

# Valley Falls USD #338



## 2020-21 Reopening PRIDE Plan

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# Introduction

USD 338 in partnership with the Jefferson County Health Department and Emergency Management, has developed a plan to support our buildings and the community for reopening schools. USD 338's Return-to-School Plan provides a tiered approach with clear, actionable steps that are advisable before students and employees Return-to-School buildings. This plan will be applicable throughout the 2020-2021 school year.

This approach is built upon guidance and recommendations of local and state health officials; is aligned to the reopening guidelines that have been provided by our state and federal leaders; and it is designed to prioritize the health and safety of students and staff as we open school buildings and deliver instruction for the 2020-2021 school year.

USD 338's Return-to-School Plan focuses heavily on the health and physical requirements necessary for reopening school buildings. USD 338 will continue to provide support to school buildings on navigating the academic, social, and emotional effects of the COVID-19 pandemic on students and employees.

USD 338's Return-to-School Plan provides the expectations and best practices to ensure a safe and successful 2020-2021 school year and minimize the spread of COVID-19. USD 338 school buildings are expected to follow these expectations based on current information.. However, USD 338 Administration and Board of Education retain the right to be flexible as state and local guidelines change or the situation dictates special circumstances. Updates to this plan will follow the updates and guidance from our local health department and KSDE. <https://bit.ly/2OFN16t>

**Notice: The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. USD 338 Valley Falls Schools will follow state and local standards of conduct and have put in place reasonable preventative measures to reduce the spread of COVID-19 in the attendance centers and in USD 338 sponsored activities (including but not limited to summer conditioning, summer school, and camps). However, even though such standards will be followed and reasonable measures put into place, USD 338 cannot guarantee that you or your child(ren) will not become infected with COVID-19.**

**Notice: The district will be taking temperatures of the students (biometric reading) as they enter the building.**

**Enrollment August 4. First day of school will be August 26th. See the district website [usd338.com](http://usd338.com) for the district calendar.**

# Definitions

<p><b>Face Coverings</b></p> 	<p>Face coverings differ based on the level of community spread and can be found throughout this document. Information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p> <p style="text-align: center;"><a href="#">CDC Guidance</a></p>	<p><b>Hand Sanitizer</b></p> 	<p>Hand sanitizers should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children.</p> <p style="text-align: center;"><a href="#">CDC Guidance</a></p>	<p><b>Clean/ Disinfect</b></p> 	<p>Ensure safe and correct application of disinfectants and keep out of reach of children.</p> <p style="text-align: center;"><a href="#">CDC Guidance</a></p>
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# Decision Framework

## Health Parameters Defined

No/Low Spread	Minimal/Moderate Spread	Substantial Spread
Building and/or community has a few positive confirmed or no confirmed cases. Spread is contained.	Building contains a minimal amount of positive confirmed cases and/or the community has an outbreak.	High level of school or community transmission. Outbreaks or rapid increases in positive confirmed cases.

\*Health parameters will be applied for the building with the most risk for the district as a whole.

## School Parameters

No/Low Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>● Maintain communication with local health officer to monitor building and/or community spread</li> <li>● Implement social distancing strategies</li> <li>● Minimize the mix of students</li> <li>● Implement building <a href="#">entrance protocols</a> (daily symptom screening)</li> <li>● Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> </ul>	<ul style="list-style-type: none"> <li>● Increased communication with local health officer to monitor building and/or community spread</li> <li>● Further minimize the mix of students (could have some students off site, alternating attendance dates, or hybrid learning – some parts of the building may be closed)</li> <li>● Limit the number of student per classroom or area</li> <li>● Alter schedules to reduce mixing of the students at the HS and MS</li> </ul>	<ul style="list-style-type: none"> <li>● Direct and consistent communication with local health officer</li> <li>● Building closed to all but essential staff (see <a href="#">Serving School Meals</a> and <a href="#">Supporting Teaching and Learning</a>).</li> <li>● Continue <a href="#">building entrance</a> protocols (daily symptom screening)</li> <li>● Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> </ul>

