

USD #243 Lebo/Waverly

PreK-12

Re-Opening Guide

32020-2021



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Lebo/Waverly Public Schools

This year, “back-to-school” takes on a whole new meaning. Safety has always been our first priority and now we are challenged by a new threat that will affect how we keep kids and staff safe. This guide is meant to explain the changes we will make to keep students and staff as safe as possible, given the reality of opening school in the midst of a pandemic.

The COVID-19 virus will continue to infect individuals until there is a safe vaccine in place, which means outbreaks in our community are possible, perhaps even likely, throughout the school year.

This means that we have to plan for numerous learning scenarios, communicate changes quickly, and be prepared to accommodate individual students, or groups of students, learning from home for extended periods of time.

In the interest of safety, and following the best medical advice available, we will ask our staff to adhere to our rules for masks, social distancing, cleaning their spaces, washing their hands, etc.

For students, we are required to follow State and county mandates regarding the wearing of masks, knowing that we will need to make some exceptions. Teaching students how to wear a mask correctly and consistently will be a process, and it will require patience, grace, and encouragement from all staff.

USD #243 has received and considered guidance from the Navigating Change 2020 document by KSDE and CDC Guidelines in creating our Reopening Guide, but we know that any amount of planning can completely prepare us for what lies ahead.

We ask that you help us by staying in touch with your child’s school, following our website and social media pages closely, and providing us with your latest contact information (including emergency contacts).

This is a time for us to unify as a community in the face of adversity and to teach our students valuable lessons about personal responsibility and concern for each other. USD #243 Lebo/Waverly has been proudly serving our two communities and we feel that our strength comes from our unity. This is a challenge that we’ll face head-on, together.

USD #243 Administrative Team

Corey Reese, Duane Ford, Bethany Thomas, Libby Self, and Susan Wildeman

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USD #243 takes very seriously the responsibility to keep students, staff and families safe and to provide the best possible education for our children. This reopening plan provides expectations, procedures, and best practices to ensure a safe and successful school year. **Until further notice: Items in this plan shall be considered USD #243 policy and shall override or add to similar existing policies (Board Policy and Student Handbooks), where applicable.**

We appreciate your cooperation in these times in dealing with this pandemic. It is our hope that we will be back to a normal school year as soon as possible.

USD #243 is following guidance from the Kansas State Department of Education, the Kansas State Health Department, Coffey County Health Department as well as guidance from the Centers for Disease Control (CDC) and the Kansas COVID Workgroup for Kids. Links to each agency's guidance can be found here.

[Kansas State Department of Education](#)

[Kansas State Department of Health](#)

[Coffey County Department of Health](#)

[Centers for Disease Control \(CDC\)](#)

[Kansas COVID Workgroup for Kids](#)

For the first day of school we plan on having the following health and safety measures in place.

- All staff will have temperature taken and screened for symptoms
- Masks will be worn by all staff
- All students will have temperature screenings before entering the building
- Building entrance points will be modified to minimize contact between students
- Masks for all students, includes preschool (medical exclusions apply; Physician note required)
- A quarantine room in each building for any student who is ill but is awaiting transportation home
- Increased spacing in classrooms, including individual student desks 6 feet apart, when at all possible
- Modified scheduling, to minimize movement in hallways
- Ensuring constant air flow and ventilation (outside air is used), using our HVAC fans and/or windows (where possible).
- Rotating lunch schedules and/or food delivery to alternate locations (may include classrooms)
- Limiting people into the building
- Students socially distanced on the buses
- Buses will be disinfected after each use
- Daily use of foggers for disinfectant and antimicrobial applications to disinfect after school
- Enhanced cleaning: disinfecting surfaces many times a day
- Scheduled hand-washing and use of hand sanitizer
- Reviewing facility-use agreements to limit use by outside groups
- Reporting of any suspected COVID-related illness to county health departments, parents, and staff.

Non-Instructional Expectations and Procedures

Health

Face Mask or Face Coverings

- Face mask or face covering will be required in USD #243 student occupied PreK-12 attendance centers. This includes all students, faculty, staff, vendors, and other visitors.
- Exceptions:
 - Visitors 5 years of age and younger.
 - Students and/or staff with underlying health conditions that could interfere with their ability to learn or perform their duties as prescribed by their health care provider.
 - Students with special needs or disabilities as per the student's Individual Education Plan (IEP) or Student Improvement Plan.
 - While eating breakfast or lunch.
 - While engaged in an activity during which it is unsafe or impossible or is prohibited by law to wear a mask or other face covering.
 - When students and/or staff are outside and can maintain social distancing of six (6) feet.
Note: *This would include outside classroom settings (for example: outside physical education class, outside industrial arts projects, etc.*
- Bus students and drivers will be required to wear masks while on the bus
- Individuals who refuse or regularly disobey this policy could be subject to age appropriate disciplinary action according to the student handbook or board policy.

Social Distancing Considerations

- Six (6) foot distancing or as reasonably close to six (6) foot distancing as possible should be maintained in student occupied district facilities, including but not limited to
 1. In classrooms (desk and chairs, etc.),
 2. during transition times,
 3. in locker rooms,
 4. while at lunch tables,
 5. during laboratory class or shop work, etc.
- Per the Governor's Emergency Order, students are not required to be 6 ft apart, if they are wearing face masks. USD 243 will apply the 6 foot social distancing rule, when possible. This may not be possible in all classrooms or settings.

