

USD 320
West Elementary School
Navigating Change: Reopening Plan



USD 320 Vision Statement

One Wamego

Many voices, Many choices, One result: Excellence

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 West Elementary 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 protocols 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.

The plan includes three different learning environments: 1) an on-site option, in which students and staff return to the school building with safety protocols put into place; 2) a remote option, in which students complete all of their learning from home and not enter the school building at all; and 3) a hybrid contingency plan, in which 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 have done things and the habits we have developed, and to paint a masterpiece on the blank canvas that has been placed before us.

Instruction

West Elementary School will continue Standards-Based instruction and assessment, but also begin a transition into Competency-Based instruction and assessment. Our instruction will be based on the Core Competencies developed by the Navigating Change Task Force through KSDE. This 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. West will begin working toward using a Competency-Based grading approach based on a rubric of four levels of understanding/mastery. However, this transition will take time and students may continue to receive traditional grades on their report card until more training in the Competencies-Based model has been provided to our teaching staff.

Special Education

- All schools will implement IEP services for each identified Special Education 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 pull-out 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.
- Para-educators 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.

Food Service

Meals will still be made available to all students regardless of which Model of Learning they are enrolled in. Qualifying families are still eligible for free and reduced meals. (Families must apply on a yearly basis.). All other student meals must be paid in full.

West Elementary On-Site Learning Environment

Faculty/Staff Duty Day

- The certified staff contract day will be from 7:30am to 3:30pm in order to ensure students will be directed and supervised as they arrive.
- Staff with children that attend school at West will be temperature checked with the parent upon arrival and will stay in the staff member's room/office at a designated location. When the staff member's child leaves to join his/her class, the area where the child was sitting will be disinfected by the staff member. Staff member's children may stay in the staff member's classroom/office after school until the staff member leaves for the day, again in a designated location and with the area disinfected upon leaving.

Staff Arrival Procedures

- Staff will arrive no earlier than 7:00am, but no later than 7:30am, to complete the screening process.
- All staff will be screened and temperature-checked by authorized personnel prior to entering the building. Daily health screenings will take place at the **main entrance to West Elementary**. Staff should park in the parking lot and maintain a six-foot distance from others while waiting to be screened. Prior to entering the building and having their temperature checked, all staff will wear a mask.
- Staff who travel between buildings will need to call the front office when they arrive at the building. Office staff will meet them at the door to do a temp check before entering the building. These staff should enter the front entrance. The West Elementary Office phone number is 785-456-8333.

Screening Questions

Staff will be asked the following questions prior to entering the building:

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 **two** of the following 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 outside of Kansas in the past 14 days? If YES please alert staff screener as to where.

If the staff member answers **NO** to **ALL** questions, he/she will proceed to get his/her temperature checked.

If the staff member answers YES to question 1 and 2, he/she will return home to monitor his/her symptoms and contact his/her Primary Care Physician. If the staff member answers YES to question 3 and has traveled to a high risk area according to the KDHE, the staff member will be asked to return home and contact the local county health department.

If the staff member's temperature is **100.0 degrees or higher**, he/she will be asked to return home. It is strongly recommended that he/she contact his/her PCP and monitor symptoms at home.

It is the responsibility of the authorized personnel conducting the screening process to inform the Building Principal and Director of Human Resources, Kati Wolfgang, if any staff member is sent home during the screening process.

Student Arrival Procedures

- USD 320 HIGHLY RECOMMENDS parents to screen their child before leaving home. Parents and guardians should assess their child's temperature and monitor for signs or symptoms of illness at home prior to coming to school.
- All students arriving at school will have their temperature checked by authorized personnel.
 - If a student's temperature is **100.0 or above**, he/she will be sent home.
- **Walkers**
 - Students who walk to school via 6th Street will enter through the front entrance. Students who walk to school via 4th Street will enter through the doors by the gym.
 - All students will wear a mask when approaching the entrance. Masks will be provided for students who show up without one. If a parent is accompanying their child to the door, they must also be wearing a mask.
 - Each student's temperature will be checked by authorized personnel before they enter the building.