<ul style="list-style-type: none"> <li>● Train teachers and staff in preventive and safety measures</li> <li>● Teach and reinforce healthy hygiene</li> <li>● Implement a preventive disinfection plan</li> <li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread</li> <li>● Follow protocols for students/staff who feel ill/experience symptoms when they come to school (see <a href="#">When a Child or Staff Become Ill at School</a>)</li> <li>● Consider ways to accommodate the needs of children, teachers/staff, and families at higher risk for severe illness (see <a href="#">Protecting Vulnerable Populations</a> for considerations)</li> <li>● Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>● Masks required per <a href="#">Governor's Executive Order 20-59</a>.</li> <li>● Follow local and state guidelines</li> </ul>	<ul style="list-style-type: none"> <li>● Continue <a href="#">building entrance</a> protocols (daily symptom screening)</li> <li>● Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>● Review training for teachers and staff in preventive and safety measures</li> <li>● Continue teaching and reinforcing healthy hygiene</li> <li>● Intensify the disinfection of the building, isolate areas contaminated and deeply disinfect those areas</li> <li>● Increase the number of times students wash or disinfect their hands during the day</li> <li>● Follow protocols for students/staff who feel ill/experience symptoms when they come to school (see <a href="#">When a Child or Staff Become Ill at School</a>)</li> <li>● Recommend remote or hybrid accommodations for children, teachers/staff, and families at higher risk for severe illness (see <a href="#">Protecting Vulnerable Populations</a> for considerations)</li> <li>● Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>● Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.</li> <li>● Minimal to no activities</li> <li>● Masks required per <a href="#">Governor's Executive Order 20-59</a></li> <li>● Buildings could close for a 24 hour period to investigate potential infection that may result in a cluster outbreak.</li> <li>● Follow local and state guidelines</li> </ul>	<ul style="list-style-type: none"> <li>● Participate in contact-tracing efforts as directed by local health officials (to the extent feasible)</li> <li>● Accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see <a href="#">Protecting Vulnerable Populations</a> for considerations)</li> <li>● For additional guidance on addressing community spread, see the <a href="#">CDC's Considerations for Schools</a></li> </ul>
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# Decision Tree

<p><b>Level of Community Spread</b> (as determined by state and local health officials)</p>	<p><b>No/Low Spread</b></p>	<p><b>Minimal/Moderate Spread</b></p> <p style="text-align: center;">↓      ↓      ↓</p>			<p><b>Substantial Spread</b></p> <p style="text-align: center;">↓</p>	<p><b>All Levels of Community Transmission</b></p>
<p><b>Instructional Model</b> (as determined by USD 338 administration)</p>	<p><b>Traditional (Virtual for a few)</b></p>	<p><b>Traditional</b></p> <p style="text-align: center;">↓</p>	<p><b>Hybrid</b></p> <p style="text-align: center;">↓</p>	<p><b>Remote</b></p> <p style="text-align: center;">↓</p>	<p><b>Digital Remote Learning</b></p> <p style="text-align: center;">↓</p>	<p><b>Parent Choice Remote Learning Environment</b></p>
<p><b>Response</b> (as determined by USD 338 in partnership with local health officer)</p>	<p><b>School Building Open</b> (Implement preventative practices and additional proactive protocols)</p>	<p><b>School building open</b> (Implement more intensive mitigation strategies)</p>	<p><b>Limited / Staggered use of school building</b> (Implement alternate sites and/or schedules for students – some remote digital learning)</p>	<p><b>Minimal use of the building</b> (Implement targeted digital remote learning or adopt building digital remote learning)</p>	<p><b>Targeted Closure – Isolate and disinfect affected areas</b></p> <p style="text-align: center;">Or</p> <p><b>Short-term Closure</b> (close for building wide deep cleaning – minimum of 5 days)</p> <p style="text-align: center;">Or</p> <p><b>Long-term Closure</b> (close building for a minimum of 14 days)</p>	<p><b>For details and requirements for Parent Choice Remote Learning</b> <i>(See Learning Environments Defined)</i></p>

USD 338 Return-to-School plan provides guidance and expectations to leadership to implement plans based on the flexible framework to address challenges that may develop throughout the 2020-2021 school year. Instead of a “one-size-fits-all” approach, the Decision Tree provides a menu of instructional models and responses school leaders can adopt to ensure the continued success and safety of students and staff members.

# Operations Best Practices



## Entering the Building

### Screening for Symptoms:

- Parents will be asked to screen their students for the following symptoms before sending them to school. Screening should include a temperature check. A person exhibiting a temperature of 100.4 or above or experiencing any two of the following symptoms, should be kept home.
  - Fever (According to American Academy of Pediatrics, a fever is 100.4 or greater)
  - Chills
  - Rigors
  - Muscles or body aches
  - Fatigue
  - Headache
  - Sore throat
  - Lower respiratory illness (cough, shortness of breath or difficulty breathing)
  - New loss of taste or smell
  - Diarrhea
  - Nausea and vomiting

See also [\*When a Child or Staff Become Ill At School\*](#)

- Staff entering the building will be screened upon entry. Screening will include temperature checks. A person exhibiting a temperature of 100.4 or above or experiencing any two of the following symptoms are required to leave immediately.
- All staff and those students (above the age of 3) are required to wear a mask per the [\*Governor's Executive Order 20-59\*](#) (exemptions see the order). USD #338 will provide each student and staff member with a mask. Personally supplied masks may be worn if preferred.
- Hand sanitizer will be provided at the door for use.
- All who enter will sign the entrance log after taking his / her temperature.
- All HS students and HS staff members will enter the West Vestibule HS entrance following the previous protocols.
- K-5 students will enter the southeast door of the east gym.
- 6-8 students and elementary staff will enter the main elementary entrance.