Hygiene Measures

- Everyone should wash their hands when they come to school and during the day as directed by their teacher(s) and wash hands regularly (at least every hour).
- Hand sanitizer will be available in every classroom.
- Everyone should cover coughs and sneezes with a tissue and wash their hands as soon as possible after a cough or sneeze.
- Hand signs or fist bumps should be substituted for hand shakes.

- Sharing of student items should be avoided.

School Attendance Considerations

Exclusion from School

1. Students and staff 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. (see Appendix “A”)
2. The current known symptoms are:
 - a. Fever (100.4 or higher)
 - b. Chills
 - c. Rigors (extreme shivering)
 - d. Muscle or body aches
 - e. Fatigue
 - f. Headache
 - g. Sore Throat
 - h. Lower respiratory illness (cough, shortness of breath or difficulty breathing)
 - i. New loss of taste or smell
 - j. Diarrhea
3. A student or staff member who has traveled to a location on the KDHE Travel-related quarantine list, that student or staff member is subject to a mandatory 14-day quarantine starting from the day after they returned to Kansas. *Consult the county health department for additional details.*

Temperature and Symptom Screening

4. Parents should self screen their child (ren) prior to coming to school and going to the bus. **Please, do not send your child (ren) to school if they are sick or exhibit any signs of COVID-19.**
5. Students and staff will have their temperature screened daily as they enter the student occupied building. This will be accomplished using no-touch thermometer screening systems.

Medical Inquiries

6. USD #243 may make additional inquiries of students and staff if:
 - a. The parent informs the school their child(ren) is ill, the school may ask the parent if the student is showing signs of COVID-19 or has been in contact with anyone diagnosed with COVID-19 or that has presented signs or symptoms of COVID-19 .
 - b. If an employee calls in sick, the school may ask if the employee is showing signs of COVID-19 or if the employee has come in contact with others who have or show signs of COVID-19.
Note: *Definition of Close Contact – A person is considered a close contact of a case if they were within six (6) feet of the case for 10 minutes or more or if they had exposure to secretions. Close contacts must remain in quarantine until they have met the criteria for release for quarantine set by KDHE. (see Appendix “B”)*
 - c. The school may scan temperatures of students, staff and visitors on a random basis or if the school district believes an individual

is showing signs of COVID-19.

Return to School after Exclusion

7. Students and staff excluded from school because of COVID-19, may return if they satisfy the recommendations of KDHE, local health department and/or USD #243 administration. Please review (Appendix “B” Releasing Cases and Contacts from Isolations or Quarantine)

Possible or Confirmed Cases of COVID-19 in Student(s) or Staff of USD #243

School Response to Student or Employee in Isolation or Quarantine.

- If USD #243 becomes aware of students or staff that have been diagnosed with COVID-19, custodial staff will be informed so that affected areas can be cleaned and disinfected. If possible, custodial staff should wait 24 hours before cleaning, however if school is in session affected areas should be cleaned and disinfected immediately.
- School staff will communicate and work with the county health officials immediately upon knowledge.
- USD #243 will implement the KDHE Person Under Investigation (PUI) form for any student or staff member that has not been COVID tested or diagnosed by a physician. This includes a mandatory 10 day isolation.
- School staff will assist in compiling names, addresses, phone numbers of students or staff in close contact with the individual (s) as requested by the county health department.

Note: USD #243 staff are not health officials, thus shall not diagnose or contact county health officials if there is a reason to believe someone is exhibiting signs of COVID-19. Furthermore, student information is protected by FERPA and other federal laws and adult’s information may be protected by ADA or other federal law. Extreme caution should be taken in releasing any names to the public, whether student or adult.

Quarantine While in School

- Each school will have a room where students or staff who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up.
- Only essential staff may enter the quarantine room if occupied by an ill student or staff member and all entering the room will sign in and wear PPE.
- When exiting the building, the student(s) will be walked out of the building to their parent(s).
- The school principal or designee will contact the maintenance staff as soon as they are made aware of a possible COVID-19 case.

Confirmed Case of COVID-19 in the School Building

- When there is confirmation that a person infected with COVID-19 was in the school building, the school will immediately contact the local health department (county).
- Two Options may occur:
 1. 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 and disinfected.
 2. The school (building) will be closed for two to five days in order to work with the county health department to access factors related to exposure.

a) While the school building is closed:

(a) All school activities will be cancelled or rescheduled

(b) Instruction will be presented through the Remote Model.

(c) Parents/students and employees will be encouraged to stay at home until more information is provided by the county health department or school district.

- The school will contact parents/students and staff to notify them that a person tested positive for COVID-19 was in the building. All affected by the notification should cooperate with the county health department to trace contacts with the individual (s).
- **Note:** The individual (s) who tested positive will not be identified in communications to the school community at large unless consent from the student (s) parent or staff member is obtained.

Other School Considerations

School Visitor

- Visitors will have limited access to school buildings.
- If allowed into the school building visitors will be asked a series of questions and will have their temperature screened prior to entering the area where students are located.
- Visitors will not be allowed to eat breakfast or lunch with students (*until such time as restrictions are lifted or the community moves into a low or no spread*).
- All visitors and/or parents allowed access to the school building are required to wear a face mask or face covering.