- **Car Riders**
 - Parents who drop their child off or pick them up from school should try to come to West from the east on 6th Street (by the 4-way stop signs), so that they can easily turn into the parking lot. It will be difficult to maneuver around the buses on 6th Street if coming from the west.
 - Parents should remain in the vehicle at all times. Students may only exit the vehicle after they have had their temperature checked by authorized personnel. This process will not begin until 7:40am.
 - If a student's temperature is **100.0 or above**, he or she will be sent home - Parent/Guardian is still responsible for reporting their child absent to the school office.
 - The designated drop off for West students will be in front of the school. Parents/guardians are to pull up as far as possible alongside the front of the school (yes, entering the painted red zone). While in the drop-off lane, please pull all the way to the front until traffic is stopped.
 - Each student's temperature will be checked by authorized personnel before exiting the vehicle.
 - All students will wear a mask before staff approaches the vehicle. Masks will be provided for students who show up without one.
 - Children should have their school materials gathered and be ready to unload as soon as their temperature has been cleared.
 - Please be polite to other drivers and try to leave room for easy maneuvering at the curb.
 - Do not use cellphones or text while dropping off children.
 - **All parents/guardians dropping off children MUST exit via 4th Street. Do NOT make a U-turn and exit via 6th Street.**
 - Car riders will enter the building through the entrance by the gym. Bus riders will be dropped off on 6th Street and enter through the main doors to the building.
- Students are to arrive on campus no earlier than 7:40am. Doors will be locked until this time.
- Students are asked to pay attention to the line at the entrance and to socially distance six-feet apart from other students at all times. Masks must be on and worn properly covering both nose/mouth when arriving on campus.
- Upon entering the building, all students are to proceed directly to their classrooms, where they will remain until the start of school.
- Students are to take the most direct route to their classrooms and use their specific grade level hallways, NOT cut through the middle of the school building to get to his/her classroom. Staff will be available to assist students during the first weeks of school.

- There will be grab and go breakfast stations at both the main entrance and the gym entrance for students who eat breakfast at school.
- This system of drop-off will be monitored for the first few weeks and adjustments will be made if needed.

Late Arrivals

- If arriving late, students will need to ring the bell so office staff personnel can come out to take their temperature before entering the building.
- All students will wear a mask when approaching the entrance. Masks will be provided for students who show up without one. If a parent is accompanying their child to the door, they must also be wearing a mask.
- Each students' temperature will be checked by authorized personnel before they enter the building.

District Transportation

- **West Bus Students**
 - Buses will arrive on 6th Street. As students exit the bus, their temperature will be checked by authorized personnel.
 - Bus students will enter the school building through the main entrance. Authorized staff will be at these doors to let students into the building.
 - 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.
 - All student seating will be assigned. Families/households will be seated together.
 - Students will be seated from the back and unloaded from the front 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.
 - Social distancing should be practiced whenever possible at bus stops and on buses.
 - Upon arrival, buses will be unloaded one bus at a time. Students are to walk down the hill to the front doors in a single line practicing six-foot social distancing.
 - In the event of inclement weather, bus riders and car riders will need to enter the parking lot. Buses will pull as far forward as possible and temp checks will begin, again, unloading only one bus at a time. Bus riders will enter through the gym doors in inclement weather and report to their classrooms using the most direct route.

- In the event of inclement weather for car riders, students will enter the building at the gym doors and socially distance in the gym for temp checks.
- Shuttle bus services will only be provided for elementary students that live in the city limits **north** of Highway 24 and for middle school students that live in the city limits **south** of Highway 24.
- **Middle School Stops South of Highway 24:**
 - Stop 1 - 7:25am, The T-intersection of Sycamore and 6th Street. Students will await the bus on this city owned lot on the North side of 6th Street.
 - Stop 2 - 7:30am, City Park Shelter located at the intersection of Pine and 6th Street.
- Upon making these two stops, the bus will travel to WMS and drop off these middle school students. The bus will then disinfect the interior and high touch areas before traveling to the north end of Lilac Lane on Say Road. There will be 2 stops between 7:40am and 7:50am on Lilac Lane for West and Central Elementary students who live in this area North of Hwy 24:
- **Elementary Stops North of Highway 24:**
 - Stop 3 - 7:45am Lilac Lane and 17th
 - Stop 4 - 7:48am Lilac Lane and 14th Street
- The bus will then travel to West Elementary to drop off West students followed by a drop off at Central.
- This route will be repeated after school in reverse order with the loading of West students at 3:05pm. The bus will then pick up Central shuttle riders at approximately 3:10pm that live in city limits north of Hwy 24 and drop students off at Stop 4 and Stop 3 respectively. The bus will then travel to WMS to load students to be dropped off at Stop 2 and Stop 1.

