



Reopening USD 289 Handbook

for

Students, Teachers, and Families



Removing Hurdles to Break Barriers - One Whole Child at A Time!

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Introduction:

The Wellsville School District is committed to ensuring in-person school occurs with reasonable safety modifications while following the executive orders of the Franklin County Health Department. The value of a caring staff, friends and classmates is central to the Wellsville School District educational experience. Our team of parents, students, teachers, administrators, and community members have worked to develop a comprehensive framework that incorporates the most current guidance from our local and state agencies.

Because we recognize there is the possibility of a COVID-19 outbreak within our school community, we must all be prepared to adapt to changing guidance and circumstances throughout the school year. Therefore, we will continue to rely on the recommendations of public health experts and remain vigilant to ensuring the safety and health of our students and staff.

As parents and educators, there is no doubt that in person learning and support is best for student academic success and for their social-emotional health. However, until a vaccine is developed, there will be changes to community health requirements that would require school districts to shift their learning environments from in person learning, to hybrid learning experiences, to even a remote learning environment, where all students will be attending school off-site.

The information in this document provides an in-depth overview of what in person, hybrid and remote learning will look like from the time students leave for school to the time they arrive home. From arrival and departure, to wearing masks, hallway transitions, lunch and more, every reasonable modification will be made for the safety of your children and our staff. This plan was created trying to maximize the learning process while minimizing health and wellness risks to our students, staff and community.

The Remote Learning Handbook has been created to explain the In-Person, the Hybrid and the Remote Learning. The Hybrid Learning section contains guidelines for Public Health and Safety, Classrooms, Common Spaces, Transitions, Extra & Co-Curricular Activities, Health Office, Facilities, Food Service and Transportation. The Remote Learning Guidelines explains what the instruction and learning will look like in the remote learning or 100% online environment.

The guiding practices in this framework were created using the Kansas State Department of Education's "Navigating Change: Kansas Guide to Learning and School Safety Operations", the Franklin County Health Department, and the Wellsville Reopening Committees.

The Wellsville School District and community have always come together in times of adversity and this pandemic is no exception. With grace and flexibility, we will learn and grow together and make this a memorable and valuable learning experience for all students.

It is A Great Day to Be an Eagle!



Section One: In Person Learning Environment Guidelines

The following information is the result of collaboration with and guidance from many health experts from the Kansas Department of Health and Environment (KDHE), the Franklin County Health Department (FCHD), The Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, and others. As we look ahead to the 2020-21 school year, it is possible that COVID-19 will continue to spread. A public health approach is key to addressing the impacts of COVID-19 as well as in charting our way forward.

USD 289 is an essential part of Wellsville's community, and we understand that as a school district we have a significant impact on the health and well-being not only of the students but also school staff, parents, and the broader community. There are many simple actions (e.g. social distancing, hand washing, staying home when sick, disinfecting frequently touched surfaces and wearing barrier masks) that can reduce the risk of COVID-19 exposure and spread during the school day as well as at school-sponsored activities.

This section provides recommendations for medical professionals, school nurses and families to consider when to exclude students and staff because of symptoms and strategies for symptom detection. This section also includes the latest guidance from Centers for Disease Control, KDHE, and FCHD about how to address what happens when a student and/or staff member tests positive and ensuring that contacts to the person testing positive are handled appropriately.

In the event that one of our buildings does indeed have a case of COVID-19, district and building administrators will work closely with the FCHD to ensure that isolation and quarantine procedures are initiated and followed, and appropriate public information is shared.

You will notice that protecting the health of our students, our staff and anyone in our community who interacts with our schools is not just the responsibility of the school administrator or school nurse; it is the responsibility of everyone, including the students.

Please note, we expect there will be frequent updates to this section as the situation with COVID-19 is constantly evolving.

This Remoting Learning Document also includes important additional information that is included as appendices:

Appendix A: As we all know, children and adults experience a multitude of conditions including colds, influenza and allergies. Many of the symptoms of these conditions mimic the symptoms often experienced with COVID-19; many are different. It is important for school personnel to be aware of the symptoms and know how to respond. Appendix A provides a comparison of three common conditions with COVID-19 so school personnel and families can be more informed and recognize signs of COVID-19 as early as possible.

Appendix B: COVID-19 *Standard Response Protocol for Franklin County School Districts*. This document is meant to supplement the guidance provided in the KSDE Navigating Change document. Franklin County School Districts will be asked to train one or more staff on COVID-19 contact tracing. The trained individual(s) will be expected to assist the Health Department as appropriate in this document. Please note that decisions are made with the best information at the time and are subject to change with limited notice.