Attendance Policies

- USD #243 schools will not hand out a “perfect attendance” award during the 2020-2021 school year. Students and staff are encouraged to stay home when they are sick.
- Staff members may review the Family First Act for details of COVID-19 related illness days.
- School staff will consider concerns of parents when reviewing absences as it relates to COVID.

Remote Learning (Option by Parent)

- Students and parents will have the option of choosing a remote learning option. Parents may contact their child(ren)’s building principal to set up a consultation about the Remote Learning Option. Building principals will be available starting August 3, 2020.
- This option requires regular online attendance and documentation of schoolwork as assigned by the teacher(s).
- Parents must keep a log of hours the student worked on lessons or logged on to Google classroom, Google meetings, or other forms of remote learning as described in the **Instructional Section** of the USD #243 Reopening Plan.
 - See Remote Log Requirements on the Remote Learning Section of the USD #243 Re-Opening Plan.
- **Note:** *Lack of participation and/or attendance in remote learning platforms could result in truancy being submitted to law enforcement.*
- Those students who choose the Remote Learning Option will be eligible to participate in extracurricular activities during the 2020-2021 school year or

time in the Remote Learning environment.

- Those students who choose the Remote Learning Option will not be allowed to go back and forth between Remote Learning and Traditional Learning (In-Class). Change from Remote Learning to Traditional Learning will only be allowed at the end of a semester, unless otherwise determined by the building principal.

Transportation

Bus Operations

- Hand sanitizer will be available on the bus.
- Buses will be cleaned after each route.
- Drivers will be required to wear a face mask or face shield while students are on the bus.
- Capacity of buses may be limited as directed by the KSDE Transportation Division.
- Social distancing should be practiced when unloading or loading buses before and after school.

Students

- Students will be assigned seats on the bus.
- Individuals from the same household will be asked to ride together.
- Buses will be filled from the back of the bus first, then load to the front.
- Students and the driver will be required to wear a face mask or face shield while on the bus.
- Seating on the bus may be limited due to social distancing requirements by KSDE Transportation.

Extracurricular Activities and Athletics

- USD #243 intends to have extracurricular and sporting events.
- USD #243 will follow local health officials and KSHSAA guidelines in hosting and conducting events.
- Practice personal hygiene after every practice, including cleaning uniforms and gear.
- Equipment and gear sharing should be limited.
- No sharing of water bottles, head gear, etc. (some equipment may be sanitized and used repeatedly)
- Wash towels, clothes, etc. after every practice and game.
- Gear, equipment, balls, etc. should be sanitized on a regular basis.
- Attendance at events may be limited.
- Social distancing by spectators at events is expected.
- Building administration will set specific guidelines for individual sports, extracurricular activities including band, choir, FFA, FCCLA, FBLA, etc.
- Large group travel may be limited.

Students with Special Needs

- If your child(ren) has special needs, please consult with your building principal or teacher as to requirements, special considerations, other accommodations, or other factors as per the student's individual learning plan or student learning plan.

- Please refer to the “Instructional Plan” of this reopening plan for further information.

Scheduling

Traditional Learning (On-Site)

- Students will be with teachers in the building in a normal classroom environment.
- The traditional learning environment will be the preferred method of instruction unless county, state health officials and/or USD #243 administration determines that the school district (or school building) needs to shut down due to COVID-19.

Hybrid Learning (Part-time on-site and part-time remotely)

- School may be part-time in class (traditional) and part-time remote learning.
- School will operate on a hybrid type schedule as developed by the individual school building.
- Building principals will develop alternative schedules in the event we need to reduce the number of students in a school building.
- This will be decided based on community/school spread in consultation with the county health department.

Remote Learning (if the school is required to go to remote learning) – *See Remote Learning Section*

- Students will receive classroom instruction online.
- Remote Learning could be part of a hybrid learning option.
- Remote Learning could be full-time (or a period time) if schools are shut down.
- Full-time remote learning will be determined in consultation with the county/state health department, by executive order of the Governor, or by the state or local school board.
- There are some specific requirements for students, parents, and the school if remote learning is used as an option.
- See the “Instructional Section” or “Remote Learning Section” of the USD #243 Plan for additional information.

Note: *Parents can choose this option. See Remote Learning Section of the USD #243 Plan.*

Beginning of School

- USD #243 Schools will begin August 27th, 2020.
 - Start Time: 8:00 a.m.
 - End Time: 3:20 p.m.
 - Doors Open: 7:30 a.m.

Instructional Expectations and Procedures

Introduction

Students, Staff, and Families:

This handbook has been created to provide students, staff, and families with the information needed to experience success in a remote learning environment.

Please read through this information before beginning the school year, and feel free to contact us if you have any questions. This handbook is intended to supplement, and not replace, our existing handbooks.

The Kansas State Board of Education recently released comprehensive guidance to provide direction to school districts during this unique time. Part of this guidance includes some specific requirements for students who will participate as learners through an at-home remote learning environment. These requirements will include:

- **6.5 hours** of daily participation by the student in learning activities
- Daily participation by the student in teacher-initiated contact
- Daily remote learning log completion
- Participation in the same assessments as students who are attending school in-person.