Student Dismissal Procedures

- Students will stay in their classroom until dismissed from the office or by bell.
- **4th Street Walkers**
 - 4th Street walkers will be dismissed at 3:05pm, so that older students that are walking to Central to retrieve younger students will get there on time.
- **Shuttle Bus Riders (that live in the city limits north of Hwy 24)**
 - Shuttle Bus riders that live in the city limits north of Hwy 24 will dismiss from our front doors at 3:00pm and load shuttle by 3:05pm.
- **Regular Route Bus Riders**
 - Rural Route bus riders will dismiss from the playground at 3:10pm.
 - Boys and Girls Club students will be dismissed at this time as well.
- **Car Riders/6th Street Walkers**

- All car riders and 6th Street Walkers will be dismissed with their classroom teachers at 3:20pm.
- Third Grade car riders will dismiss from the doors by the gym and will be stationed near the far stairs by the gym.
- Fourth Grade and Fifth Grade car riders will dismiss from the front doors. Fourth Graders will be stationed on the far side of the library windows in the grassy area and in front of the library. Fifth Graders will be stationed by the grassy area outside of the front doors and the concrete area.
- While in the Pick-up lane, please pull all the way to the front until traffic is stopped.
- Be polite to other drivers and try to leave room for easy maneuvering at the curb.
- Do not use cellphones or text while dropping off children.
- 6th Street walkers will be dismissed at 3:25pm by their classroom teacher.

Early Release Fridays

- Early Release will occur every Friday except for September 4, December 18, January 8, and May 21, which will follow normal dismissal procedures and times. On Early Release days, dismissal is as follows:
 - **4th Street Walkers**
 - 4th Street walkers will be dismissed at 2:00pm, so that older students that are walking to Central to retrieve younger students will get there on time.
 - **Shuttle Bus Riders (that live in the city limits north of Hwy 24)**
 - Shuttle Bus riders that live in the city limits north of Hwy 24 will dismiss from the front doors at 2:00pm.
 - Boys and Girls Club students will be dismissed at this time as well.
 - **Bus Riders**
 - Rural Route bus riders will dismiss from the playground at 2:00pm.
 - **Car Riders/6th Street Walkers**
 - All car riders and 6th Street Walkers will be dismissed at 2:10pm.
 - Third Grade and Fourth Grade car riders will dismiss from the doors by the gym.
 - Fifth Grade car riders will dismiss from the front doors.
 - Grade levels will be stationed in the same locations as normal school days.
 - While in the Pick-up lane, please pull all the way to the front until traffic is stopped.
 - Be polite to other drivers and try to leave room for easy maneuvering at the curb and do not use cellphones or text while dropping off children.
 - 6th Street walkers will be dismissed between 2:00-2:25pm.

Visitors to the Building

- Parents/visitors will not be allowed to enter the building without an appointment.
- We will be unable to utilize Parent/Community volunteers this school year.
- Students may be asked to meet a parent/guardian in the parking lot for delivery.
- A drop-off box will be mounted in front of each building.
- Parents/visitors/vendors that are allowed in the building will be screened prior to entering.

Classrooms

- No Flexible Seating will be allowed in any classroom setting. All bean bags, couches, or other furniture not provided by the school shall be removed from the classroom to provide additional floor space in the classroom. Students will have assigned seats in the classroom.
- All non-essential items will be removed from classrooms to provide as much floor space as possible. Fans, space heaters, etc. will not be allowed to prevent the spread of germs in the air.
- 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 the bathroom during class time and not as a whole class.
 - Teachers will monitor and limit no more than 1 student to go to the restroom at a time.
- Desks and tables will be spread out as best as possible with student cohort groups and table/plexiglass screens separating students.
- No shared classroom supplies for students without sanitation of items.
- Classroom library books may not be available for access, due to sanitation issues. However, students will be able to check out books from our library and checked out books will sit in tubs for 96 hours after being returned to the library, which is the suggested timeframe for any viruses on the books to die. Our library staff will deliver books to classrooms for students rather than students going to the library for checkout.

Snacks and Classroom Parties

- Snack Milk/Juice will still be available, but will be delivered to the classrooms.
- Students may bring snacks from home to eat during a designated snack time. These should be prepackaged snacks or snacks in single serving containers or ziplock bags. Some classrooms may have restrictions on nuts because of allergies.
- Birthday Treats may be sent to school with students for their birthdays. These must be prepackaged snacks.

- We will still celebrate Classroom Parties, however there will be no outside guests allowed. More details will be shared before the first Class Party in October.
- All students are encouraged to bring a reusable water bottle. There will be touchless water fillers throughout the building that can be used to refill water bottles throughout the day.

Lockers

- Lockers will be used on a limited basis and social distancing will be practiced when accessing lockers.
- Grade level teacher teams will create a schedule to access lockers that ensures safe, social distancing.