Appendix C: - *The Isolation and Quarantine Graphic* provides a short synopsis of the KDHE recommendations when members of the school community have tested positive for COVID-19 or when they are a close contact of someone who is. More detailed information for districts when they are faced with a positive case of COVID-19 are found in the “Exclusion From School” section below

New Hygiene Procedures

To increase the likelihood of consistent in-person learning, USD 289 must adopt and adhere to sound public health hygiene measures. Based on current information from public health experts, COVID-19 primarily spreads through respiratory droplets, the most important preventive measures are those that limit contact with respiratory droplets from others. Therefore, the following measures will be in place.

- ◆ All students, staff, vendors, and other visitors are required to wear a facial mask and/or facial shield except as described below:
 - Eating
 - Engaging in an activity during which it is unsafe or impossible to wear a mask or face covering.
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering as documented by a health professional.
 - Persons who are deaf or hard of hearing.
- ◆ Throughout all school buildings individuals shall maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity.
 - This requirement does not apply to in-person instruction in classrooms when masks or other face coverings are worn.
- ◆ All individuals entering a school building for the first time each day shall have their temperature checked.
 - Those with a temperature of 100.4 will not be allowed to enter.
- ◆ USD 289 encourages our students and staff to create appropriate ways to replace shaking hands, hugging or giving high-fives.
- ◆ USD 289 will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and wash or sanitize their hands immediately.
- ◆ USD 289 will provide hand sanitizer in all classrooms and throughout our buildings. Students and staff shall sanitize their hands at regular intervals throughout the day.
- ◆ USD 289 requires all students, staff and visitors to wash their hands or use hand sanitizer when they come into one of our buildings. USD 289 will provide hand hygiene stations at the entrances of each of our buildings
- ◆ USD 289 encourages students and employees to sanitize their backpacks and personal items at the beginning and end of the day.
- ◆ USD 289 will not allow students to share lockers. Lockers use will be minimized.
- ◆ Signs will be posted in the buildings that promote protective measures and how to stop the spread of germs.



- ◆ Hand towel dispensers will be used in place of the hand dryers.
- ◆ Students will be required to bring their own water bottles to school and will be able to fill them up at the bottle filling stations. Traditional water fountains will be turned off.

Status Reporting: District and Building Level

USD 289 fully expects there may be an ebb and flow to the amount of cases and outbreaks with regard to COVID-19. Therefore, we will utilize a three-level “LEARNING REPORT” to communicate with our stakeholders the protocols and guidelines we are using to protect our students and staff. Levels will be determined in consultation with local (FCHD) and/or state health departments.

LR1- In-person learning is in place
 LR2- Hybrid Learning is in place
 LR3- Remote Learning is in place. All school buildings are closed.

General Guidance for all learning conditions

- ◆ Practice and prepare to model proper hygiene practices such as handwashing, using hand sanitizer, and social distancing techniques, including alternatives to handshakes.
- ◆ Post signage in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19 (only use USD 289 approved signage).
- ◆ Practice and prepare to model the proper wearing and disposal of personal protective equipment (PPE), including masks and/or shields.
- ◆ Social distance as much as possible by increasing space between students during in-person instruction. It is understood there may be times that it will be necessary to provide close individual contact to provide support, private discipline, or personal instruction. When in close contact for long periods of time (10 minutes or more), staff should wear PPE, as feasible.
- ◆ Extra furniture should be removed from the classroom to increase the space available to provide distance between students.
- ◆ As much as possible, furnishings with fabric and other hard to clean coverings should be removed from the classroom.
- ◆ When possible, arrange student furniture to have all students face in the same direction.
- ◆ When possible, assign seats and require students to remain seated in the classroom.
- ◆ Utilize outdoor spaces as appropriate.
- ◆ Field Trips will not be allowed at this time, utilize virtual options to supplement learning activities.



Exclusion 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, they will be sent home immediately.

Parents and school staff should be familiar with the symptoms of COVID-19 based on KDHE guidance (See Appendix A: Coronavirus vs. Cold vs. Flu vs. Allergies). Parents and guardians are asked to take students' temperatures each morning and watch for the other COVID-19 symptoms. Students that have a fever or exhibit other symptoms should not come to school.

The current known symptoms are:

- Fever (100.4 or higher)
- Chills
- 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

Staff Temperature and Symptom Screening

- ◆ USD 289 staff will make a visual inspection of every student for signs of illness.
- ◆ USD 289 will utilize touchless handheld thermometers to measure temperatures of staff and students daily. If a fever is suspected, a school nurse will re-examine the student or staff member and recheck temperature.
- ◆ Staff members will be screened daily.

