)/ Electives

- Scheduling & locations may be modified
- Learning activities may be modified while still meeting learning standards
- Extra cleaning & sanitization may need to occur

Format

- Teachers will work collaboratively to select a suite of tools to optimize learning. Consistency within each building will be maintained to reduce the number of Edtech apps and learning management systems, (such as Google Classroom or Seesaw) that students, parents and learning partners would need to master.
- Direct instruction will occur to ensure student mastery of the tool prior to classroom task use.
- Teachers will instruct with devices while on-site learning
- Learning standards will be consistent regardless of instructional model
- Hybrid model
 - Efforts will be made to consider family dynamics when scheduling
 - One day per week may be used for deep cleaning, interventions, additional tutoring, team planning, individual planning, etc.
 - Students may be assigned to groups (cohorts). Cohorts may be assigned specific, on-site learning days.
- Remote learning
 - A [Remote Learning Handbook](#) will be provided to parents outlining the expectations and guidelines. Parents and students will be required to sign an agreement indicating their understanding and compliance with the expectations and guidelines.
 - KSDE requires daily contact between teacher and student. If no daily contact occurs, that student will be considered absent.
 - At-home remote learning students (and families) should plan to engage in learning activities and experiences for at least six (6) hours per day. This time must be documented daily on the Daily Log, Students/parents/learning partners may print these logs weekly. These daily logs must be signed by the parent & emailed to the school's office by the following Monday showing the previous week's learning activities.
 - Under an at-home remote learning model, students are still expected to "attend" school by completing work and participating to the fullest extent possible. Students are expected to complete a minimum of six hours of academic learning daily. If a student is not meeting the minimum participation and work completion expectations and/or is absent without valid reasons, we will follow our district's attendance and truancy policy.
 - Students who are in an at-home remote learning environment will be required to participate in all district assessments and the Kansas State Assessments.
 - It is understood that when a family chooses a remote learning option, they do so for health-related concerns. USD 415 recognizes this and respects this decision. However, remote option learners will not be able to participate and represent their schools in extra-curricular

activities, athletics, or field trips. Some co-curricular opportunities may be available to remote learners if their participation can be done virtually.

- Cheating, copying, and plagiarism are all violations of academic integrity and are not acceptable.
- Special Education personnel will work with parents regarding their child's IEP to determine if a meeting is necessary to develop or modify an existing plan to provide and implement additional supports as needed.
- Once a student selects remote learning, he/she must continue with this mode of learning for at least one quarter (9 weeks) of school. Determinations should be made at the beginning of the quarter, unless special circumstances should arise. Administrative discretion will be applied to all situations.
- Parents and students are encouraged to closely examine the expectations, requirements, and limitations as stated in the [Remote Learning Handbook](#).
- Class options may be limited for remote learners