Specialized Classes

- All Specialized Area teachers will travel to classrooms, except for P.E. Students should bring an extra mask for P.E. classes. These can be stored in ziplock bags and kept in their lockers.
- Each class will have two, 35-minute Specialized classes Monday through Thursday.
- Each class will have one, 25-minute Specialized class on Friday (Music/PE)

Student Services

- Services will be “push-in” when possible.
- When students are pulled out for services, they will remain with students from the same classroom. The room will be sanitized between each group and social distancing will be maintained as much as possible.
- Aides and other service providers will be assigned to as few classrooms as possible to limit their movement and exposure between classrooms.

Recess

- All students will have two, 15-minute recesses scheduled during the school day.
- Classes will be assigned to certain parts of the playground in order to limit the number of students in each area. This will rotate throughout the week.
- All students will sanitize their hands before and after recess.
- Masks will be attached to lanyards that are provided by the school. These will be tucked into shirts during recess to avoid injury.
- Teachers will be encouraged to take students outside during other times of the day as much as possible. Teachers will need to contact the office to let us know if/when they are taking their students outside of the school building and also provide their location.

Teachers are not to take their students to the playground during other scheduled recess times.

- Lunch recess will be limited to two/three classes outside at one time, while the other two/three classes are eating lunch in classrooms.

Food Service

- USDA extended the waiver which will allow meals to be free until December 2020. We still encourage families to apply for Free/Reduced Meals, as this will also help with other enrollment fees and allows us to receive funding for other services.
- **Breakfast**
 - There will be two breakfast stations set up in the school for students to grab and take to their classroom as they enter the building.
 - All students who pick up a breakfast will eat breakfast in their classrooms.
 - Students will sanitize hands before and after eating their breakfast.
- **Lunch**
 - All students will eat lunch in their classroom.
 - All students will sanitize their hands before and after eating their lunch.
 - During this time, classes will be monitored by an instructional/building aide or specialized area teacher. Each aide or teacher will be assigned to one classroom per grade level and supervise during lunch and recess of the class.

West Elementary Hybrid Learning Model

This option will be initiated through the school district in cooperation with the County and State Health Departments when smaller class sizes are necessary. This option will allow for easier social distancing and relies on both Remote Learning and face-to-face interaction. In-person instruction would focus on the Core Competency Areas. Remote Learning would focus on the specialized areas and Science/Social studies.

- All students must complete 32.5 hours per week. Any hours not completed On-Site will need to be completed through Remote Learning.
- 2 Sessions will be offered to students. A survey will be sent to all On-Site parents before school starts on which session is preferred. However, there will not be a guarantee that you are given your first choice. When possible, we will transition to this model in no less than 2 days of making the decision.

Teacher Contract Day Monday through Thursday in Hybrid Model - 7:30am - 4:00pm
Friday - NO ON-SITE SCHOOL - Teacher PLC/Plan Time - 7:30am - 1:30pm

Session 1: 7:45 - 11:00am Monday through Thursday

Recess Schedule: Assign areas of the playground that each class uses - 2 classes per area

- Third Grade - 9:00-9:20
- Fourth Grade - 9:30-9:50
- Fifth Grade - 10:00-10:20

Session 2: 12:00 - 3:15pm Monday through Thursday

Recess Schedule: Assign areas of the playground that each class uses - 2 classes per area

- Third Grade - 1:00-1:20
- Fourth Grade - 1:30-1:50
- Fifth Grade - 2:00-2:20

*Students with Special Education services and/or Title I services may attend all day in order to meet their instructional needs. All students must complete 32.5 hours per week.

Arrival and Dismissal

- We will follow the same Arrival, Dismissal, and Screening procedures in the Hybrid Model as stated above in the On-Site Model. Please see the change in Arrival and Dismissal times listed below for Car Riders:

- **Car Rider Arrival**
 - The same drop off lane will be used in the Hybrid Model. This process will not begin until 7:40am or 12:00pm. Doors will be locked until this time.
- **4th Street Walkers**
 - 4th Street Walkers will be dismissed at 11:05am or 3:20pm.
- **Shuttle Bus Riders Dismissal (that live in the city limits north of Hwy 24)**
 - Shuttle Bus riders that live in the city limits north of Hwy 24 will dismiss from our playground at 11:05am or 3:20pm.
- **Bus Riders**
 - Rural Route bus riders will dismiss from the playground at 11:10am or 3:25pm.
- **Car Riders/4th Street Walkers**
 - All car riders and 4th Street Walkers will be dismissed at 11:00am or 3:15pm.
 - Third Grade car riders will dismiss from the doors by the gym.
 - Fourth Grade and Fifth Grade car riders will dismiss from the front doors.
 - While in the Pick-up lane, please pull all the way to the front until traffic is stopped.
 - Be polite to other drivers and try to leave room for easy maneuvering at the curb and do not use cellphones or text while dropping off children.
- **Boys and Girls Club - We are hoping that Boys and Girls Club will still be operating in the Hybrid Model. More details will be shared when this information is known.**