Medical Inquiries

Given the nature of the pandemic, the USD 289 will make additional medical inquiries of staff and students than they otherwise would have. Please note that federal law typically limits the type of medical inquiries that can be made but given the nature of the pandemic more leeway has been given by federal agencies in this circumstance.

- ◆ If a parent tells the school that a student is ill, the attendance secretary will ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, an administrator or HR will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- ◆ Trained school staff may take the temperature of students, employees and visitors in situations where there is reason to believe that an individual may be ill.
- ◆ If someone is sneezing or coughing, he or she may be excluded from school to minimize the spread of bodily fluids, even if the person 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.



Wearing Face Coverings, Masks and Other Personal Protective Equipment (PPE)

- ◆ Individuals who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) will be required to wear a cloth face mask and/or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave.
- ◆ All students, staff, vendors, and other visitors are required to wear a facial mask and/or facial shield except as described below:
 - Eating
 - Engaging in an activity during which it is unsafe or impossible to wear a mask or face covering.
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering as documented by a health professional.
 - Persons who are deaf or hard of hearing.

Defining a Case of COVID-19 Disease and the Infectious Period

A person is considered a case of COVID-19 disease if they have tested positive for the SARS- CoV-2 virus by a diagnostic test (PCR or antigen). Based on what we currently know, a case is considered infectious 2 days prior to the onset of symptoms through at least 14 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as 2 days prior to the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by WCHD/KDHE. (See Appendix C: Isolation and Quarantine Graphic)

Defining a Close Contact

A person is considered a close contact of a case if they were within 6 feet of the case for 10 minutes or more, or if they had exposure to secretions (for example, being coughed or sneezed on). Close contacts must remain in quarantine until they have met the criteria for release from quarantine set by KDHE or FCHD (See Appendix B: Isolation and Quarantine Release Graphic).

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or FCHD.

- ◆ **Untested** - Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following conditions are met:
 - 10 calendar days have passed since the onset of symptoms AND
 - Fever free for 72 hours without the use of fever-reducing medicine
 - Improvement of other symptoms (cough, shortness of breath must be improved)
- **Tested and Awaiting Results** - Persons who are suspected of having COVID-19 and are awaiting test results should be isolated at home until test results are received. Upon notification of test results, the staff member or student should contact their supervisor or the school nurse (students).



- **Positive Test Results** - Symptomatic individuals may return when the following conditions are met:
 - 10 calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without use of fever-reducing medicine
- **Asymptomatic** individuals may return when the following conditions are met:
 - 10 calendar days have passed since the date the test sample was collected
 - Symptoms have not developed
 - If symptoms developed during the 10-day period of isolation, then the above criteria for symptomatic individuals should be followed and adhere to a timeline of 10 days from the first day of onset of symptoms
- **Negative Result**- Individuals that have tested negative of COVID-19 may return to school once documentation of the negative test result is provided

Travel Guidelines

- ◆ **Known Exposure to a COVID-19 case or travel from a location on the list** - People who are identified as close contacts of a COVID-19 case or who have traveled from a location on the [KDHE Travel-Related Quarantine List](#) **must be quarantined for 14 days and will not be allowed to enter the school environment. A negative test result within the 14-day quarantine does not allow the individual to return earlier than the 14 day out requirement.**
- ◆ **No known exposure to COVID-19 individual or travel-related exposure** – Students or staff who have not been identified as a close contact to a COVID-19 case and have not traveled from a location on the KDHE list may return to school/work.
- ◆ **Other Students and Employees in the Household** - If a student or staff member is excluded from school because of a positive COVID-19 test result, other students or employees living within the same household are considered a close contact and will be excluded mandatorily for a 14-day quarantine period which begins after the date of their last known exposure to the case. If the household contact continues to live in the same household as the case while in isolation, the 14-day quarantine period for household contacts is to begin once the case is released from isolation as identified by public health. (See Appendix C: Isolation and Quarantine Release Graphic)
- ◆ **Travel-Related Quarantine** - If a student or employee has recently traveled from a location on the KDHE Travel-Related Quarantine List the student or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Kansas.

School Response to Student or Employee in Isolation or in Quarantine

- ◆ As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks and workspaces of the person are thoroughly disinfected.



- ◆ If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.
- ◆ USD 289 staff will immediately begin compiling a list of close contacts, including names, email addresses, and phone numbers. Consider the 2 days prior to when the case started having symptoms, or if the case was asymptomatic the 2 days prior to the date the sample was collected. Identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with secretions.
- ◆ With FCHD guidance, guardians of students who have been identified as close contacts and any staff identified as close contacts should be informed immediately without sharing the individual's name who tested positive. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case. The list of close contacts should be shared with the FCHD for follow-up during the quarantine period.