Roles and Responsibilities of Stakeholders

We are all on the same team in helping your child to meet his or her highest potential and to experience success in both academics and in social-emotional development. To meet this goal together, each stakeholder has a role:

Students

The student's role is to participate daily and learn to apply skills and concepts to the best of his/her ability. Additionally, students should expect to have some fun while also taking age-appropriate initiative and individual responsibility for their own learning. This includes, but is not limited to, the following:

- Applying oneself to his or her studies in fun and focused ways
- Working hard each day to learn and apply information
- Staying engaged and participating fully in the lessons and activities
- Asking questions and participating in discussions
- Expressing and exploring personal interests

Staff

Our teachers and staff are responsible for ensuring that students are provided with the content, instruction, support, and assistance they need to be successful. Teachers will proactively monitor each student's progress. Teachers will also provide feedback on the student's learning and success on an ongoing basis.

Families

Parents and guardians play a key role in their student's success in any learning environment, but even more so in an at-home remote learning environment. In order to be kept informed of their

student's progress, parents and guardians will need to be available for ongoing contact with their student's teachers by phone, e-mail, text, and/or video conferencing. Additionally, parents and guardians should contact the student's teachers to keep them informed of any anticipated absences or needs.

Teacher Contact Process

The primary method of contacting teachers is through their school email account. Please email your child's teacher directly with questions, updates, and more. You should expect returned communication within 24 hours.

Technical Support/Device Support Contact Information

Technology that we provide may serve as an important tool to support students who are at-home remote learners. If the district issues a device or devices to a student, the district expects that students will follow the district's Acceptable Use Policy.

If you have computer problems, please email USD #243 tech support at dpiper@usd243ks.org.

Academic Engagement Expectations

Mandatory or Compulsory Attendance

Under an at-home remote learning model, students are still expected to "attend" school by completing work and participating to the fullest extent possible. If a student is not meeting the minimum participation and work completion expectations and/or is absent without valid reasons, we will seek to follow our district's truancy policy.

Academic Integrity

All students, whether at-home or in-person, are expected to submit only work 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.

State and Local Assessment Requirements

Students who are in an at-home remote learning environment will be required to participate in the Kansas State Assessments. Arrangements will be made with students and families to safely participate in these proctored assessments which may need to occur at an on-site location in the district. We will also make plans and provisions to have at-home remote learning students participate in local achievement and growth assessments.

Recovering Learning from Last Spring

USD #243 teachers develop lessons/units that are aligned to the Kansas State Standards. These Standards describe what students must know and be able to do in each academic content area. Teachers will be

communicating with teachers from the previous grade level to determine key skills and learning targets that were not taught in the spring of 2020. The major focus will be on English Language Arts and Math recovery.

Pre-Kindergarten – 12th Grade

- Teacher grade level teams will collaborate with the previous year's teacher to identify what skills students need mastery.
- **Local Assessments** will be given in a timely manner to determine standards and skill mastery from previous year.

Instructional Delivery

The goal of USD #243 is to offer two types of programs for students during the coming year.

1) Traditional Learning (On-site): classes will take place on campus.

2) Remote Learning Environment: classes outside the school facilities, to assist our students and families who may be dealing with health issues and other concerns. Those who would prefer their student be in the remote program for 2020-21 should contact their school's principal. In the case school facilities have to be shut down during any part of the coming year for the COVID-19 pandemic, all students will move to a remote learning environment for a specific period of time.

Traditional Learning (On-Site)

- Digital Platform used District-wide: Google Classroom
- First Days of School - Preparing students for remote learning, if needed
 - Training on the use of Google Classroom for students.
 - Training to access and navigate online textbooks
- Basic Instructional Procedures to Consider:
 - Managing the Mask - Create an environment where students can have some moments of time to remove their mask but still be in a safe and secure environment with social distancing in place.
 - Hold class outside for Social Distance learning, when possible.
 - Travel outside during transition and moving to specials

Remote Learning Environment (Option by Parent)

Pre-Kindergarten – 5th Grade

- Digital Platform used District-wide:
 - Google Classroom
 - Google Meet
- Core Instruction: Google Meet through Google Classroom
 - ELA: 90 min daily
 - 30 min direct instruction
 - 60 min skill practice
 - Math: 60 min daily
 - 30 min direct instruction
 - 30 min skill practice
 - Science/Social Studies: 150 min weekly
 - 30 min direct instruction daily, per subject

- 30 min skill practice daily, per subject
 - PE/Music and Technology/Library, alternating schedule
 - 30 min direct instruction
 - 30 min practice
- Special Needs Instruction
 - IEP-Special Education staff communicate weekly with parent/student.
 - Students with an IEP, 504 Plan, and other documented student supports can be very successful in at-home remote learning models. Please continue to be in contact with your child's Special Education Teacher to determine if a meeting is necessary to develop or modify an existing plan to provide and implement additional supports as needed. Depending upon the needs of the student, the school may want to initiate an amendment to a student's IEP or 504 by adding remote learning as a temporary method of instruction.
 - The district may require some special education services to be provided on-site.
- Attendance
 - Monitored by teacher (meeting the 1,116 hours of instruction time required)
 - Daily communication and time log **required** (See appendix)
- Grading
 - Grade level appropriate based on district policy