Hybrid Model Food Service

- **Breakfast - Session 1 only**
 - There will be two breakfast stations set up in the school for any student to grab and take to their classroom as they enter the building.
 - All students who pick up a breakfast will eat breakfast in their classrooms.
 - Students will sanitize hands before and after eating their breakfast.
- **Lunch**
 - Session 1 Students
 - There will be two lunch stations set up in the school for students to grab and take lunch home with them as they exit the building.
 - Session 2 Students
 - There will be two lunch stations set up in the school for students to grab and take with them to the classroom as they enter the building.

- Students staying all day will follow a recess schedule that allows for proper social distancing. They will eat lunch at 12:00 in their Session 2 classroom.
- All students will sanitize their hands before and after eating their lunch.

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 the students.

Mask Requirements

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. Students are asked to provide their own masks and to write their names on them. Exceptions to masks are described below:

- While eating;
- While working—other than to prepare food or meals
 - in a room or office that is not open to students or visitors
 - in which all individuals present can maintain a six-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; and
- Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.

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 the case of a **written** mask medical exemption by a licensed physician, parents/guardians may have their student wear a face shield as some form of protection.
- Families are asked to provide their students with their own face masks/coverings. We ask that families put their students' names somewhere on the mask.
- All masks should be school appropriate with no scary or inappropriate images or designs.
- The school will have extra masks for students who may need them throughout the day.
- Please read Governor Kelly's entire order here: [Executive Order 20-59](#)

Social Distancing

Social distancing is defined as the practice of increasing the space between individuals, and decreasing the frequency of contact, to reduce the risk of spreading a disease. The recommended distance is no less than 6 feet for no greater than 10 minutes.

- USD 320 will be practicing social distancing in all buildings whenever possible.
- Signage will be posted throughout buildings as reminders to students and staff to practice social distancing.
- In some situations, social distancing of a minimum of 6 feet may not be possible. Other health measures will be in place to ensure the safety of our students and staff.
 - Face mask/covering
 - Clear, plastic barriers
 - Increased cleaning of high traffic areas
 - Increased hand hygiene measures

Hygiene

Increased hygiene measures will be implemented throughout the building.

- Students and staff will be required to wash their hands throughout the day at frequent intervals.
- Proper hand hygiene will be taught to students and staff.
- Hand sanitizer will be readily available for staff and students. The option to wash hands with soap and water will also be available.
- 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. Please ensure water bottles are labeled with the student's name.
- Increased cleaning measures will be taken throughout the building.

- We encourage parents to sanitize and clean students' backpacks and personal items on a regular basis.

Separation Room

In addition to the traditional nurse's office, there will also be a separation room. This room will be for any student/staff displaying COVID-19 symptoms awaiting pickup.

Parents/Guardians are responsible to have their child picked up within 30 minutes of receiving a call from the school office/nurse. We are aware that for some this may be difficult. Please do the best you can. This is for the safety of our staff and students. It is important to have a plan in place in case your child becomes ill with COVID-19 symptoms. Please ensure all emergency contacts and phone numbers are up to date.

- Students entering the separation room will be required to wear a surgical face mask.
- If multiple students are in the separation room, they will be spaced at least 6 feet apart.
- Staff entering this room will be wearing appropriate PPE to include surgical mask, face shield, gown (if not available, staff will change clothes after direct student care is over), and gloves.
- 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 individual picking the student up.
 - After 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.
- After the student has left the separation room, the custodial staff will be notified and will disinfect the room.
- The separation room will be disinfected on a frequent, daily basis.

Screenings

It is important that all parents/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

USD 320 expects parents to screen their child daily for symptoms of COVID-19 prior to leaving home.

Student Screening

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

- Students' temperatures will be taken using a non-contact thermometer.
- If a student's temperature is **100.0** or greater, he/she will be sent home.
 - The Parent/Guardian is still responsible for reporting their child absent to the school office.
- If a student's temperature is less than **100.0**, he/she 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 or running/walking/biking to school. These temperatures will be re-evaluated.

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 a person may be ill.

- If a student has a high temperature after a period of physical exertion (Recess/PE) or being outside for class, he/she will rest for 10 minutes then have his/her temperature reassessed. If it remains elevated, the student 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 the individual's county of residence.