Separation While in School

- ◆ Each school must have a room or space separate from the nurse's office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup.
- ◆ The ill students or staff members will be given a mask to wear. Only essential staff (nurses and trained staff) and ill persons assigned to the room may enter, a record of all persons who entered the room will be maintained, and the room will be disinfected several times throughout the day.
- ◆ Strict social distancing is required, and essential staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.

Care Rooms for Students with Physical Needs

- ◆ Each school will designate a location separate from the nurse's office for the care of students with special care needs such as suctioning, tube feeding and nebulizers to minimize exposure to students who might be ill. The room will be disinfected frequently, and all staff members present will wear appropriate PPE. The student will be provided masks.

Confirmed Case of COVID-19 In the School Building

When there is confirmation that a person infected with COVID-19 was in a school building, USD 289 will contact FCHD immediately and one of the following actions will occur:

- ◆ The school may remain open but block off areas where the person infected with COVID-19 was in the school building until the area has been cleaned thoroughly. The school will work with the FCHD to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.
- ◆ USD 289 may close the school building for a minimum of 2-5 days and work with the FCHD to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen. While the school building is closed, all school activities will be cancelled or



rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the FCHD.

- ◆ USD 289, with guidance from the FCHD, may close multiple school buildings for an extended period of time. Remote learning will take place and we will communicate with all stakeholders as to when in-person school will resume.

USD 289 will contact parents/students and staff members to notify them that a person who tested positive for COVID-19 was in one of our school buildings. USD 289 encourages cooperation with the district and FCHD to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large.

Instructional Materials

The following are examples of steps that should be taken under each condition with regard to use of classroom materials.

LR1 Guidelines

- Ensure hand washing/sanitizer after shared use of items.
- Wipe shared spaces, supplies/materials, technology daily when used by one person and after each use when shared. 1:1 Devices used as normal.
- All supplies, including instruments, art supplies, tools, etc., should be cleaned and sanitized daily when used by one person and after each use when shared.
- Students should not share any supplies, including instruments, art supplies, tools, etc., where feasible.
- All supplies, textbooks, manipulatives, and technology should be cleaned and sanitized between each use.

LR2 Guidelines

- Hybrid Learning is in place and the above will be in place.

LR3 Guidelines

- Remote Learning is in place

Student Support/Discipline by Building Administration

At all Condition Levels building administrators will, whenever possible, use the following protocols to work with students:

- ◆ Building administrators will wear a face mask and/or shield when interacting with students.
- ◆ If a student must come to the office, a designated space for the student to sit where he/she may be monitored will be established. The designated space will be in a location 6 feet away from other students and staff members

Classroom Visitors

- ◆ No visitors or volunteers for classrooms.



Emergency Safety Interventions (ESI)

- ◆ Restraint, as always, should be a very last resort. If a restraint is deemed necessary, consider a restraint that does not put the student and adult(s) face-to-face, to limit exposure.

Arrival Procedures

Procedure for arrival at each school level will be designed to encourage social distance and discourage social gatherings.

- ◆ Early Childhood/Pre-K - Early Childhood/Pre-K students will proceed directly to their classrooms, escorted by classroom staff. Alternate entrance/exit locations may be utilized per building schedule. Procedures are being discussed- update to come.
- ◆ Elementary School (ES) - Students will arrive as walkers, car riders, or bus riders. Students will proceed directly to their classrooms after having their temperatures checked. Procedures are being discussed- update to come.
- ◆ MS & HS (WMS & WHS) - Students will arrive as walkers, car riders, or bus riders. Individual schools will provide their staggered start schedule. Upon arrival, after having their temperatures checked, students will enter the school building and progress to an assigned location in the building. Procedures are being discussed- update to come.

Classroom Space

Instructional Programing

- Practice and prepare to model proper hygiene practices such as handwashing, using hand sanitizer, and social distancing techniques, including alternatives to handshakes.
- Post signage in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19.
- Practice and prepare to model the proper wearing and disposal of personal protective equipment (PPE), including masks.
- Devote time at the beginning of the school year to develop positive relationships with students
- Focus on social and emotional learning activities that includes trauma screening and supports to help students and adults deal with grief, loss, etc.
- Provide Social and Emotional supports and integrate them into students' regular learning opportunities.
- Assess students' capacity and readiness to learn and address gaps from previous year prior to focusing on academics and classroom plans.
- Social distance as possible by increasing space between students during in- person instruction. (There will be times that it will be necessary to provide close individual contact to provide comfort, private discipline, or personal instruction.)
- PPE including masks will always be worn by staff and students.
- Extra furniture will be removed from the classroom to increase the space available to provide distance between students.
- As much as possible, furnishing with fabric and other hard to clean coverings will be removed from the classroom.
- Arrange student furniture to have all students face in the same direction.
- Assign seats and require students to remain seated in the classroom.
- Utilize outdoor spaces as appropriate.
- No Field trips



