

USD 320 NAVIGATING CHANGE

Wamego Public Schools 1008 8th St Wamego, KS 66547 www.usd320.com 785-456-7643

Wamego Public Schools Reopening Plan 2020-21



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.

Revised 3/9/21

WELCOME FROM MR. WINTER USD 320 SUPERINTENDENT

Dear Students, Parents, and Staff,

To assist with the safe and effective opening of the 2020 school year at Wamego Schools, this document has been created through the input and efforts of faculty/staff, parents, students, administration, local health officials, and your Board of Education. Hundreds of educators, health officials, and many other state leaders provided guidance to our work through the Kansas Navigation Change document which was released on July 16. I am so grateful for this community and the support that is provided for our schools, students, and staff, which also made this work much more manageable.

Within “USD320 Navigating Change- Wamego Public Schools Reopening Plan 2020-21” you will find information describing the various learning options in addition to how the learning will occur. Also included is information explaining school operations, transportation information, health guidelines and a number of other items. We ask that you take time to read through this document carefully.

Last spring with the onset of the COVID 19 challenge, our schools, our community, and our own families were forced to be flexible and readily able to adjust our lifestyles and habits. Wamego should be commended for how we have made the needed adjustments and minimized the number of COVID 19 cases here in the Wamego area. This document will also be adjusted as needed. We will continue to assess our effectiveness with students and always be open to changes to improve our instruction, health conditions, and student/family relationships. As we receive information from our health and education officials, we will make necessary changes. Be assured, our first priority will be the safety of our students as we work diligently to educate each and every one of them.

Please continue to be involved in the decision-making process by taking part in our future surveys and communicating with our teachers and administration.

Here’s to a great 2020/21 school year. We are **One Wamego**, and together, we will be better.

Tim Winter
Superintendent

TABLE OF CONTENTS

INTRODUCTION.....4

USD 320 CALENDAR
GLOSSARY
INSTRUCTION
MODES OF LEARNING
CHOOSE YOUR LEARNING
ASSURANCES DOCUMENT
SPED GUIDELINES
ESOL GUIDELINES
SELF-SCREENING
STUDENT RETURN TO
SCHOOL FLOWCHART
STAKEHOLDER ROLES &
RESPONSIBILITIES

TEACHER/STAFF LINKS

[EMPLOYEE FAQ](#)
[FFCRA INFO](#)
[STAFF REQUIREMENTS FOR
WORK SAFETY](#)
[RETURN TO WORK FLOWCHART](#)
[COVID-19 PROCEDURES](#)

OPERATIONS.....17

TRANSPORTATION
STAFF SCREENINGS
STUDENT SCREENINGS
HYGIENE MEASURES
VISITORS TO THE
BUILDINGS
SEPARATION WHILE IN
SCHOOL
CONFIRMED CASES OF
COVID-19
TRANSITION WITHIN THE
SCHOOL BUILDING
LOCKERS
FOOD SERVICE
ATHLETICS/ACTIVITIES
[SPECTATOR GUIDELINES](#)
OTHER USD 320 ACTIVITIES

APPENDIX.....24

EXECUTIVE ORDER #20-59
KSHSAA

LEARNING PLAN LINKS

[PRE-K-2 LEARNING](#)

[3-5 LEARNING](#)

[6-8 LEARNING](#)

[9-12 LEARNING](#)

BUILDING LEVEL REOPENING PLANS

[CENTRAL ELEMENTARY](#)

[WEST ELEMENTARY](#)

[WAMEGO MIDDLE SCHOOL](#)

[WAMEGO HIGH SCHOOL](#)



USD 320 DISTRICT CALENDAR




USD 320 2020-2021 SCHOOL CALENDAR

Color Key: School In Session (Check for grade level notations on Parent/Teacher Conference Days) No School - All Buildings Closed Teacher PLC/Work Days - NO SCHOOL

JULY 2020						
S	M	T	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

District Office Open This Month
 1-2 District & CoOp Offices Closed for Annual Cleaning
 3 All District Bldgs Closed to Observe the 4th Independence Day
 13 Board Meeting

1 Winter Break
 All Schools Closed
 4 PLC/Float Work Day
 4 No School PK-12
 5 2nd Semester Begins for All Students
 11 Board Meeting
 18 M.L. King Day
 18 No School PK-12






JANUARY 2021						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Enrollment Starts
 3 BOE Work Session
 Budget Notice Publ
 5-7 New Teacher/Mentor Training
 12 Float/Work Day
 13-31 Teacher PLC
 17 Board Meeting/Budget Hearing