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, he/she may return only if current recommendations of the local health department and KDHE are met.

Currently, Pottawattomie and KDHE guidelines are as follows for Staff and Students:

UNTESTED

- 10 calendar days have passed since the symptoms first appeared AND 72 hours fever free without the use of medication
- Whichever criteria is longer - meaning a MINIMUM of 10 days.

USD 320 requires a letter from the County Health Department stating the release date of quarantine.

TESTED

Awaiting Results

- Students/Staff suspected of having COVID-19 and are 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.
 - Whichever criteria is longer - meaning a MINIMUM of 10 days.
- 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 do develop during the 10-day isolation period, then follow the criteria above for symptomatic cases. The new isolation period would begin the day the symptoms started.

Negative Results

- If there is a known exposure by a student to a case of COVID-19, or the student has traveled to a location on the KDHE Travel related quarantine list, or the student is identified as a close contact with a positive COVID-19 case, then 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.

COVID-19's Effect on the Household

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

- This quarantine begins after the last exposure to the case.
- If the case and contacts continue to live together, the 14-day quarantine for the household contacts does not begin until the positive case is released from isolation by the local county health departments.
- If a student/staff is excluded from school/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, but these other household members **DO NOT** need to quarantine.

Response to a Positive Case of COVID-19

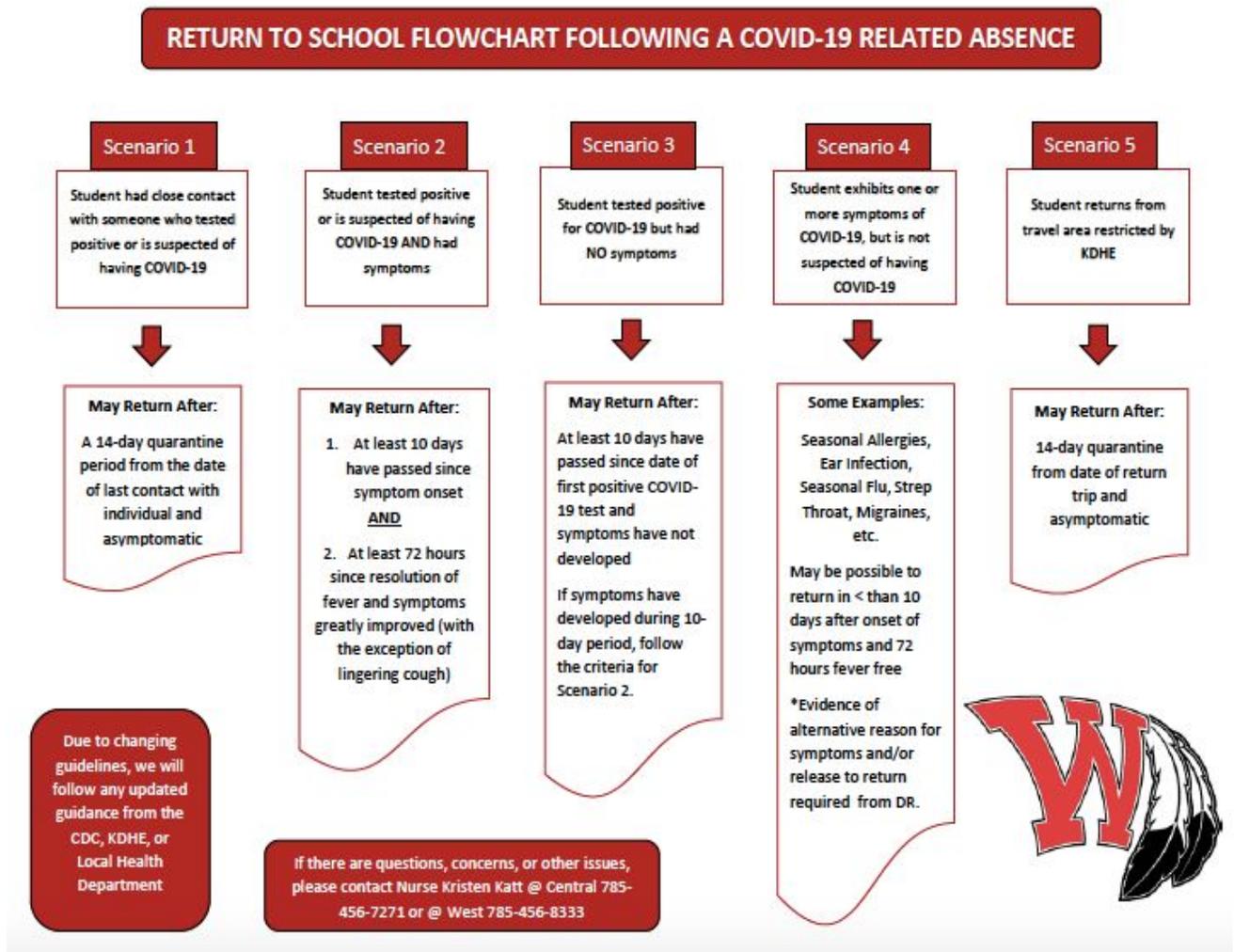
Once the school becomes aware that a student/staff has tested positive for COVID-19:

- 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 assist the county with gathering information for the purposes of 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 needs to be closed.
- The **HEALTH DEPARTMENT** will do the contact tracing. They will call and notify anyone who may have had contact with the case and they will determine what quarantine measures need to be implemented.
- The building will notify parents/guardians/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 coordination with the Pottawatomie County Health Department and KDHE to determine community transmission rates and if/when it is needed to shift to a different learning environment.

Student Quarantine and Remote Learning

- Whole class quarantine - Students in classrooms that are quarantined will immediately shift to the Remote Learning Model. This will be managed by their classroom teacher unless illness prevents the teacher's ability to provide instruction. A schedule for this will be determined and shared with parents within 2 days of quarantine.
- Individual students being quarantined because of contact will immediately shift to the Remote Learning Model. A schedule for this will be determined and shared with parents within 2 days of quarantine.
- If students are too ill to participate in Remote Learning, their absences will be counted as sick days. Please continue to communicate with the office staff about illnesses.



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 policies and procedural 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.

Please reach out if you have any questions or concerns.

Kristen Katt RN

kattk@usd320.com

Central Elementary 785-456-7271 or West Elementary 785-456-8333

For more information or resources, please go to the following:

Pott County COVID Info

KDHE COVID RESOURCES

CDC COVID

West Elementary Remote Learning Model

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 (**including daily required live lessons via Zoom**)
- Remote Learning Assurances Document signed by parents/guardians
- Participation in the same assessments as students who are attending school Onsite

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 **will require specific times students are required to attend classes with the Remote Learning Teacher via Zoom**. Some parts of the instructional day may offer students more freedom of time (i.e. some 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 at least 24 hours. All teacher emails can be found on the USD 320 website and on PowerSchool.

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 your child to meet his or her highest potential and to 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/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:

- Participating in all live classes on his/her individual schedule.
- Applying oneself to his/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.

Daily Remote Learning Schedules for Grades 3-5:

- **Third Grade:**
 - 8:30-9:00am – Zoom Morning Meeting/Connections Time (Required)
 - 9:00-10:00am – Zoom Whole Class Math Instruction (Required)
 - 10:00-10:30am – Independent Math Work Time
 - 10:30-11:00am – Zoom Whole Class Science/Social Studies Instruction/Friday - Counselor (Required)
 - 11:00am-12:00pm – Independent Work Time
 - 12:00-1:00pm – Lunch and Physical Activity Time
 - 1:00-2:00pm – Zoom Whole Class ELA Instruction (Required)
 - 2:00-2:30pm – Zoom Small Group Work (Required as Directed by Teacher)
 - 2:30-3:00pm – Zoom Specials (Required: M-Art, T-PE, W-Tech/Library, Th-Music)
 - 3:00-3:30pm – Independent Work Time

- **Fourth Grade:**
 - 8:30-9:00am – Zoom Morning Meeting/Connections Time (Required)
 - 9:00-10:00am – Zoom Whole Class Math Instruction (Required)
 - 10:00-10:30am – Independent Math Work Time
 - 10:30-11:00am – Zoom Whole Class Science/Social Studies Instruction (Required)
 - 11:00-11:30am – Independent Work Time
 - 11:30am-12:00pm – Zoom Specials (Required M-Music, T-PE, W-Art, Th-Tech/Library, F-Counselor)
 - 12:00-1:00pm – Lunch and Physical Activity Time
 - 1:00-2:00pm – Zoom Whole Class ELA Instruction (Required)
 - 2:00-3:00pm – Zoom Small Group Work (Required as Directed by Teacher)
 - 3:00-3:30pm – Independent Work Time

- **Fifth Grade:**
 - 8:10-8:45am – Zoom Specials (Required M-Art, T-Music, W-Tech/Library, Th-PE, F-Counselor)
 - 8:45-9:00am – Zoom Morning Meeting/Connections Time (Required)

