

USD 320
Wamego Middle School
Navigating Change: Reopening Plan



USD 320 Vision Statement

One Wamego

Many voices, Many Choices, One Result: Excellence

USD 320 Mission Statement

Wamego School District, a collaborative community of learners and leaders, ensures that all students Learn at their highest levels possible and have the social, emotional, and cognitive skills necessary to live a Successful and purpose-filled life.

Introduction:

The purpose of this document is to share with the USD 320 learning community the strategies Wamego Middle School is using to reopen schools in a safe and operable learning environment. Please read through this information before beginning the school year and contact us if you have any questions. This Handbook is intended to supplement, not replace, our existing Handbooks. Though we know we must remain both flexible and reactive throughout the 2020-2021 school year, we know we must also have specific protocol and mitigating measures in order to ensure a safe return for all students and staff. USD 320 will continuously collaborate with local, county, and state health and education experts in order to provide the highest level of academic engagement and learning. As we know, the data pieces for Covid-19 are changing rapidly. This document will serve as a fluid plan that may/will be continually altered, updated, and change.

The plan will include the day-to-day operations and explain the three different learning environments. The three learning environments are: 1) On-Site option: in which students and staff return to the school building with safety protocols in place; 2) Remote option: allows students to complete all of their learning from home and not enter the school building at all; and 3) Hybrid Contingency option would be a blend of option 1 and 2 where students spend part of their time in the classroom and part of their time learning remotely from home.

This year will be a year of taking on new challenges and a year of thinking outside of the box. We have the opportunity to take with us the strategies and pedagogical practices that work and to leave behind those that do not, to rethink the way we've done things and the habits we've developed, to paint a masterpiece on the blank canvas that's been placed before us.

Sincerely

Travis Graber, Principal

WMS Instruction:

Wamego Middle School will begin a transition into competency-based instruction. The model of teaching and learning offers three advantages: 1) This model allows for a smooth transition between learning models. We learned this spring that we must be ready to respond to closures and changes to the learning environments. 2) This model will allow for a more personalized approach to learning and for an opportunity for students to have voice and choice in their individualized learning experience. 3) This model ensures that grades consistently and accurately reflect a level of understanding and learning. Though grades will still be issued, they will be issued based on a rubric of four levels of understanding/mastery on specific performance indicators under each content competency. In other words, grades will be issued when there is specific evidence of understanding

In a competency-based model, students move through the curriculum in a personalized way at their own pace, which is also aligned to the Individual Plan of Study as they move through their educational experience in USD 320. Students' progress or advance by demonstrating mastery when they are ready—not based on seat time or calendars.

Competencies themselves are often broadly stated and may include groups of related standards, resulting in an instructional learning environment that does not focus on teaching singular skills. This provides for a variety of opportunities for students to demonstrate their learning in ways that are meaningful and relevant to them by exploring passions and asking their own questions as problem-solving prompts. To accomplish this, each student receives the differentiated support he or she needs to be successful, and after demonstrating mastery in his or her schedule, moves on to the next level. This work has the potential to change the way we meet students' needs for the next thirty years and beyond by allowing students to demonstrate mastery of their learning in a variety of ways.

Bell Schedule: School Day: 8:05am – 3:15pm / Early Release Friday: 8:05 – 2:20

(Monday – Thursday)

Pride Time: 8:05 – 8:50
1st Hour: 8:55 – 9:40
 2nd Chance Breakfast
2nd Hour: 9:45 – 10:30
3rd Hour: 10:35 – 11:20
4th Hour: 11:25 – 12:46
 1st Lunch: 11:23 – 11:48
 2nd Lunch: 11:52 – 12:17
 3rd Lunch: 12:21 – 12:46
5th Hour: 12:50 – 1:35
6th Hour: 1:40 – 2:25
7th Hour: 2:30 – 3:15
 Bus riders release at 3:12

Early Release Friday (No Pride Time)