Health Office/Nurse

Supplies & Equipment

- Maintain adequate supply of equipment/materials needed to support health services in all schools.
 - Non-Latex gloves
 - Thermometers/No-touch model
 - Contact thermometers must be cleaned with new alcohol wipe between individuals
 - Alcohol wipes
 - Face-Coverings/Masks
 - Surgical masks are available for:
 - Health room staff (Nurse's aide)
 - Any employee working with a medically fragile child
 - Any person exhibiting symptoms
 - A surgical mask plus face shield could be used during an interaction with students/staff that will likely cause increased exposure to respiratory droplets.
 - Gowns, Eye Protection
 - No-touch trash cans
 - Soap
 - Hand Sanitizer should not be used in lieu of handwashing unless soap and water are not readily available
 - Tissues

Nurse Office Management

Designate spaces in each building to care for students with routine health needs; we will designate a separate space to care for students/staff who are ill. Nurses should wear PPE when working with students on health needs.

- Individuals with a fever should be isolated
- Space will need frequent cleaning, sanitizing, disinfecting
- Individuals with COVID-19 symptoms should wait in the designated quarantine space until they can return home or to a health facility
- Use physical barriers such as a plastic/Plexiglas barrier to maintain physical distancing in high-frequency areas (If available)
- Triage first aid/evaluate valid office visit and nurse interventions.
- Prepare lists of medical/dental resources to share with families.
- Prepare to provide daily health reports to the superintendent office.
- Communicate with state and local health departments.
- Notify the health department when student or staff absences exceed predetermined threshold

Students with Chronic Conditions

Discuss health and safety needs with the student's parent/guardian and medical provider to determine how best to meet student needs safely and consider the following:

- Examine the care of students with respiratory illnesses and the administration of nebulizer treatments or suctioning.
- Revise medication schedules to minimize the number of students in the nurse's office at one time.



Section Two: Hybrid and Remote Models

We fully understand and respect that the comfort level of families having students return to school ranges from very comfortable to not comfortable at all. Given these comfort levels, the following learning options, in accordance with the KSDE, FCHD, and the USD 289 Reopening Committee, will be available to our families.

In-person Learning

In person learning will be provided to all Wellsville students and families. Students will attend school in person at their assigned school buildings with the necessary safety precautions as outlined in this document to best keep staff and students safe. Should in-person classes be shut down in a classroom, school, or district due to a COVID-19 outbreak or a result of a state wide shut down, the in-person instruction would transition immediately to remote learning until the reopening or return to school is allowed by the FCHD, KDHE, KSDE, and/or other government agencies or officials.

Hybrid Learning:

Should the need arise to reduce the number of students allowed in school at one time due to increased transmission worries, as suggested in consultation with the FCHD, KDHE, KSDE, and/or other government agencies or officials, the district would move to Hybrid Learning. Hybrid Learning would incorporate both In-person Learning and Remote Learning. Students would be split into groups with groups alternating between In-person and Remote Learning depending on the day.

Remote Only Learning:

For families who are not comfortable sending their child(ren) to class in-person, Remote Learning is an option. Remote Learning will include students being assigned a teacher(s) just as they would if they were attending school in person. However, instead of sitting in a classroom, they would complete their work at home.

- ◆ Depending on the number of students signed up for Remote Learning, students may be grouped by grade level or class or by grade band (K-2, 3-5, 12 6-8, 9-12). Although enrolled in a multi-age class, each student will be expected to work at their appropriate grade level.
- ◆ According to KSDE guidelines, Remote Learning students would be required to participate the same amount of time as their in-person classmates. Students and teachers would have daily interaction with one another, and a documentation log would be required to be filled out and submitted to school personnel on a weekly basis.
- ◆ This documentation would include both parent and student signatures (may be an electronic signature). **Please note that this option is NOT the same as the Continuous Learning that took place this spring.**
- ◆ Most likely students would be required to complete their work during the regular school day times.
- ◆ Rigor and relevance will meet the standards of the regular classroom setting.

To participate in the USD 289 Remote Learning Program, students:

- Must be eligible to enroll as a USD 289 student based on current policy and regulation.
- Must be enrolled & provide a written commitment for Remote Only Learning by August 10, 2020.
- Must have available internet access for online learning & communication, including viewing videos and zoom classrooms.
- Must keep a daily log of learning and submit weekly.
- Must attend & engage in regular contact with teachers, as required.
- Must complete assigned tasks.
- Must remain in the program throughout the Fall 2020 semester.