6th Grade -12th Grade

- Digital Platform used District-wide
 - Google Classroom
 - Google Meet
- Core Instruction
 - The information that is being taught in the classroom needs to be mirrored remotely.
 - Due dates for assignments remotely are the same as face-to-face.
 - Students will be required to follow the daily school schedule.
- Special Needs Instruction
 - IEP-Special Education staff communicates weekly with parent/student.
 - Students with an IEP, 504 Plan, and other documented student supports can be very successful in at-home remote learning models. Please continue to be in contact with your child's Special Education Teacher or school administrator to determine if a meeting is necessary to develop or modify an existing plan to provide and implement additional supports as needed. Depending upon the needs of the student, the school may want to initiate an amendment to a student's IEP or 504 by adding remote learning as a temporary method of instruction.
 - The district may require some special education services to be provided on-site.
- Attendance
 - Monitored by teacher (meeting the 1,116 hours of instruction time required)
 - Daily communication and time log **required** (See appendix)
 - Attendance will be recorded

- Electives
 - Not all electives may be available to remote learners, only those that can be taught remotely.
 - Specific details will be determined during Principal conference with Teacher input.
- Attendance
 - Students will be expected to turn in “Remote Learning Daily Log” to the remote learning coordinator in order to log attendance weekly.
 - Remote students will still need to meet the state required 1116 hours.
 - Students will be required to log no less than 6.5 hours a day/32.5 hours per week.
 - Students who are not meeting minimum requirements may be turned in for truancy.
- Substantive Daily Interaction & Communication:
 - Student to Teacher
 - Some teachers may require additional remote instruction time.
 - Students are required to check their school email AT LEAST one time per day.
 - Teacher to Students
 - Teachers will provide daily instruction and communication on Google Classroom
 - Teacher to Parents
 - Teachers will contact parents/guardians at least bi-weekly for students failing courses.
 - Teachers will also contact parents/guardians if other issues (such as attendance irregularities) arise.
 - Information on Google Classroom will be available to parents through the guardian summaries.
- Grading
 - Teachers will enter a minimum of one grade weekly.
 - Grading practices (accepting of late work, etc.) will be at the discretion of each individual teacher.
 - Frequent feedback will be given on assignments.
 - Students may be required to allow teachers to remotely view assignments during assessment via camera/video.

Hybrid Instructional Delivery (if there is a need to limit student numbers)

PK – 12th

- A/B Schedule - Students will be divided into two groups under this delivery method.
 - A Days -
 - Group A will attend school on-site Mondays and Wednesdays. Group B will attend school remotely on Monday and Wednesdays. All students will participate in remote learning on Fridays.
 - B Days -
 - Group B will attend school on-site Tuesdays and Thursdays. Group A will attend remotely on Tuesdays and Thursdays. All students will participate in remote learning on Fridays.
- When your student is attending remotely, please refer to the above guidelines in the Remote Learning section.

District-Wide Remote Learning

In an emergency situation, the district may be required to move all students to remote learning instructional delivery. Please refer to the section on remote learning for more information and guidelines.

Resources for Parents

- District Remote Learning Resource sites for the following can be found at www.usd243ks.org :
 - Training on the use of Google Classroom for students.
 - Training to access and navigation of online textbooks.
 - Training to access Classlink Portal – for online school resource access
- For device or technical support please email the link below: dpiper@usd243ks.org

Appendix

- KDHE Appendix A
- KDHE Appendix B
- Remote Learning Daily Log
- Teacher/Parent Communication Log
- Description of Operation Levels



COVID-19

CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
Fever	Common (measured at 100 F or higher)	Rare	High (100-102 F), can last 3-4 days	No
Headache	Sometimes	Rare	Intense	Sometimes
General aches, pains	Sometimes	Slight	Common, often severe	No
Fatigue, weakness	Sometimes	Slight	Common, often severe	Sometimes
Extreme exhaustion	Sometimes (progresses slowly)	Never	Common (starts early)	No
Stuffy nose	Rare	Common	Sometimes	Common
Sneezing	Rare	Common	Sometimes	Common
Sore throat	Rare	Common	Common	No
Cough	Common	Mild to moderate	Common, can become severe	Sometimes
Shortness of breath	In more serious infections	Rare	Rare	Common
Runny nose	Rare	Common	Sometimes	Common
Diarrhea	Sometimes	No	Sometimes**	No

For more information: www.kdheks.gov/coronavirus

^{10/27} Information is still evolving.
* Sometimes for children.

Sources:

APPENDIX A

APPENDIX

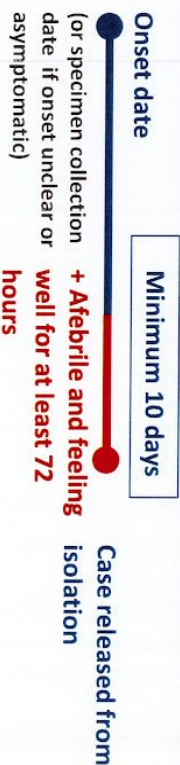


*Adapted from TN Dept of Health

RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.