1st Hour: 8:05 – 8:49
2nd Hour: 8:54 – 9:38
 2nd Chance Breakfast
3rd Hour: 9:43 – 10:27
4th Hour: 10:32 – 11:16
5th Hour: 11:21 – 12:44
 1st Lunch: 11:21 – 11:46
 2nd Lunch: 11:50 – 12:15
 3rd Lunch: 12:19 – 12:44
6th Hour: 12:48 – 1:32
7th Hour: 1:37 – 2:20
 Bus riders release at 2:15

Student Support Services Guidelines

- All schools will implement IEP services for each student during on-site and hybrid learning modes.
- Parents/Guardians are able to choose the educational mode (on-site or remote) for their child. However, a remote setting may not provide the Least Restrictive Environment (LRE) for a student to access learning with peers who do not receive special education services. If the IEP team does not agree with the mode of learning selected by the parent/guardian to best support LRE and Free Appropriate Public Education (FAPE), the team will schedule an IEP to discuss the concerns.
- Though a remote mode of learning may be selected by a family due to a medical condition or a community health mandate, services may still include on-site services.
- Special Education case managers will be discussing IEPs with families and addressing student needs on an individual case-by-case basis to determine if a modification of services is necessary in the IEP Remote Learning Plan.
- All schools will fully implement the IEP Remote Learning Plan (RLP) when the student moves into a remote learning mode. The RLP may have modified IEP services, accommodations and/or modifications, though it will mirror the IEP services to the greatest extent possible as not all services are feasible through a remote setting.
- The RLP will be temporarily implemented while the student is in a remote learning mode. The RLP services will end and the original IEP services will continue when on-site and/or hybrid learning resumes.
- IEP meetings will be held in all learning modes (on-site, hybrid, and remote) before due dates to the greatest extent possible. When it is not possible to have an in-person IEP, a remote Zoom IEP will be held, supported with DocuSign to secure participant signatures during the meeting.
- Small instructional intervention groups should remain the same and not intermingle students from varying classrooms as much as possible, with pullout services combining students from the same classroom as possible.
- Pull out services will have students socially distanced when possible. Sanitizing materials and high touch areas between groups is essential.
- Paras should remain with consistent student groups as much as possible.
- Masks/Face Coverings will be worn to the greatest extent possible. Wearing a mask/face covering may not be feasible for all students with exceptionalities. If your student has a medical condition, mental health condition, or disability that may exempt him/her from wearing a mask, please contact the case manager and/or the principal to discuss this matter.
- A student's baseline and growth will be measured through continuous progress monitoring to determine progress on the IEP goals. If a student is not making growth, the IEP team will make a decision if services need to be modified through an amendment of the IEP.
- Additional PPE may be necessary when service providers are supporting students with intensive needs. Gloves, face shields, eye protection, scrubs, surgical gown, etc. may be needed when delivering services. Additional sanitizing in these areas with custodial support might be needed.

- With the safety and health of our students and service providers being a top priority, while providing FAPE, we will in good faith effort provide services to the greatest extent possible through these uncharted times.
- Communicating with your child’s case manager and/or principal immediately when you have questions or concerns regarding the IEP services, accommodations, modifications, questions or concerns will allow us to move forward together as a team to best serve your child’s learning needs.

WMS On-Site Learning Environment Safety Protocols

Masks Requirements:

Executive Order 20-59 describes a “mask or other face covering” as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.

Face shields are NOT considered a mask or face covering. A face shield may be used in conjunction with a mask or face covering.

In compliance with Executive Order 20-59, all students, faculty, staff, vendors, and other visitors to all Wamego PK-12 school attendance centers will cover their mouths and noses with a mask or other face covering at all times. In the case of a mask medical exemption by a licensed physician, a parent or guardian may have their student wear a face shield as some form of protection. All students, staff, and visitors must wear a mask, as defined above, at all times-- unless specifically indicated by a doctor’s note. Students are asked to provide their own masks and to write their names on them. All masks must be school appropriate.