- PreK will either come in the district office door or the door to their classroom for the upstairs classroom. Teachers and or the para will take the students' temperature when the student arrives.



## Transportation

We will not be able to provide social distancing on the buses but we will take as many precautions as possible including the following measures:

- Bus drivers will wear a mask unless safety due to wearing glasses becomes an issue and then they will be in a shield.
- Drivers will be screened each morning prior to each route.
- Students and drivers hands will be sanitized upon entering the bus.
- The bus will be sanitized between each route.
- Assigned seats will be utilized with students from the same family given priority in the same seat. The same students will sit together unless a challenge arises with this arrangement.
- Students will fill the bus from back to front as they load. They will unload front to back.
- Students will be restricted to the bus that is on his/her home route. Exception to this rule would include consistent afternoon drop offs such as a daycare provider.
- If the bus is not full, students will be spaced when possible.
- If weather allows, the bus windows will be cracked to provide outside air to circulate within the bus.
- Drivers will be taking attendance each route to provide information for contact tracing.
- No field trips. We will evaluate this as the year evolves.
- Protocols will be in place to minimize the congregation of children.
- Students will enter multiple doors to avoid congregating in the entrances.
- Students will be required to wear a mask per the [Governor's Executive Order 20-59](#) (exemptions see the order).



## Facilities

### General Information

- The fitness center will remain open until the district moves into the moderate level. However, as of August 10 all individuals using the fitness center will be required to wear a mask at all times per the [\*Governor's Executive Order 20-59\*](#).
- Building use by outside groups after school hours will be temporarily suspended to minimize additional traffic and footprint in areas used for school.
- Students traveling between buildings will be limited.

Visitors- During this time, we are limiting visitors in the building to only people who are there to work (substitutes, repair workers, delivery personnel, and consistent adult volunteers)

- Parents are not to enter the building when dropping-off or picking- up students. The building secretary will send the student out to the parent.
- If a parent/guardian needs to bring something to school for a student, an area will be designated for a drop. Contact the building office for specific information. The adult will be asked not to enter the building.
- Parents needing to drop off medication will need to make an appointment with the school nurse and/or the building secretary for drop-off..
- Meetings such as IEPs will be conducted in one of three possible areas:
  - During school hours in the IDL room lower level of the high school with non-staff members entering the north handicap entrance of the high school following all established protocol.
  - Possible Zoom IEP meetings with parents/guardians participating via zoom.
  - Conducted after hours when possible in a classroom.



## Health

- All staff will be expected to assess his/her own health before entering the building. Upon entrance they will have his/her temperature taken and will sign the daily log.
- Each staff member will be provided with a reusable face mask and disposable masks. They will also be provided a face shield if they so choose.
- Each student will be provided two reusable face masks. One will be expected to stay at school at all times. The district will provide laundry services for the mask at school. The teacher will be provided disposable youth masks in case a student may need them.
- Each child will be provided a 3.5 oz bottle of sanitizer to be kept at his/her desk PreK - 5. The students 6-12 will also be provided a bottle to either be kept on their person or in their locker if they so choose.
- Wipes will be available in each room and utilized by students for disinfecting at his/her desk throughout the day.
- Students will be expected to wash their hands or sanitize once per hour.
- All students PreK-12 will be provided a water bottle to be kept at school. School water fountains will only be used to fill water bottles.
- Ongoing cleaning and sanitation will occur during school day with an emphasis on high traffic and high touch zones; deep cleaning/disinfecting will occur outside school hours. Only EPA approved disinfectant will be used.



## Transitions

- Visual cues in hallways to assist students with proper social distancing: decals on floor, tape, paint, carpet squares.
- Students will face forward during transitions to prevent face-to-face interaction.
- Utilization of outside space will be used as much as possible to transition.
- Restroom breaks will be during instruction time or classroom breaks to reduce the number of interactions in the hallway or in the bathroom.
- One way flows in and out of common areas.