Section Three: Hybrid/Remote Learning & Teaching Expectations

Remote Learning:

These guidelines are centered around the best student experience possible. Expectations for remote learning are aligned with these goals for student learning and maximizing the opportunities presented in the online format.

Definitions: Asynchronous and Synchronous

Teaching formats will be a combination of asynchronous and synchronous instruction.

- **Asynchronous:** Teacher has a recorded lesson and a link to the recording is given to the student to watch independently. The teacher is available for office hours during a certain period that is regularly scheduled.
- **Synchronous:** Teacher does a lesson live on zoom during a regularly scheduled time and leaves time for questions.

Definitions: Remote vs. Hybrid (blended) Learning

- ◆ For the purposes of this handbook, the term “Remote Learning” refers to the situation in which teachers teach and students learn in an online format. Families will have the option to select to participate in “Remote Learning” in which students’ educational experience is online as a choice or need.
- ◆ Hybrid/blended learning can happen in any format--in-person or online; the term describes an instructional approach rather than a mode of delivery. To blend learning means leveraging digital tools to enhance teaching and learning. It is the strategic mix of human and technological resources to achieve greater success.

In the remote learning & hybrid learning environment, there will be a focus on three areas related to teaching and learning:

1. Equitable learning experiences
2. Rich social-emotional learning
3. Clear and consistent communication

Elementary Hybrid Schedule

The Elementary School will have an AM and PM wave of students. In the hybrid model, students will either be in the AM wave or the PM wave. The hybrid model will be Monday, Tuesday, Thursday and Friday. Wednesdays will be completely remote; however, teachers and students will be engaged in learning through morning zoom sessions and activities over core content and specials. **More to come.**

Secondary Hybrid Schedule

The Secondary School (grades 6-12) will be in an A/B model with 50% of the students attending Monday/Wednesday and 50% of the students attending Tuesday/Thursday. Fridays will be either an A or B day. **Building Leadership teams are finalizing the schedule this week.**



Equitable Learning Experiences

Learning in the remote environment will be comparable to learning in a blended/hybrid or in person model. While activities and strategies will vary, students; all students, regardless of learning format, will have relevant, student-centered and personalized learning experiences. Below are student learning goals and teacher expectations.

Student Learning Goal #1

Students will experience the full district curriculum to the extent possible. When necessary, priority standards will be emphasized so that students are prepared for the next grade level or course in the sequence.

Teachers will

- teach the district curriculum as written utilizing other resources to supplement and follow the approved scope and sequence of a course.
- identify and communicate the focus standards of their instruction for each unit of study.
- ensure all learning activities are comparable in scope, rigor and time to the same in-person course.
- participate in professional learning and PLCs with teachers of the same in-person courses.

Student Learning Goal #2

Students will engage in live/synchronous, direct instruction from their teacher in addition to asynchronous classwork. Note: Students will not be required to be online for six hours.

Teachers will

- facilitate live/synchronous learning activities each week in addition to asynchronous classwork. Synchronous learning does not automatically equate to a lecture. Teachers can facilitate small group instruction, collaborative group work and other student-to-student interactions.
- facilitate live/synchronous class meetings should take place during normal school hours and according to the designated schedule set by the teachers.
- use best practices for live/synchronous activities that take into consideration the learning goal, age of learners and student privacy.
- hold a minimum of virtual office hours each day.

Student Learning Goal #3

Students will have the opportunity to engage in learning activities that develop collaboration skills with peers.

Teachers will

- design opportunities for students to learn, practice and receive feedback on collaboration skills.
- ensure that students have age-appropriate access and skills to use technology tools to collaborate digitally.

Student Learning Goal #4

Students will receive quality feedback on their performance in a timely manner.

Teachers will

- provide feedback on submitted work in a timely manner.
- Provide grades updates at the level



of impact that is comparable
UPDATED 8-4-20

- to in-person courses and in compliance with the Wellsville Negotiated Agreement.
- continue to give grades during school building closures and will continue to be cumulative for all work--distance and in-person--for the grading period.
 - submit grades following the normal grading period schedule.

Student Learning Goal #5

Students of all abilities will be able to access remote learning.

Teachers will

- follow all accommodations or modifications as written in a student's IEP, 504, or intervention plan.
- collaborate with support staff to make remote learning accessible for all.

Student Learning Goal #6

Students will have personalized learning experiences.

Teachers will

- use information about students, including academic performance data, to design instruction that is personalized.
- use formative assessment strategies to drive instructional planning.
- use interactive/adaptive tools to enhance the personalized learning experience.