Exceptions to masks are described below:

- While eating
- While working – other than to prepare food or meals – in a room or office that is (1) not open to students or visitors and (2) in which all individuals present can maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity.
- While engaged in an activity during which it is unsafe or impossible to wear a mask or other face covering
- Children who are **not** students and are five years of age or under; children age two years and under in particular should not wear a face covering because of the risk of suffocation
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering—this includes persons with a medical condition or whom wearing a face covering could obstruct breathing or whom are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance

- Persons who are deaf or hard of hearing, or communicating with a person whom is deaf or hard of hearing, where the ability to see the mouth is essential for communication
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines
- Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law

Faculty/Staff:

- Certified Staff Contract Day: 7:30am – 3:30pm
- Lunch: 25 minute lunch
- Plan Time: 45 or 1 class period per day

This is in order to ensure students will be supervised once they are in our building.

Staff Arrival Procedures:

- Staff will arrive and start the screening process on or before the 7:30am time frame, but not earlier than 7:00am. Exception: Daytime Custodian
- ALL Staff will enter through the main entrance on the East side of WMS.
- Upon Entering ALL staff will be screened using the recommended screening process identified:
- School Nurse/Authorized personnel will be conducting these screenings, maintaining social distancing when possible, and wearing appropriate PPE.
- Staff will be asked to answer the following screening questions:
 1. Have you been in close contact with someone who has been diagnosed with or is suspected to have COVID-19 within the last 14 days?
 2. Are you experiencing any of the following TWO symptoms?
 - Chills
 - Stiffness/Rigidity
 - Muscle aches
 - Fatigue/Weakness
 - Headache
 - Sore throat
 - Cough
 - Shortness of breath
 - Sudden loss of taste or smell
 - Vomiting/Diarrhea
 - Stomach pain/Abdominal pain
 3. Have you traveled to a state identified on the travel ban list?
 4. If the staff member answers NO to these questions, he/she will proceed to get his/her temperature checked.
 5. If the staff member answers YES to questions 1 and 2, he/she will not be allowed to enter the building. The staff member will be asked to return home and it will be recommended that he/she contact his/her Primary Care Physician (PCP).

6. If the staff answers YES to question 3, they will be sent home and will need to contact the local county health department.
 7. If the staff member's temperature is **100.0 degrees or higher**, he/she will be asked to return home and it will be recommended that he/she contact his/her PCP and monitor symptoms at home.
- It is the responsibility of the School Nurse/Authorized personnel to inform the Building Administrator and HR Director, Kati Wolfgang, if ANY staff member is sent home during the screening process.

Classrooms:

- NO Flex Seating: (removal of all bean bags, couches, other furniture)
- Assigned Seating for ALL students each hour
- No fans, space heaters, fridges, etc. All non-essential items will be removed from classrooms to provide as much space as possible
- End of each hour: the classroom teacher will use the school issued disinfectant and walk around to each student space and spray, or hand each student a disinfectant wipe to clean their area. Students will wipe down their individual area and throw away used material in appropriate receptacle.
- Classroom doors will remain locked, but open at all times. No classroom door will be closed during the school day unless during teacher plan time.
- Students are encouraged to use bathroom after direct instruction is given. Teacher will monitor and limit no more than 1 student per gender to go to the restroom at a time.

Students Arrival Procedures:

- USD 320 **HIGHLY RECOMMENDS** parents to screen their child before leaving home. Parents should assess their child's temperature. Parents should also monitor their children for signs/symptoms of illness at home prior to coming to school.
- When arriving at school, all students' temperatures will be taken prior to entering the building.
- If his or her temperature is **100 degrees** or greater, the second check, they will be required to go home. The parent/guardian will be contacted and required to pick the student up.
- Masks must be worn in line to enter and be worn throughout the school day.
- Students may NOT arrive before 7:45am due to the screening need of staff.
- Students will enter at 2 locations:
 - **Bus Riders:** will release 1 bus at a time and will enter through the north doors of WMS off of Say Rd. Before entering each student will be temp checked.
 - **Walkers and Drop-off Students:** will be dropped off and enter the main entrance at WMS on the east side off of Kaw Valley Rd. Students will be screened before entering the building.
- Students choosing to have 1st Breakfast will go through the commons and pick up their breakfast, taking it with them to their Pride Time/1st Hour classroom.
- Student-athletes will be permitted to go to their gym locker to drop off athletic equipment bag in their locker