- To reduce the number of interactions with door handles, doors will be kept open when possible.
- If not possible handles will be cleaned and sanitized daily.
- Students and staff will minimize travel between buildings and locations.
- The district will work to stagger lockers/cubbies to support social distancing.
  - **PreK-5**
    - Teachers will stagger students as they hang up and get their belongings.
    - Each elementary student will have a pocket organizer on his/her chair to hold school and disinfecting supplies.
  - **6-8**
    - There will be a rotation schedule for locker access limiting numbers in the hallway at one time.
    - All students, faculty, staff, vendors and other visitors shall cover their mouth and nose with a mask or other face covering. Exceptions to this rule can be found in the Governor’s order 20-59, <https://bit.ly/2WQLgYz>.
    - There will be a specified direction of travel in certain areas.
    - Each side of the hallway moves in the direction posted. Students will go directly to class and not congregate at lockers.
  - **9-12**
    - There will be a specified direction of travel in certain areas.
    - All students, faculty, staff, vendors and other visitors shall cover their mouth and nose with a mask or other face covering while in the hallways. Exceptions to this rule can be found in the Governor’s order 20-59, <https://bit.ly/2WQLgYz>.



## Common Spaces

### Hallways:

- Traffic will be directional to help with spacing and personal contact.
- Lockers will be used on a limited basis.
- Schedules will be implemented to limit student traffic.
- High touch areas will be disinfected frequently.

- All students, faculty, staff, vendors and other visitors shall cover their mouth and nose with a mask or other face covering while in the hallways. Exceptions to this rule can be found in the Governor's order 20-59, <https://bit.ly/2WQLgYz>.

Office:

- One person other than those who work in the HS and district office at a time. Others should wait outside the office door.
- Two persons other than those who work in the Elementary office at a time. Others should wait outside the office door.

Library:

- Students must social distance at all times within the library.
- Books will be deposited in a specific place and disinfected before another student will be allowed to check out the book.

Cafeteria: *[\(See Serving Meals\)](#)*

Bathrooms:

- Sign in and sign out from the classroom.
- PK will use classroom bathrooms sanitizing frequently.

Playgrounds:

- One grade level at a time with at least 30 minutes between grade levels. (schedules will need to be adjusted.)
- Social distancing and not touching each other will be encouraged. Teachers could possibly assign portions of the playground to different groups of students. This could then be rotated at the next recess. Example: Divide kids into two/three groups based on the number of areas the playground is divided into. Then the groups would rotate each recess but student groups would remain consistent.
- When recess is concluded, students will use hand sanitizer or wash hands.

Teacher Resource Rooms:

- Staff will be expected to practice social distancing at all times.
- Staff will sanitize when entering.

Parking lots:

- Parents and students will be discouraged from congregating in the parking lot areas.
- Students will be asked to only use the west parking lot.



## Classrooms

- Extra furniture will be removed from classrooms to increase the space available to provide distance between students.
- All students, faculty, staff, vendors and other visitors shall cover their mouth and nose with a mask or other face covering. Exceptions to this rule can be found in the Governor's order 20-59, <https://bit.ly/2WQLgYz>.
- Furnishing with fabric and other hard to clean coverings should be removed from the classroom.
- Students will all face the same direction.
- The district will ensure that all students have access to required hardware, software, and connectivity.
- Individual materials/supply bags or kits may be provided.
- Handwashing or use of hand sanitizer every hour. (soap and water is the preferred method)
- Student desks will be sanitized at a minimum daily at the PK-5 level.
- Student desks at the middle school and high school will be disinfected at the end of each class period.
- Supplies, including instruments, art supplies, and tools, will be sanitized daily by the student.
- Students should not share supplies, including instruments, art supplies, tools.
- Limiting physical interaction through partner or group work.

### ATTENDANCE:

Teachers will establish routines and procedures to check, monitor and assist students who are not attending in person.

- Teachers and administration will monitor attendance daily.
- Remote students' parents will be required to complete attendance documentation daily that includes six hours of instructional time.
- Students will be required to engage online via Zoom with instruction if they are a remote student.



## Serving Meals

- All students and staff will either wash their hands or disinfect their hands before and after being in any lunchroom setting.
- Tables will be disinfected between each group of students or after an individual eats at his/her desks.
- Entrance and exit flow paths will be utilized and staggered for minimal mixing of students.
- Additional eating areas may be provided.
- Grab and go breakfast will be provided.
- Disposable plates and utensils will be used if the student is eating outside the lunchroom.
- Staff will wear masks when serving or supervising.
- Remote students will have the option to sign up for breakfast and lunch to be picked up on site at 10:30 AM. This process will be explained to the parent/guardians once the family has signed up for remote learning.
- **No outside food** is to be brought into the building during school hours other than his/her school lunch brought by them when arriving at school that day.
- The district will have a list of options for parents to purchase in-house snacks for class birthdays or holiday celebrations; grades PK-5
- Snack punch cards may be available for purchase of snacks outside of the lunch hour for MS students.