Note: Lingering cough should not prevent a case from being released from isolation.

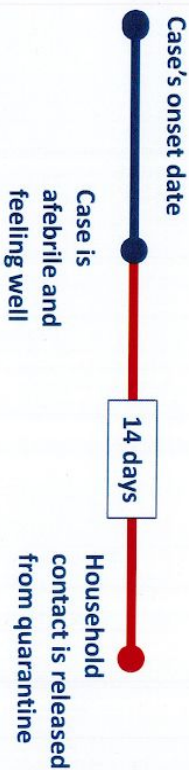
Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.



This means that household contacts may need to remain at home longer than the initial case.

Examples:

- A case is well 3 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 7 days after onset, case released from isolation on day 10, household contact must remain quarantined until day 24.
- A case is well 14 days after onset, case released from isolation on day 17, household contact must be quarantined until day 31.

NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.

5/27/20



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	Assignment(s) Completed		Test Taken		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	

*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 the USD listed above.

Parent signature: _____

Date: _____

Parent Communication Log Example

Date	Time	Name of Student	Method of Contact	Person Called	Details
04/07/20	9:45 AM	Rona Virus	Phone	Cora- mom	Discussed Rona's travel brochure. Will resubmit with corrections.
05/04/20	2:47 PM	Co Vid	Video Chat	Ron- dad	Co has had trouble with accessing the instructional videos. Walked Dad through how to access and where. Co will watch the videos and submit his assignments in Google Classroom by Monday. If he has questions he can help during office hours on Saturday morning for help emailed mom the Google MEET link.

DESCRIPTION OF LEVELS:

The determination of operational levels will be decided with input from the county health department and district administration.

GREEN: Low threat. A very low number of cases requiring hospitalizations or death in Coffey County/Lebo/Waverly and surrounding counties/areas. No restrictions in place from state or county. This may be commonly described as “the new normal.” Social distancing and good hygiene will be a daily practice.

- Health prevention measures in place.
- Daily cleaning, especially in common areas.
- Limited visitor access.
- Monitoring the virus in the community via the local health department.

YELLOW: Moderate threat. Case numbers are rising, and the state or county has imposed some restrictions on group sizes. School is able to continue, but gathering sizes may be limited in some manner.

- Person(s) who came in close contact with the individual with a confirmed case of COVID- 19 will be contacted and advised to follow KDHE health guidelines. Contact the local health department or provider.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill communication to all individuals at the facility.
- A short-term closure (2-5 days) of a specific area (including playgrounds, gym, or athletic field or facility may be necessary.

ORANGE: High Threat. A large number of or rapidly escalating number of cases in District or surrounding counties. State or county has imposed restrictions such that building occupancy or class sizes must be reduced. This may include an active case diagnosed with possible exposure to contagion within the school.

- Entire facility and activities will be closed for a minimum of two days.
- All students and staff in the affected facility move to hybrid learning model.
- Those in close contact of the confirmed COVID-19 positive will be asked to follow KDHE guidelines or as directed by the local health department.

RED: Very High Threat. A continued increase in the number of cases in District or surrounding counties. State or county has imposed more strict restrictions that limit building occupancy or class sizes to a number even more reduced than at Orange. This may include an active case diagnosed with possible exposure to contagion within the school. State or county has imposed restrictions that prohibit face-to-face contact with students.

- All facilities district-wide close.
- Students and staff move to a remote learning model.
- Extracurricular activities are cancelled.
- Disinfection of all facilities and school buses.
- All auxiliary areas such as playgrounds and athletic fields closed.

According to the Center for Disease Control, the more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engaged in classes, activities and events. All students, staff and school visitors wearing masks.

- **More Risk:** Small, in-person classes, activities, and events, groups of students stay together and with the same teacher throughout/across school days, and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid remote and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes). Limited or no mask wearing.
- **Highest Risk:** Full-sized, in-person classes, activities, and events, especially where students are not spaced apart, share classroom materials or supplies, and mix between classes and activities. No masks used. Risk increases whenever students can't be kept 6 feet apart. Singing, talking loudly, or exercising all increase respiration and production of large droplets that can transmit the virus more easily.

When determining if you have been exposed based on being in “close contact” with a person who tests positive, these criteria need to be applied for the 48 hours prior to the onset of symptoms of the person who has reported the positive test.

Close Contact is defined by the Coffey County Health Department as being within 6 feet for a prolonged period (10 minutes or longer) or having direct contact with infectious secretions.