- All students will go directly to their Pride Time/1st Hour upon entering the building. Students will not congregate in the commons or locker areas.
- Lockers will not be used during the beginning of the 2020-21 school year. Special circumstances may arise and will be dealt with and handled by the building administration.
- PE/athletic lockers will be utilized, and students will be spaced out each hour as best as possible.
- Student Mask exemptions: per EO 20-59 there are exemptions for mask wearing. Per this order, **medical exemptions for students must have a doctor order presented and filed in the building office.**

2nd Chance Breakfast:

- 2nd Chance Breakfast will be served as a grab and go between 1st and 2nd hour Monday-Thursday, and 2nd and 3rd hour on Friday.
- Students will grab and eat in their next hour class.

Lunch:

- Students will eat by groups to prevent additional mixing of students as best as possible.
- While in line for lunch, students will honor social distancing and space out rather than group up together as best as possible.
- There are 3 different lunch groups with 4 minutes between each lunch group to ensure no overlap as best as possible.
- Students will be assigned a seating arrangement with no more than 4 students per table and protective screen guards.

Student Precautions in Classrooms:

- Students will be assigned specific seats each hour.
- Desks/tables will be used and spread out as best as possible. Classrooms with tables will be spread out as best as possible with student cohort groups and table/plexiglass screens separating students.
- Students will face the same way when possible.
- The last 2-3 minutes of each class period will be spent sanitizing the student desks/tables and stations at which students were working in preparation for the next class.
- Flex seating will be removed as they are hard to clean/sanitize, and limit spacing in classrooms.
- No shared classroom supplies for students.
- Precautions and social distancing will be put in place as best as possible for vocal and instrument classes. Masks will still be required during these classes.
- Bus riders will release at the end of day announcement 3:12 bell

Hygiene:

- Students/Staff will be expected to hand sanitize at frequent intervals throughout the day.
- Hand sanitization stations will be placed in each classroom and throughout the building.
- Masks must be worn at all times.
- Water fountains will be turned off due to health concerns.

- Students are asked to bring their own water bottle from home. This water bottle can be filled at school when needed at the bottle filler stations around the building. Please label your students water bottle.
- We encourage parents to sanitize and clean students' backpacks and personal items on a regular basis.
- Social Distancing will be practiced throughout the building before, during, and after school as best as possible.

District Transportation

- Wamego Bus riders will arrive on the North side of building off of Say Rd. Students will exit the bus front to back and line up at 3 doors to be temperature checked by an authorized staff member before entering the building. Any student with a temperature of **100 degrees** or above will be taken around to the main entrance and taken to the separation room.
 - All bus drivers will wear masks
 - All students will wear masks at bus stops and on buses
 - Students are asked to provide their own masks
 - Windows will be opened when available
 - Students will be assigned seats. Families/households will be seated together
 - Students will be seated from the back to front and unload the bus from front to back as appropriate
 - All drivers will be pre-screened daily prior to beginning the route
 - Parents/guardians will be asked to prescreen their student prior to getting on a bus
 - Shuttle bus services will not be provided until further notice.
 - Social distancing should be practiced whenever possible at bus stops and on buses

Student Dismissal

- **Bus riders** will be dismissed at the end of day announcement bell (3:12).
 - They will walk to the commons area of the building to wait for their respective buses.
 - Students will sit social distanced at the lunch tables, four (4) students per table.
 - Social distancing will be in place as best as possible while they wait and encouraged as they line up for their bus outside.
- **Walkers and Pick-up students** will release at the 3:15 bell and walk out of the building at the main entrance and any exit except the main north entrance.
 - They are expected to leave the school grounds immediately.
 - Exceptions may apply and handled by building administration
- **Student-athletes** will release on non-game day's at 3:15.
 - Students will walk to the gym
 - Students will enter locker rooms: no more than 25 athletes at a time in the locker rooms to help social distance as best as possible.