## Extra Curricular

- **Practice starts Aug 17 for fall sports.**
- **NO OUTSIDE DISTRICT COMPETITION, here or away, FROM AUGUST 10th TO 27th.**
- Fan attendance will be determined at a later date based on the current risk level of the district. Consideration may be given for live streaming of events.
- All coaches are required to take the COVID course through NFHS.
- Post signage regarding COVID-19 prevention and safety.
- Table workers for football and volleyball need to practice social distancing and must wear a mask.
  - Multiple tables will be used for volleyball workers.

- Limit football workers in the pressbox.
  - Extra precautions will be put in place for money exchange tables.
- It is an expectation that any positive tests are communicated with the superintendent of the home and visiting team while adhering to all HIPAA regulations.
- Athletic calendars will be adjusted as needed.
- Coaches and players will be expected to follow strict hygiene protocols.
- See [Transportation Guidelines](#) for activity bussing.
- Use of hand sanitizer before, during, and after practices
- During practice coaches will attempt to do as much individual or small group instruction.
- Face coverings are required for coaches, athletes and spectators at this time per [Governor's Executive Order 20-59](#) unless *students are outside the attendance center*.
- Coaches and players will be using an alternative for post game handshakes (non-contact).
- Student athletes MUST wash practice clothing every day.
- Protocols in place to sanitize balls and equipment frequently during practice.
- Stagger locker room schedules to avoid overcrowding with MS and HS students and athletes.
- Space out lockers as much as possible to maintain social distancing.
- Students who are in remote learning that are participating in afterschool activities must be physically in the attendance center, following the entrance protocols, and ready for practice or departure when the activity starts or athletes are being transported to an alternative site for practice or competition. These students will have to follow all USD #338 eligibility policies and attending 6 hours of instruction daily on student contact days to participate as if they were present in the attendance center.

# Teaching and Learning

## Teaching and Learning Framework

### General Information

USD #338 will be utilizing Google Classroom as a consistent PreK - 12 Learning Management System (LMS).

The district will be following the State adopted competencies which can be found by clicking here: <https://bit.ly/2OFN16t> as the expected learning targets.

According to the Kansas State Department of Education, in a Competency-based model, “students move through the curriculum in a personalized way at their own pace, which is also aligned to their individual plan of study. Students progress or advance by demonstrating mastery when they are ready, not based on seat time or calendars.” Competencies may be taught individually or in clusters in a variety of ways:

- \*Inquiry Learning/Problem-Based Learning
- \*Personalized Learning
- \*Nature-Based Outdoor Learning
- \*Flipped/Blended Learning
- \*Play-Based Learning
- \*Co-teaching
- \*Differentiated Learning
- \*Small Group/Cooperative Learning

In addition, a Multi-Tiered System of Support (MTSS) is being developed and will be in place to serve students who may struggle mastering the competencies.



## Learning Environments Defined

### On-site Learning

Students and teachers will be in school with social distancing practices put into place. Administration will determine the preventative and additional proactive processes/protocols that will be put in place based on recommendations from KSDE and local health guidelines. Classrooms will be set up in a blended format to support potential building closure and extended student absences. Students should remain with the same cohort group as much as possible depending on the grade level. We recognize that a student may be an on-site student; however, he or she may need to be gone for a short or long-term period due to sickness and/or quarantine.

### Hybrid Learning

Students would be spending part of their time in the classroom and part of their time learning virtually at home or possibly in an alternative site. A hybrid model will only be implemented if determined necessary and after reviewing logistical concerns. This would be done in consultation with the county health department following guidance from KDHE. In this instance, students will still be educated in the school building or in an alternate site, but the amount of time in the attendance center may be reduced and elements of remote learning will be implemented along with on-site learning. If limits to numbers are required, prioritization will be given to elementary first for on-site instruction.

### Remote Learning

Students would be doing all of their learning from home and not entering the school building for instruction. See [appendix A](#) remote learning. The Zoom platform will be utilized by both teacher and students to connect digitally for instruction.

According to the Kansas State Department of Education, KSDE.org, students are required to receive 6.5 hours per day of learning. This can include instruction, lectures, homework, or working on projects. Daily logs will be required if participating in remote/on-line learning to track students hours.

## Absences / Attendances

### Onsite

1. A student will be counted as an excused absence as long as the necessary documentation is provided to the school.

2. The class assignments will be posted in Google Classroom/[SeeSaw](#) by the teacher. In order for the student to maintain learning during this period, assigned work through the absence should be completed at home to the extent possible.
3. Students required to miss school because of possible exposure but well enough to complete school assignments, will transition to a remote learning environment until they can return to on-site instruction.