DEPARTMENT OR ACTIVITY	DESCRIPTION OF OPERATIONS /PRACTICES AT EACH LEVEL			
	GREEN LEVEL (onsite)	YELLOW LEVEL (onsite)	ORANGE LEVEL (hybrid)	RED LEVEL (off campus)
Arrival of Students and Staff	<ul style="list-style-type: none"> - Normal arrival time and procedures are used based on pre-COVID-19 norms of the building, with the exception of social distancing and hygiene practices. - Students will enter the building at specified locations. - Doors to the buildings open at 7:30 a.m. 	<ul style="list-style-type: none"> - Students will enter the building at specified locations. - Students will be given a location to report to until the bell rings based on their grade in school. - Social distancing and good hygiene will be enforced. - Doors to the buildings open at 7:30 a.m. 	<ul style="list-style-type: none"> - Students will enter the building at specified locations. - Students will report to their grade level classroom or first hour classroom immediately upon entering the building and remain there. - Doors to the buildings open at 7:30 a.m. 	<ul style="list-style-type: none"> - Students are not arriving at school.
Hall Lockers (for applicable grade levels)	<ul style="list-style-type: none"> - Students will not have access to hall lockers - Gym locker for gym clothes only. 	<ul style="list-style-type: none"> - Students will not have access to hall lockers 	<ul style="list-style-type: none"> - Students will not have access to hall lockers. 	<ul style="list-style-type: none"> - Students will not have access to hall lockers.
Delivery of Instruction	<ul style="list-style-type: none"> - Normal instructional delivery and class schedules followed with modifications as needed. 	<ul style="list-style-type: none"> - Students who are identified as a “close contact” will be in “self-quarantine” and attend classes remotely. - Some classes like band, choir, or PE may have to be altered b/c of size or location 	<ul style="list-style-type: none"> - Instruction becomes a blended model of face-to-face and remote/packet delivery for elementary levels (PK-5). - Alternate locations used to allow for smaller class sizes 	<ul style="list-style-type: none"> - 100% of instruction is delivered in a remote or packet format. - Google Classroom, Google Meet and/or online textbook resources (when available) are used.

		<p>and/or have the nature of their activities modified.</p> <ul style="list-style-type: none"> - JH class will go to a confined classroom (no transitions) - Social distancing will be enforced to the extent possible in each classroom. - Desks/workstations will be arranged in the same direction to avoid students facing each other unless using physical barriers. -Face coverings are strongly recommended, especially for situations where social distancing is not possible. 	<p>and/or building capacity.</p> <ul style="list-style-type: none"> - Priority for face-to-face instruction will be given to younger students, self-contained (or high need) special education students, and students academically at-risk. - When students and staff are together, face coverings will be required. 	
Physical Barriers	<ul style="list-style-type: none"> - Use of masks by all persons is encouraged in or on USD 243 property. This includes lobbies, hallways, restrooms, gymnasiums and break rooms. Note-- this requirement can be independent of the overall color level IF it is a county, USD #243 administration or state recommendation or requirement. - Plastic barriers installed in high incident areas. (offices, lunch etc) - Face shields available for staff when working in close groups such as Title services, special education instruction, etc. 	<ul style="list-style-type: none"> - Use of masks by all persons encouraged in or on USD 243 property. This includes lobbies, hallways, restrooms, gymnasiums and break rooms. Note – this requirement can be independent of the overall color level IF county, USD #243 administration or state is recommending or requiring. - Plastic barriers installed in offices and around lunch secretaries. - Face shields available for staff when working in close groups such as Title services, special education instruction, etc. 	<ul style="list-style-type: none"> - Required use of masks by all persons in or on USD #243 property. - Masks in all indoor public spaces. - Required use of masks outdoors when 6-foot social distance can't be maintained. Note – this requirement can be independent of the overall color level IF county, USD #243 administration or state is recommending or requiring. - Plastic barriers installed in offices and around lunch secretaries. - Face shields available for staff when working in close groups such as Title services, special education instruction, etc. 	<ul style="list-style-type: none"> - Required use of masks by all persons in or on USD #243 property. - Masks in all indoor public spaces. - Required use of masks outdoors when 6-foot social distance cannot be maintained. Note – this requirement can be independent of the overall color level IF county, USD #243 administration or state is recommending or requiring.

Student and Staff Attendance	<ul style="list-style-type: none"> - 72 hours fever free without the use of fever-reducing medicines and 7 days have passed since their first symptoms before coming to school or work. (min. 10 days) - Temperature and symptom checks of all staff and students. 	<ul style="list-style-type: none"> - 72 hours fever free without the use of fever-reducing medicines and 7 days have passed since their first symptoms before coming to school or work. (min. 10 days) - Temperature and symptom checks of all staff and students. 	<ul style="list-style-type: none"> - 72 hours fever free without the use of fever-reducing medicines and 7 days have passed since their first symptoms before coming to school or work. (min. 10 days) - Temperature and symptom checks of all staff and students. 	<ul style="list-style-type: none"> - Temperature and symptom checks of anyone entering the building.
Sanitation and Cleaning Protocols	<ul style="list-style-type: none"> - Frequent cleaning of bathrooms and wiping down high-touch surfaces (desks, knobs, handles, copier keypad, bathroom, toilet handles, break room counters, desks, and tabletops). - Foggers used within classrooms and other areas at the end of each day. - Teach hand washing and hygiene. - Hand sanitizer in all rooms used frequently. - Hand sanitizer in hallways and lunchrooms checked frequently. - Daily cleaning based on pre-COVID-19 norms in addition to the other cleaning protocols. 	<ul style="list-style-type: none"> - Frequent cleaning of bathrooms and wiping down high-touch surfaces (desks, knobs, handles, copier keypad, bathrooms, break room counters, desks, and tabletops). - Foggers used within classrooms and other areas. - Cleaning of desks between students when classes change (older students can clean their own) or every hour in the classroom for younger students. - Cleaning of frequently used equipment between each class period. 	<ul style="list-style-type: none"> - Frequent cleaning of bathrooms and wiping down high-touch surfaces (desks, knobs, handles, copier keypad, bathrooms, break room counters, desks, and tabletops). - Foggers used within classrooms and other areas. - Cleaning of desks between students when classes change (older students can clean their own) or every hour in the classroom for younger students. - Cleaning of frequently used equipment between each use. 	<ul style="list-style-type: none"> - Frequent cleaning of bathrooms and wiping down high-touch surfaces (desks, knobs, handles, copier keypad, bathrooms, break room counters, desks, and tabletops). - Foggers used within classrooms and other areas. - Cleaning of desks and other equipment following any onsite meetings that take place. - All staff who come onsite need to record their presence on the form posted on each door.
Equipment and Supply Sharing	<ul style="list-style-type: none"> - No shared supply of markers, calculators, etc. - Manipulatives, etc. are cleaned at the end of the day. 	<ul style="list-style-type: none"> - Students should not be sent to the board to work unless 6' distancing and each student has their own marker. (no sharing of markers) - Manipulatives are cleaned at the end of each class period. 	<ul style="list-style-type: none"> - Students will not be sent to the board to work. - Manipulatives are cleaned at the end of each use. 	