Transitions within the Building:

- Doors will remain locked but open during the day
- Social Distancing will be practiced as best as possible and whenever possible
- Transitions within the building will be staggered as best as possible.
- Classrooms will release in 15 second intervals within each hallway

- Students will exit their class and make their way to the next class following social distancing as best as possible.
- Directional arrows and hallway signage will be placed around the building

Restrooms:

- Restrooms will be sanitized on a regular basis.
- Students should minimize contact with surfaces as much as possible.
- Students should always wash their hands with soap and water.
- Students will need to use hand sanitizer upon re-entry into the classroom.

Visitors to the Building

- Parents/visitors will not be allowed to enter the building without an appointment.
- Students may be asked to meet a parent/guardian in the parking lot for delivery
- A drop-off box will be placed at the front area (TBD) of the building
- Parents/guardians/vendors/visitors that are allowed in the building will be screened prior to entering.

Separation Room

- Wamego Middle School will provide a designated room where staff and students will be placed who experience Covid symptoms during the day (staff) and before or during school (students).
- Separation room is to be separate from the building nursing station area
- Individuals placed in this room will be required to wear a mask, and separated by 6-foot social distancing for assessment by approved school personnel
- Approved school personnel assessing individuals in the separation room will be required approved PPE during assessment and will be required to change clothing/disinfect upon leaving the room
- Parent/guardian will be required to pick up student within a 30 minute time frame from school call.
- Documentation of who has entered/exited this room and at what time will remain confidential and will be recorded.
- The student will be walked out of the building by a staff member to the party picking them up.
 - Once a student/staff has been sent home from being in the separation room they must meet criteria listed in “Returning to School after Exclusion” in order to return.
- The separation room will be disinfected on a frequent basis.

Food Service:

- 1st Breakfast will be eaten in the Pride Time classroom (M-Th) and 1st hour (F)
- 2nd Chance Breakfast will be between 1st and 2nd Hour (M-Th) and 2nd and 3rd Hour (F)
- Students will be placed in assigned seats during lunch with no more than 4 students per table in the commons. Additional eating areas will be determined and social distanced as best as possible
- Lunch is staggered into 3 different eating groups
- No microwaves will be provided or allowed in the commons

- Condiments will be single serve dish/packets
- Eating utensils and trays will be handed out individually
- Qualifying families are still eligible for free and reduced meals. (Families must apply on a yearly basis). All other student meals need to be paid in full.

Vending Machine:

- Students will be asked to Sanitize hands before using the machine.
- Students will need to hand sanitize again before entering their classroom after using the vending machine.
- Vending machines will be sanitized regularly

Athletics/Activities:

- Athletics/Activities will follow KSHSAA schedule
- Masks, health screenings, and social distancing will follow KSHSAA recommendations

Hybrid Learning Environment

The Hybrid model is a combination of On-site Learning and Remote learning. Students will be divided into two groups by alphabet using their last name. Students will either be in the Monday/Wednesday Group A where they are On-site while Group B would be in Remote learning those days. It will then flip and Group B will be On-site Tuesday/Thursday with Group A in Remote learning. Remote learning days, students will connect each hour via Zoom with their class. Certain situations may require a student or groups of students to attend for a partial day on Friday. When on a Remote Learning Day, students will be required the 6.5 hours.