8 Board Meeting
 15 Presidents' Day
 15 Teacher PLC
 15 No School PK-12






FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

SEPTEMBER 2020						
S	M	T	W	Th	F	S
						1
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Teacher PLC 1-S, 7-8, 10-12
 2 Transition Day 6th and 9th
 2 Kindergarten P/T Conf.
 3 1st Day School 1-5, 7-8, 10-12
 3-4 Kindergarten P/T Conf.
 7 Labor Day
 7 All Schools/Offices Closed
 7 1st Day School Pre-K & Kinderg.
 14 Board Meeting
 28 Teacher PLC
 28 No School PK-12

5 Teacher PLC/Work Day
 5 No School PK-12
 8 Board Meeting
 8 MS PT Conf. 4-8pm
 9 PT Conf. @ CE/WE/MS 4p-8p
 10 PT Conf. @ CE/WE 4p-8p
 11 PT Conf. @ CE/WE 11a-8p
 11 No School PK-5
 11 End of 3rd 9 Weeks
 12 Teacher Comp Day
 12 No School PK-12
 15-19 Spring Break/No School/All Closed
 22 Board Meeting/Work Session

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2020						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Board Meeting
 15 End of 1st 9 Weeks
 16 Teacher PLC/Work
 16 No School PK-12
 19 BOE Work Session/Retreat
 19 PT Conf. MS 4p-8p
 20 PT Conf. CE/WE/MS/HS 4p-8p
 21 PT Conf. CE/WE 4p-8p
 22 PT Conf. CE/WE 11a-8p
 22 PT Conf. HS 4p-8p
 22 No School Grades PK-5
 23 Teacher Comp Day
 23 No School PK-12

2 Good Friday
 2 No School PK-12
 2 All Bldgs/Ofc Closed
 2 Snow Day Makeup
 4 Easter Sunday
 5 Easter Break
 5 No School PK-12
 5 All Buildings/Offices Closed
 5 Snow Day Makeup If Needed
 12 Board Meeting/Teacher Evals
 12-13 HS Enrollment/Conf 4-8pm
 19 HS Enrollment/Conf 4-8pm
 26 HS Enrollment/Conf 4-8pm






APRIL 2021						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2020						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9 Board Meeting/Admin Evals
 11 Veterans Day
 16 Board Meeting/Sup Eval
 26 Thanksgiving Day
 25-27 Thanksgiving Break
 All Schools Closed
 No School PK-12
 25-27 All Bldgs./Offices Closed

9 Mother's Day
 10 Board Meeting
 21 Seniors Last Day
 22 HS Graduation
 24 WMS Recognition
 25 Last Day of School
 26 Teacher PLC
 27 Teacher Float/Work
 31 Memorial's Day
 31 All Buildings/Offices Closed






MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2020						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Board Meeting - tentative
 18 End First Semester
 21-31 Winter Break
 All Buildings/Offices Closed
 Christmas Day

District Office Open This Month
 14 Board Meeting
 20 Father's Day

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



SEPTEMBER 2020 START DATES

Sept 2 – Transition Day 6 & 9th grades

Sept 3 – First Day 1-5th, 7-8th, 10-12th

Sept 8 – First Day Pre-K & Kindergarten



GLOSSARY

BLT

Building Leadership Team

COMMON SPACES

May include but are not limited to: library, hallways, cafeteria, front office, gyms, health room, front entry, auditorium, bathrooms, flex rooms, art/science rooms, playground, teacher lounges, and conference rooms.

COVID RESPONSE TEAM

The COVID Response Team includes the building administrator and/or department supervisor, school nurse, and Director of HR.

DLT

District Leadership Team

ESSENTIAL LEARNINGS

The skills and knowledge considered critical to master a topic.

FLEXIBLE SEATING

Encourages children to sit where they wish based upon their needs

FORMATIVE ASSESSMENT

Evaluation of student learning; occurring during an instructional unit.

HYBRID, DISTRICT CHOICE

Utilized if local administration and health officials limit the number of students in a classroom. EXAMPLE for HYBRID LEARNING might be students attend 2 days a week for in-person instruction & work remotely with teacher contact 3 days.

ON-SITE LEARNING

Students attend daily in person for learning.

LEARNING

Includes learning structures, content, accountability, assessment, access & equity, competencies, social emotional learning, special educations, etc.

MODES OF LEARNING

For the purpose of this document, modes of learning include on-site, remote (online), and hybrid.

OPERATIONS

The daily running & logistics of our district including transportation, health, food services, & facilities.

PLC

Professional Learning Community

PROJECT-BASED LEARNING

Real-world, student-driven learning

REMOTE, USD 320 TEACHER

Students will log in during a time that they can watch lessons presented by the classroom teacher. This will be done in conjunction with on-site learning when students are unable to attend in person.