Food Service	<ul style="list-style-type: none"> - No buffet lines. - Food is served and eaten in the cafeteria/gymnasium. - Create as much seating distance as possible. 	<ul style="list-style-type: none"> - Food is served in the cafeteria. - Students will be spread out at tables with overflow seating being on the floor, bleachers, or in classrooms, as scheduled by the administration. - Eating outside may also be used. 	<ul style="list-style-type: none"> - Meals delivered to and eaten in the classroom. 	<ul style="list-style-type: none"> - Grab and Go meal service IF allowed by USDA, but foodservice operations will cease if recommended by County Health Dept and/or USD #243 administration.
Dismissal	<ul style="list-style-type: none"> - New dismissal time and procedures will be used to emphasize social distancing and efficiency. 	<ul style="list-style-type: none"> - Teachers and staff will walk students to their designated exit. - Dismissal times: staggered, TBD 	<ul style="list-style-type: none"> - Teachers and staff will walk students to their designated exits. - Dismissal times: staggered, TBD 	NA
Transportation	<ul style="list-style-type: none"> - All drivers will wear masks. - It is requested (by the bus company) that all students wear masks on the bus. - Students will have assigned seats, by family. - Hand sanitizer on the bus. - Buses will be sanitized between routes. 	<ul style="list-style-type: none"> - Bus routes continue as allowed by County Health Dept and/or USD #243 administration. - All drivers will wear masks. - It is requested (by the bus company) that all students wear masks on the bus. - Students will have assigned seats, by family. - Hand sanitizer on the bus. - Buses will be sanitized between routes. - Route times may be adjusted or a spare bus used to pick up as needed. 	<ul style="list-style-type: none"> - Transportation adjustments will be made based on how school operations are scheduled. - Bus routes continue as allowed by County Health Dept and/or USD #243 administration. - All drivers will wear masks. - It is requested (by the bus company) that all students wear masks on the bus. - Students will have assigned seats, by family. - Hand sanitizer on the bus. - Buses will be sanitized between routes. - Route times may be adjusted or a spare bus used to pick up as needed. 	<ul style="list-style-type: none"> - All transportation will cease.
Field Trips and Travel	<ul style="list-style-type: none"> - Staff Professional Travel and Student Field Trips are not encouraged. 	<ul style="list-style-type: none"> - Staff Professional Travel and Student field trips are suspended. 	<ul style="list-style-type: none"> - Staff Professional Travel out-of-district is suspended. - Staff and Students visiting identified 	<ul style="list-style-type: none"> - All transportation and staff travel out-of-district is suspended.

	- Staff and Students visiting identified Covid-19 hotspots, based on KDHE guidelines, are encouraged to self-quarantine.	- Staff and Students visiting identified Covid-19 hotspots, based on KDHE guidelines, are encouraged to self-quarantine.	Covid-19 hotspots, based on KDHE guidelines, are encouraged to self-quarantine.	
Activities, Programs, Adult Meetings	- Normal programming with social distancing whenever possible	-Meetings and programs limited per county restrictions and/or USD #243 administration. - Sports and clubs follow KSHSAA guidelines and county and/or USD #243 administration restrictions.	-Meetings are held online. -All programs may be postponed or canceled based on guidance from state and/or USD #243 administration.	-Meetings are held online. - All programs are postponed or canceled.
Access to and Use of Buildings	- Visitors to buildings are prohibited, excluding school related business. -No public use of the buildings during school hours.	-Visitors to buildings are prohibited, including guest speakers. -No public use of buildings.	-Visitors to and public use of buildings prohibited. -Staff access to buildings or areas will be controlled/scheduled.	-Visitors to and public use of buildings prohibited. -Staff access to buildings will be determined by USD #243 administration..
Extra Curricular	-Staff and students follow KSHSAA recommended with suggested guidelines.	- Sports practice/games will continue but spectators at events will be limited.	- Number of games may be reduced. - Spectators will be at a minimum.	-Extra Curricular activities cancelled or suspended.