Bell Schedule:

Monday/Wednesday	A-L	Monday (RED Day); Wednesday (WHITE Day)
Tuesday/Thursday	M-Z	Tuesday (RED Day); Thursday (WHITE Day)
Friday	Remote	PLC/Office Hours

Bell Schedule: (45 minute classes)

Pride Time:	8:05-8:50	
1st Hour:	8:55-9:40	
2nd Hour:	9:45-10:30	
3rd Hour:	10:35-11:20	
4th Hour:	11:25- 12:46	
	1st Lunch	11:23-11:48
	2nd Lunch	11:52-12:17
	3rd Lunch	12:21-12:46
5th Hour:	12:50-1:35	
6th Hour:	1:40-2:25	
7th Hour:	2:30-3:15	

Friday	PLC	7:30-11:30
	Office Hours	12:30-3:30

Wamego Middle School Health Policies and Procedures

Protecting the health of the students, school staff members and anyone in the community who interacts with the school is not just the responsibility of the school administrator or school nurse – it is EVERYONE’s responsibility, including students and families.

Screenings:

It is important that all parent/guardians are aware of the following signs and symptoms of COVID-19:

- Fever, chills, stiffness/Rigidity, Muscle aches, Fatigue/Weakness, Headache, Sore throat, Cough, Shortness of breath, Sudden loss of taste or smell, Vomiting/Diarrhea, Stomach pain/Abdominal pain.

Student Screening:

Students will have their temperature screened prior to entering the building.

- Students’ temperatures will be taken using a non-contact thermometer
- If after the second temp check reads **100 degrees** or greater, the parent/guardian will be contacted and the student required to go home.
- If a student temperature is less than **100 degrees** they will be able to enter the building
- USD 320 is aware of environmental factors that could affect a student’s temperature. Such as a warm/cold morning, running/walking/biking to school. These temperatures will be re-evaluated.
 - If a student’s temperature needs to be reevaluated, they may be asked to go sit in a socially distanced supervised area for 10 minutes. At that point their temperature will be re-taken.
 - If the temperature still remains at **100 degrees** or greater, they will be sent home.
 - If it is below **100 degrees** they may remain in the building.

Medical Inquiries:

Due to the nature of the COVID-19 Pandemic, USD 320 may ask further medical inquiries when a parent/guardian calls a child in sick. A school has the right to ask if a child is displaying COVID like symptoms.

The school may take the temperature of students on a random basis or in a situation where we believe that person may be ill.

- If a student has a high temperature after a period of physical exertion (PE) or being outside for class they will rest for 10 minutes then have their temperature reassessed. If it remains elevated at or above **100 degrees**, they will be escorted to the separation room and need to be picked up.
- USD 320 always encourages parents/guardians/students/staff to cooperate with our local county health departments.

- If a parent/guardian calls to notify the school of a positive case of COVID-19, the school may inquire as to what county the testing was done. Cases of COVID-19 are based upon what county they reside in.

Returning to School after an Exclusion:

If a student or staff member is sent home or excluded from the school environment due to having symptoms of COVID-19 they may return only if they meet the current recommendation of the local health department and KDHE.

COVID-19 Testing:

Awaiting Results:

- Students or staff suspected of having COVID-19 and awaiting test results should be isolated at home until results are received.
- Once results are received they should follow the guidance provided by local county health officials.

Positive Results:

- Symptomatic Cases may return if the following conditions are met:
 - 10 calendar days have passed since the symptoms first appeared AND
 - 72 hours fever free without the use of medication
- Asymptomatic Cases may return if the following conditions are met:
 - 10 calendar days have passed since the date the sample was collected AND
 - Symptoms have NOT developed.