Student Learning Goal #7

The amount of time in which students will engage in schoolwork will be comparable to their peers in an in-person environment.

Teacher will

- design learning such that the activities take an equitable amount of time to in-person courses.
- take attendance for live/synchronous sessions as prescribed using the required tool.

Rich Social-Emotional Learning & Positive Class Culture

Students in a remote learning environment will continue to experience learning social-emotional skills embedded in their academic instruction. They should also experience a class culture that enhances learning and promotes positive relationships.

Student Learning Goal #1

Students will experience a positive class culture and develop quality relationships with peers and their teachers.

Teachers will

- use routines, policies and procedures that produce a positive class culture.
- explicitly plan for opportunities for students to develop quality relationships.
- implement a proactive classroom management system.

Clear & Consistent Communication

Quality communication strategies will enhance the remote and blended learning experience for students, families and teachers.



Student Learning Goal #1

Students and families will understand what to expect from the remote learning experience.

Teachers will

- share information about what to expect and how to engage in remote learning.
- use family training model to assist parents/guardians in the transition to remote learning.

Student Learning Goal #2

Students will have one platform, Google Classroom, where they will receive information, communicate with teachers and enter into learning experiences. (still being developed-Go Guardian)

Teachers will

- use Google Classroom as the platform for remote learning.
- explicitly teach digital organization skills related to school.
- use (as age-appropriate) the calendar in Google Classroom to assist with organizing student information and activities. (ES/MS teachers may use weekly agendas to be posted in Google Classroom)
- use Google Classroom announcements as the main conduit for global student and family communication.
- use Third-party apps, if applicable. When possible, teachers should provide access/links to these resources from their Google Classrooms.

Student Learning Goal #3

Students will rely on a consistent cadence of information from their teacher(s). (still being developed by building level teams)

Teachers will

- provide paper copies of lessons/activities when requested or is determined by an IEPs/504s and/or Student Intervention Plans.
- post assignments and meeting times in a timely manner.
- (HS) posts a weekly schedule. To the extent possible, provide information related to assignments, due dates, etc. Ensure an appropriate amount of time between assigning a task and its due date.

Academic Integrity

All students, whether at-home or in-person, are expected to submit only work that they have completed themselves through their own original efforts.

Academic integrity is taken very seriously; cheating, copying, and plagiarism are all violations of academic integrity and are not acceptable. Plagiarism is presenting another person's ideas or writing as your own.

Examples of plagiarism include, but are not limited to:

- Copying and pasting a whole sentence, paragraph, artwork, or paper into your own work
- Using someone's original ideas in your work without giving them credit;
- Using information from another source and only changing a few words here and there or moving around sentences.



Confidentiality

Privacy/FERPA Policy

Our district will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). This will also apply to students in an at-home remote learning environment.

Video / Live-Streaming Statement

Depending on how remote learning opportunities are structured, there may be instances where classrooms are live-streamed / recorded. Students who incidentally appear in these videos will not be identified by name.

Student Records

All student records shall be treated as confidential and primarily for school use unless otherwise stipulated.



Section Four: Athletics and Activities

The Wellsville school staff and students will follow guidelines from the Kansas State High School Activities Association (KSHSAA), Kansas Department of Health and Environment (KDHE), and the Centers for Disease Control and Prevention (CDC). Coaches/sponsors will be required to provide written plans to their athletic/activity building administrators about how their activity/sport will adhere to safety guidelines. Protocols regarding COVID-19 will be strictly followed while maintaining student and staff confidentiality.

Note: Final determinations regarding activities and athletics are currently pending as the district awaits further guidance from KSHSAA.

Competition and Travel Considerations: (awaiting further guidance)

- ◆ When travel is allowed, competition will be considered and planned accordingly.
- ◆ An open line of communication will be maintained between school administration, coaches, sponsors, and medical personnel which includes but is not limited to athletic trainers, school nurses, and doctors.

Spectator/Audience Recommendations

- ◆ Communicate with the public about regulations and recommendations that will impact spectators at all activities.



Section Five: Food Service

It is important to ensure all children have access to school meals, regardless of the learning environment. For the health and wellbeing of students, continuation and adaptation of meal service in some form will remain a priority.

- Food service staff will wear masks and gloves while serving and preparing food.
- Menu items will be limited; emphasis on grab-and-go packaged meals Point of Sale Considerations
- All meals will need to be charged based upon student eligibility status.

Cleaning & Sanitizing Consideration

- Sanitize cookware, plates, cups, cutlery and food preparation service areas regularly and plan for distribution that minimizes handling.
- Sanitize desk or table surfaces before and after eating
- Sanitize all high touch point services frequently.