### Remote

1. A student will not be counted absent as long as the appropriate documentation is completed. [appendix B](#) Students must log 6 hours of instruction each day to remain in remote learning. A large portion of the 6 hours will be “live” connection with the classroom. Dependable home internet will be required.

## **Grading Procedures**

As a district communication tool, the district teachers will be using **Powerschool** to communicate how his/her student is progressing through the expected learning targets. Further communication will be coming from your child(ren’s) teachers on specific grading procedures for each grade level.

### **Assessments**

When assessing mastery of competencies, a multiple-measures approach will be used. This may include a variety of assessments including but not limited to:

- \*Observations
- \*Projects
- \*Daily Work
- \*Digital Artifact Portfolios
- \*District Assessments
- \*Content Assessments

[FastBridge](#) will be utilized to test students to assess all students in the first two weeks of the school year to achieve a baseline score. This score will be utilized to adjust curriculum to meet the needs of our students. This assessment will also be utilized to progress monitor the growth of our students. A new baseline will be taken in January and again in late April/early May to determine growth.

The Kansas State Assessment will be used as an outcomes assessment tool in March/April to determine overall achievement for students against the state competencies.

## Supporting Teaching and Learning



### Teaching and Learning Details

- A blended or hybrid model of instruction will be made available for students who are absent from school on a short-term basis. This model will utilize the Zoom platform on a class-by-class basis.
- Teachers will utilize collaborative time to monitor the social/emotional and academic needs of students.
- Target interventions and supports based on the identified needs of students will be implemented.
- Teacher and support staff will provide additional instructional supports to:
  - students at-risk of not graduating on time
  - students with disabilities (compensatory services)
  - students who struggled in the prior distance/remote-learning environment or need assistance due to learning loss
  - students identified as being behind academically by teachers and/or their parents/guardians
- Essential concepts/skills will be identified at each grade level
- Extended learning opportunities will be provided during teacher inservice  $\frac{1}{2}$  days. If a student grades 6 -12 is not completing his/her work or progressing in the competencies, the student will be required to participate in an extended program for these  $\frac{1}{2}$  days. Student attendance is not required for all other students.
- KSHSAA transfer rules apply. This can be found on pg. 30 under rule 18 in the [KSHSAA Handbook](#).
- Provide Google Chromebooks for all students, teachers, and instructional support staff.
- Integrate virtual learning practices:
  - digitizing lessons
  - requiring majority of assignments to be posted to the online platform
  - schedule specific planned district-/school wide digital learning days for parents and guardians

#### Resources:

- Roadmap for [School Operation and Instruction](#)
- Educator's [Guide to Safe and Effective Video Conferencing \(Education Week\)](#)
  - [Helping Children Cope with Changes](#)
  - [Talking to Children about COVID-19](#)
  - [Teaching Through a Pandemic](#)

American School Counselor Association

- School [Counseling During COVID-19: Online Lessons and Resources](#)

Professional Learning for Teachers

- Making the Shift to Online Teaching and Learning
- Supporting Students with Disabilities Online
- Google Tools
- Tiered Systems of Support



**Protecting Vulnerable Populations**

- Implement standard operating procedures while taking preventative measures such as:
  - Establish a point-of-contact with the local health department
  - Identify local COVID-19 testing sites
  - Provide hand sanitizer for students and staff
  - Provide PPE to vulnerable students and staff as appropriate
  - Allow vulnerable students to complete their coursework remotely
  - Establish a process for regular check-ins with vulnerable students and staff
  - Allow an early transition for vulnerable students to go to classes
  - Limit large group gatherings/interactions for vulnerable students and staff
- Survey at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials
- Consult with local board attorneys and district human resources officials to offer special accommodations (such as an alternative teaching assignment) for personnel who are members of vulnerable populations
- Adhere to FERPA and HIPPA requirement
- Adhere to state and federal employment law and extended leave allowances

# When a Child or Staff Become Ill At School

- Due to HIPPA and FERPA regulations, USD #338 is not allowed to notify parents/guardians of a “possible exposure” or if a student, classmate, or staff member is being tested.
- USD #338 will work closely with the local health department to inform those who have had close contact with a person diagnosed with COVID-19. Due to HIPPA the name of the infected person can not be shared.
- USD #338 has identified isolation area(s) to separate anyone who exhibits COVID-like symptoms until they can be picked up.
- School nurses and other health care providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID19 Infection](#).
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use before cleaning and disinfection if possible. Wait 24 hours before you clean and disinfect if possible. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met local health department criteria to discontinue home isolation.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow local health department guidance if symptoms develop. If a person does not have symptoms, follow appropriate local health department guidance for home quarantine.