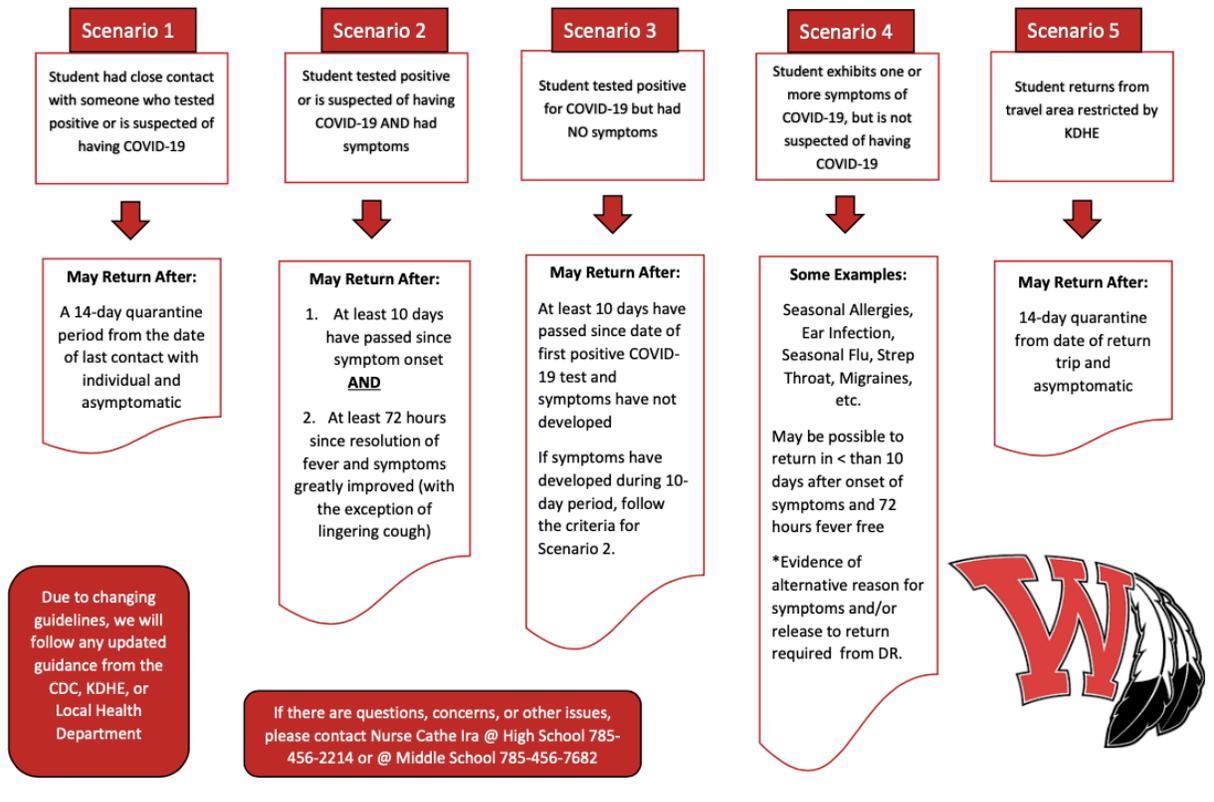
If symptoms develop during the 10-day isolation period, individuals are to follow the criteria above for Symptomatic cases. The new isolation period would begin the day the symptoms started.

For each positive case of COVID-19, USD 320 requires a doctor's note prior to re-entry into the building.

Negative Results:

- If an individual travels from a location on the KDHE travel-related quarantine list or if an individual is identified as a close contact with a positive COVID-19 case, a 14-day quarantine is required.
- A negative test result during the 14-day quarantine does not affect the quarantine period.
- If there is NO KNOWN exposure of any kind, the student may return to school.

RETURN TO SCHOOL FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE



COVID-19's Effect on the Household:

If a student or staff is excluded from school or work due to a **POSITIVE** COVID-19 test, and there are other students or staff members residing in the same household, those members are considered close contacts and are required to quarantine for the 14-day period.

- This quarantine begins after the last exposure to the positive case.
- If the positive case and contacts continue to live together, the 14-day quarantine for the household contact does not begin until the positive case is released from isolation by the local county health department.
- If a student or staff member is excluded from school or work for a 14-day quarantine period because they are determined to be a close contact of a case, other household members are considered contacts of a contact and **DO NOT** need to quarantine.

Any student who is quarantined but remains healthy will be transitioned to remote learning throughout the duration of the quarantine.

Response to a Positive Case of COVID:

Once the school becomes aware that a student or staff has tested positive for COVID-19.