On-Site Dining

Because barrier masks cannot be worn while eating, on-site dining presents a greater risk of exposure to COVID-19. To mitigate the risk as much as possible, building staff will develop protocols to implement the following recommendations to the extent possible. (Further protocols and processes will be defined at the building level – updates to come)

- Eat outside as weather allows.
- Assign seating for contact tracing.
- Maximize the distance between students while eating.
- Arrange seating to reduce students facing each other.
- Provide a separate location for high risk students upon request.
- Ensure appropriate number of trash cans available in each location.
- Meal items will be pre-packaged and put into a paper sack to allow for easy transport.

Hybrid and Remote Learning Environments (Waiting for further guidance from FDA and other health agencies)

- Students will need to order school lunches to receive meals whether they are participating in the hybrid or remote learning model.
- Remote students who order lunches will need to pick up meals for days not physically at school. Students will be charged according to their benefit status. (Free and Reduced or Full Price meals.)
- Building principals will communicate the details of the food ordering and pick up plan.



Section Six: Transportation

Due to the inability to maintain social distancing on school district vehicles, several changes will be required for both bus operations and student riders. The following are regulations and protocols necessary for transporting students in school buses, activity buses and school passenger vehicles. If group size restrictions are mandated for school buses, these regulations will be further modified. Parents who can transport their own children to school are urged to do so.

Sanitation

Frequently touched surfaces, including hand railings, student bus seats, and surfaces in the driver cockpit commonly touched by the operator should be sanitized daily. High touch areas including the door entrance railings should be cleaned between bus routes.

- Open bus doors and windows during cleaning to improve air circulation.
- Student hand sanitization before boarding the bus is recommended.

Students

- Masks are required.
- Assigned seating for students on all routes.
- Maximum space between students should be maintained based on the number of riders and capacity. Individuals from the same household will be seated together.
- When possible, open the windows while transporting students to improve air circulation.
- Minimize Loading times by prestaging students for bus transportation home.
- If possible, transport medically fragile students in a separate vehicle.

Bus Stops

- Social distancing between students is recommended at all bus stop areas. Parent supervision is advised.
- Temperatures will be checked before boarding. (If a student has a temperature, a second bus will be sent to pick up the student and parents will be called).

Drivers

- Drivers will wear masks while students are loading and unloading.
- Drivers will participate in a health pre-screener before each work shift.

Activities and Athletics

- Assigned seating for students on all trips.
- If the bus is not full, spread students out as much as possible.
- Focus on transporting students who are competing. Work to lower the total number of students on a bus so that social distancing can occur, especially on long trips to competition.

Note: Parents are expected to check their student's temperature daily and not send them to school or allow them to ride the bus if they are running a fever or have other COVID-19 symptoms without explanation as explained early on in the document.



Section Seven: Technology

Secondary Students: Students grades 6-12 will have their own devices and will be expected to have laptops fully charged each day (no matter the learning model we are in). Students will need to bring their chargers each day.

Elementary Students: Students will have their chrome books. They will be allowed to take their devices home when we are in a remote or hybrid learning model. Parents should be making sure the device is fully charged each night.

Technology Support

Currently, our Technology Department is working on creating hotspots and will have a Technology Hotline Number for parents and students' technology needs.

Technology Hotline Number: (developing)

Times to call: (developing)

Platforms and Safeguards

All teachers will use Google Classroom for the hybrid and remote learning models. In addition, grades and attendance will be entered into PowerSchool. Currently, the technology department is working to sync the two programs so all information will be updated in a timely manner.

Go Guardian will be used (Grades 6-12) to help support and monitor students' online learning and activities. Teachers will be able to support student learning, keep time on task and maximize instructional time, keep the lines of communication open with parents and students, and monitor student success.



Appendix A: KSDE COVID 19 Comparison Chart



Appendix B: COVID-19 Standard Response Protocol for Franklin County School Districts



Appendix C: KSDE Releasing Cases and Contacts from Isolation and Quarantine



Appendix D: Remote Learning Daily Log

Date:

Student Name:

Student Grade:

School Name:

USD:

Student ID:

Name(s) of teacher(s) who made contact today:

Activity / Class	Assignments Completed (Circle)		Test Taken (Circle)		Total Minutes*
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	

*For a Remote Learning student to be funded as a full-time student, the student must participate in six hours (360 minutes) of learning activity each day.

I certify that I am enrolled and participating in courses offered through the USD listed above.

Student signature: _____ Date: _____

I certify that my child is enrolled and participating in courses offered through Wellsville USD 289.

Parent signature: _____ Date: _____