## CDC Guidance

- [Symptoms of Coronavirus](#)
- [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#)
- [Standard Precautions](#)
- [Transmission-based Precautions](#)

## **Appendix A - Remote Learning**

During this time of at-home remote learning, we will work as a team to help your child learn and grow. This appendix has been created to provide students, staff, and families with the information needed to experience success.

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

Our 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 hours of daily participation by the student in learning activities
- Daily participation by the student in teacher-initiated contact
- Daily remote learning log completion (see appendix B)
- Participation in the same assessments as students who are attending school in-person - this may be on-site

We have included other applicable information in this appendix and would like to ask in advance for your participation and cooperation in meeting all requirements and guidelines, all to support the success of our learners.

Students who are enrolled in remote learning and have paid necessary fees (or applied a down payment (to include the tech fee) and set up a payment plan) will receive a Chromebook once the necessary paperwork has been signed.

Students who begin remotely will be required to remain a remote student for the first nine weeks. After the first nine weeks, students may move back to on-site learning with a two week notice before the end of each nine weeks. This gives the staff time to readjust schedules and other items that may be impacted by social distancing and adding an additional student. Changes can be made only at the end of each nine weeks.

### **Teacher Contact Process**

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**

Please start your conversation with the teacher. If the teacher feels that the district technology director needs to get involved, they

will connect you with him through an email explaining the support needed.

## **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:

- Zooming into his/her classroom for instruction
- 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 and will initiate daily contact via phone or video conferencing. Teachers will also provide feedback on an ongoing basis about the student's learning and success.

### **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. Grades and competency information will be posted on Powerschool so the parent can monitor their child's progress. Additionally, parents and guardians should contact the student's teachers to keep them informed of any anticipated absences or needs.

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## **ACADEMIC ENGAGEMENT EXPECTATIONS**

### **Time**

At-home remote learning students (and families) should plan to engage in learning activities and experiences for at least six (6) hours

per day. This could include a number of Zoom class engagements throughout the day. This time must be documented daily on the daily log, which is available in [appendix B](#).

### **Student / Family Communication**

Communication between student and teacher(s) is vital to the academic success and social-emotional development of the student. In order to facilitate communication, students and staff will abide by the following policies:

- Students will reply or respond to teacher-initiated communication promptly
- Students and *at least* one teacher will be in contact daily by phone or video
- Students are encouraged to initiate communication with questions
- Families will log activities on the provided form and follow the submission process as described in the appendix

\*Please remember to inform teachers and/or the district if a change is made to your address, phone numbers, and/or email addresses.

### **Communication by Teachers / Staff**

Teachers and staff will respond to student requests for assistance no later than 24 hours after the request is made except on weekends and school breaks when assistance cannot be guaranteed. Flexible hours of attendance are permitted to accommodate your learning while meeting other obligations but the arrangements must be made with the teacher. If arrangements are not made with the teacher an expected 7:45 AM to 3:45 PM will be expected for normal contact hours.

### **Mandatory or Compulsory Attendance**

Under an at-home remote learning model, students are still expected to “attend” school by Zooming into the classroom, 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 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.

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### **Daily Conferencing**

Students will be expected to actively participate in daily virtual learning with teachers unless other arrangements are made as part of a student’s accommodations and or a contract for special circumstances with the teacher approved by building administration. This is a requirement of participation in the at-home remote learning option. Specifics will be communicated by teachers with families at the

onset of at-home remote learning. Additionally, the completion of a daily log by students and parents along with weekly submission of this daily log will be required.

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### **Special Education and Student Supports**

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 case manager and/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.

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### **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.

### **Use and Care of District-Issued Devices and Technology**

Technology that we provide may serve as an important tool to support students who are at-home remote learners. Each student will receive a Chromebook for the sole purpose of the student's education. We expect that students will follow the district's Acceptable Use Policy. If there are technical and software issues, concerns, or barriers, please report these as soon as possible by contacting your child's teacher..

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### **Participation Policies: Activities and Athletics**

USD #338 will allow remote learning students to participate in activities and athletics. Students who are in remote learning that are participating in afterschool activities must be physically in the attendance center, following the entrance protocols, and ready for practice or departure when the activity starts or athletes are being transported to an alternative site for practice or competition. These students will have to follow all USD #338 eligibility policies and attend 6 hours of instruction daily on student contact days to participate as if they were present in the attendance center. (See MS/HS Activities Handbook for activities attendance policies for further guidance.)

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### **Matters of Non-Compliance**

We understand that being an at-home remote learner may present specific challenges and barriers. We will do everything possible to be your partner throughout this experience, and we will also have high expectations for students. To that end, we cannot expect a student to be successful if he or she is not participating and engaged in his or her learning. If teachers or school administration has concerns about a student's participation or progress, attempts will be made to meet with the student and his or her family to discuss

barriers and work together to remove those barriers.