- 9:00-10:00am – Zoom Whole Class Math Instruction (Required)
- 10:00-10:30am – Independent Math Work Time
- 10:30-11:00am – Zoom Whole Class Science/Social Studies Instruction (Required)
- 11:00am-12:00pm – Independent Work Time
- 12:00-1:00pm – Lunch and Physical Activity Time
- 1:00-2:00pm – Zoom Whole Class ELA Instruction (Required)
- 2:00-3:00pm – Zoom Small Group Work (Required as Directed by Teacher)
- 3:00-3:30pm – Independent Work Time

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 live classes. Teachers will also provide feedback on the student’s learning and success on an ongoing basis. All staff will make weekly contact with parents to check in on progress and answer any questions.

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, 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. Parents/guardians will commit to this learning time by signing the Remote Learning Assurances Document. At West Elementary, over half of this time will be through live classes in the core competency areas. There will be more flexibility and choice in other areas of the day. The Remote Learning Assurances Document provides assurances to the district by the parents/guardians of Remote Learners that the following will be adhered to in this learning model:

1. I understand that my child(ren) may need additional support to complete assigned work, and to the best of our ability, our family will provide the needed support. Additionally, our family will provide supervision during the learning process.
2. I agree that my child(ren) are expected to be available to communicate with teaching staff on a regular basis as outlined by the school district.
3. If a student is unable to participate on any given day (illness or doctor appointment), I will notify the appropriate school office to report the absence.

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 participate in daily live classes in the core competencies.
- Students are encouraged to initiate communication with questions.
- Parents/Guardians will commit to uphold the three assurances on the Remote Learning Assurances Document.

*Please remember to inform teachers and the West Elementary School office if there's a change made to your address, phone numbers, and/or email addresses.

Communication by Teachers / Staff

Communication between Teachers and Parents during Remote Learning is vital to the success of the students.

- Teachers and staff will respond to student or parent requests for assistance no later than 24 hours after the request is made, except on weekends and school breaks when assistance cannot be guaranteed.
- Staff will make direct contact with parents at least one time per week through email to monitor progress of students and answer any questions. Of course, parents are encouraged to reach out to the Remote Learning Teacher via email, phone call, or text (Remote Learning Teachers will provide a Google phone number for parents to use) anytime the parent has questions or concerns.

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 [West Elementary Student Handbook](#) for specific details on attendance and truancy on pg. 16-18.

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 Live Classes

Students will be expected to actively participate in daily live classes 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.

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 and software issues, concerns, or barriers, please report these as soon as possible by contacting our district's technical support contact, Mr. Jared Brazzle. You can also request assistance by emailing HelpDesk@usd320.com. Other members of the household are NOT to use the student issued device. Also, all activity on the device is monitored by our Tech Department.

Participation Policies: Activities, Athletics, Field Trips

Our district will consider any approved guidance or policy recommendations from KDHE, KSDE, KSHSAA, and other professional organizations regarding at-home Remote Learning students' eligibility to participate in extracurricular /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 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 Assurances Document

All USD 320 Families will be asked to sign the Remote Learning Assurances Document. It is possible that any student may have to move to a Remote Learning setting at some point in the school year depending on exposure to the COVID-19 virus or positive cases in our community.

The initial Remote Learning Log has been replaced by this assurance document. This document is a simple, one-page document that each family will complete one time and only one time. Families with multiple students will be able to list all students on the one assurance document they complete. USD 320 will be collecting this document electronically to further minimize the burden on our families.

Students who have chosen the Remote Learning option, or whenever USD 320 schools are in a model where students (Pre-K-12) will be working remotely, parents and guardians will agree to the following 3 assurances:

1. I understand that my child(ren) may need additional support to complete assigned work, and to the best of our ability, our family will provide the needed support. Additionally, our family will provide supervision during the learning process.
2. I agree that my child(ren) are expected to be available to communicate with teaching staff on a regular basis as outlined by the school district.
3. If a student is unable to participate on any given day (illness or doctor appointment), I will notify the appropriate school office to report the absence.

The district will be sending the entire assurances document to all families to complete electronically by Friday, September 18. The only information we are asking for is:

Student(s) First and Last Names

Parent Printed Name

Parent Signature

Date

*For a Remote Learning student to be funded as a full-time student and to meet the minimum requirements for school attendance, the student must participate in 6.5 hours (390 minutes) of learning activity each day. However, we are not asking parents to log and submit this time to the school district.

If your child is enrolled in Remote Learning, we provided you with a more detailed individual plan for each grade level.