- The school will contact the local health department IMMEDIATELY.
- The custodial staff will be notified and begin to disinfect workspaces, desks, and classrooms.
- The school will work with the county to start gathering information related to contact tracing.
- The school will take guidance from the local county health officials on whether some areas/rooms may need to be closed or if the building would need to be closed.
- The County Health Department will complete the contact tracing. They will call and notify anyone who may have had contact with the positive case, and they will determine what quarantine measures need to be implemented.
- The building will notify parents/guardians and staff that a positive case has been identified in a building.
- The individual who tested positive will not be identified in communications to the school community at large.
- The school is **NOT** able to answer any questions related to the positive case.
- USD 320 encourages **ALL** parents/guardians/staff to cooperate with the local health departments and the KDHE.

USD 320 will work in closely with the Pottawatomie County Health Department in order to determine community transmission rates and if a more-restrictive learning environment may be needed.

The COVID-19 virus is a new virus. With anything that is new information is always changing. As more research is being released this document will become ever changing. Parents will be notified of changes in policies and procedures as they are made. USD 320 is made aware of health procedure policies and procedure changes by our local health departments and the KDHE. Please be aware these are the sources we use to make the best health decisions for our students, staff, and school community. USD 320 appreciates your continued support.

Remote Learning Environment

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 (see Appendix)
- Participation in the same assessments as students who are attending school in-person.

- Wamego Middle School will start with our Remote Learning students logging into their class live each hour for their Direct Instruction.

We have included other applicable information in this handbook 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. The remote learning environment will evolve throughout the school year. The remote option may require specific times students are required to Zoom into a classroom. Some classes may offer students more freedom of time (classwork may be done outside of the “normal” school hours).

Teacher Contact Process:

Please email your student’s teacher directly with questions, updates, and more. You should expect returned communication within 24 hours. All teacher emails can be found on the USD 320 website or

Technical Support / Device Support Contact Information:

Please direct all technology questions to the technology department at helpdesk@usd320.com.

Roles and Responsibilities of Stakeholders

We are all on the same team in helping each student meet his or her highest potential and experience success in both academics and in social-emotional development. We all play a role in helping each student reach the highest level of success.

Students:

The student’s role is to participate daily and learn to apply skills and concepts to the best of his or 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 and will initiate daily contact via phone or video conferencing. 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.

Academic Engagement Expectations**Time:**

At-home, remote learning students (and families) should plan to engage in learning activities and experiences for at least six and a half (6.5) hours per day. This time must be documented daily on the daily log, which is available in the appendix.

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 once per day 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 the Wamego Middle School office if there's a change 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 may be permitted to accommodate student learning while meeting other obligations.

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. **Please see the Wamego Middle School Student Handbook for specific for specific details on attendance and truancy.*

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.

Daily Conferencing:

Students will be expected to actively participate in daily conferences with teachers. 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 periodic submission of this daily log will be required.

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. Special Education case managers will stay in close contact with parents to provide and implement additional supports as needed and to determine if a meeting is necessary to develop or modify an existing plan. 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.

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. If the district issues a device or devices to a student, we expect that students will follow the district's Acceptable Use Policy. If there are technical or software issues, concerns, or barriers, please report these as soon as possible by contacting our district's technical support contact, Mr. Jared Brazzle.

Participation Policies: Activities, Athletics, Field Trips:

Our district will consider and follow any approved guidance or policy recommendations from KDHE, KSDE, KSHSAA, and other professional organizations regarding at-home remote learning students' eligibility to participate in extra- and co-curricular activities, athletics, and/or field trips.

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 all 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.

Confidentiality**Privacy/FERPA Policy:**

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

Video / Live-Streaming Statement:

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

Student Records:

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

Appendix A: Remote Learning Daily Log

Date:

Student Name:

Student Grade:

School Name:

USD 320

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 and a half hours (390 minutes) of learning activity each day. (THIS VERIFICATION LOG IS TO BE TURNED-IN TO THE STUDENT'S SCHOOL OFFICE.)

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: _____