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## **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**

USD #338's remote learning plan will include instances where classrooms are live-streamed / recorded. Students may incidentally appear in these videos. These videos will only be posted in the teachers Learning Management System for instructional purposes unless a specific request for permission to post in an alternative location is requested and approved by the parent/guardian.

### **Student Records**

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

## Appendix B - Remote Student Daily Learning 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.

I certify that my child is enrolled and participating in courses offered through the USD listed above.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

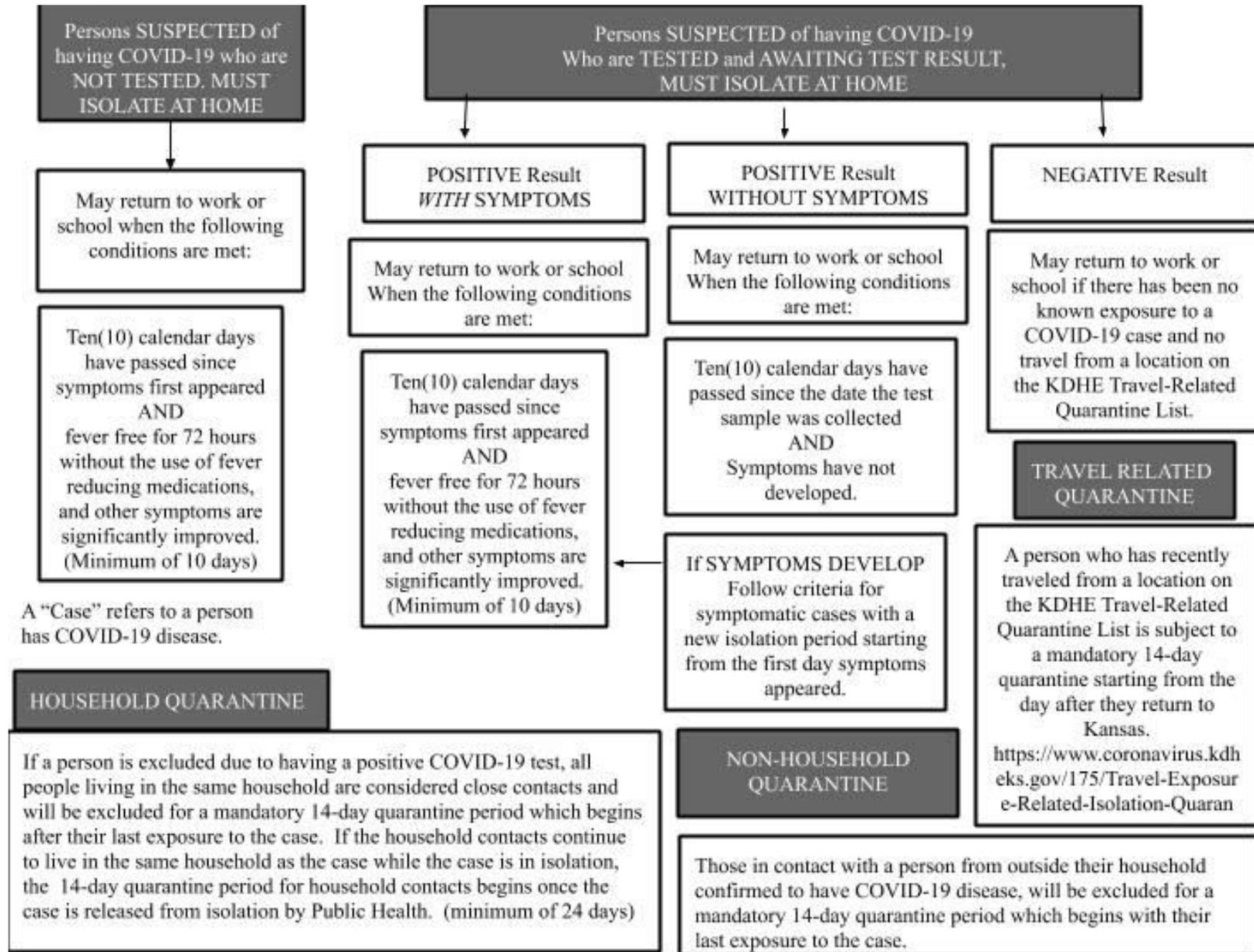
Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C - Daily Contact Log for Teachers

Directions: Please enter each student's name and indicate the time you were able to visit with each student on a daily basis for a week at a time. This will be completed on a Google sheet and shared with administration.

<b>Student Name</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>

## Appendix D - Guide to School Exclusion When COVID-19 Disease is Suspected or Confirmed





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