SECD

Social Emotional Character Development

SOCIAL EMOTIONAL LEARNING

How adults and students process and manage emotions.

SUMMATIVE ASSESSMENT

Evaluation of student learning; occurring at the end of an instructional unit.

TRANSITIONS

May include but are not limited to: arrival, dismissal, movement in the hallways, between classes, to and from lunch, specials, and restroom breaks.



INSTRUCTION

The goal was to review and analyze nearly thirty years of work among current Kansas Standards and to develop competency-based models in PK-2, 3-5, 6-8, 9-12 grade bands that are also organized into broader themes of Humanities and STEAM (Science, Technology, Engineering, Art, Math).

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. 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.

Three Learning Environment Models will be considered. We must remain flexible and ready to switch environments at any time.

On-Site Learning Environment: students and teachers will be in school with safety protocols put into place.

Remote Learning Environment: Students will complete all of their learning from home and not enter the school building at all.

CONTINGENCY PLAN

Hybrid Learning Environment: Students will spend part of their time in the classroom and part of their time learning remotely from home.



MODES OF LEARNING

OPTION 1: ON-SITE LEARNING

- This plan represents a return to the school buildings where students will interact directly, but safely, with their teachers and classmates.
- Teachers provide in-person instruction five days per week.
- Instruction provided in core subjects and electives.
- Block schedule utilized for grades 9 – 12.
- Traditional schedule utilized for grades 6 – 8.
- Elementary students stay with same group of students for the majority of the day.
- Accommodations and support services provided (social, emotional, special education, intervention support, etc.).
- Transportation provided for eligible students; school meals available at all school locations.
- Students eligible to participate in activities/athletics (pending KSHSAA mandates).
- District technology provided to each student grades K – 12.
- Strengthened disinfecting and preventive health measures in place.
- Masks required for all USD 320 students and staff.
- Social distancing followed as much as possible.

OPTION 2: REMOTE LEARNING

- This plan is an online learning option for students who do not feel comfortable returning to a school building.
- Students assessed on the same standards and competencies as on-site students.
- Students must have daily connection with a teacher such as telephone, interactive video conferencing, or a school-acceptable platform.
- ALL USD 320 families must complete the Assurances Document in the event that your child must change to remote learning due to a positive COVID test, must be quarantined as a close contact, or USD 320 changes to a remote environment.
- Students receive full instruction in core subjects. Limited WHS elective classes. Some college/concurrent classes may require on-site attendance/participation.
- Accommodations and support services provided (social, emotional, special education, intervention support, etc.).
- Meals not available at school; families may be able to purchase or pick up meals at designated locations (pending USDA approval).
- District technology provided to each student grades K – 12.
- Internet access required. USD 320 may provide limited support.

CONTINGENCY PLAN: HYBRID LEARNING

- This plan will be activated by the district under the guidance of local/state officials.
- To allow for proper social distancing, student populations will be divided into two groups with each group alternating time/days in the respective school building. Individual building plans will be communicated if this model is utilized.
- Transportation provided for eligible students on school days.
- Accommodations and support services provided (social, emotional, special education, intervention support, etc.).
- School meals available when students are at school. Families may be able to pick up meals at designated locations (pending USDA approval) on days/times away from school.
- District technology provided to each student grades K – 12.
- Internet access required. USD 320 may provide limited support.
- Strengthened disinfecting and preventive health measures in place.
- Masks required for all USD 320 students/staff.
- Social distancing followed as much as possible.

The learning options and school calendars are planned based on current public health recommendations and may be subject to change.

7 This includes moving to a remote learning environment for all students.



CHOOSE YOUR LEARNING



ON-SITE

- In-person instruction 5 days/week
- Masks required per EO-20-59
- Social distancing when possible
- Strengthened disinfecting & preventative health measures
- Elementary stay w/ same student group majority of day
- Traditional schedule for 6-8th
- Block schedule for 9-12th
- WHS core subjects & electives
- Transportation provided

BOTH INCLUDE

- *Daily interaction w/ teacher
- *Attendance = to school day
- *Full core subject instruction
- *Support services provided
- *Meals available
- *District technology available
- *Internet access required
- *Eligible to participate in KSHSAA activities & extra-curriculars



REMOTE

- Daily connection w/ teacher
- Meals available at designated locations (pending approval)
- Internet access required
- Limited WHS elective courses
- WHS college/concurrent courses may require on-site attendance/participation



REMOTE LEARNING ASSURANCES DOCUMENT

Should your child be in a learning mode other than in person, the Kansas State Board of Education stipulates these requirements:

- 6.5 hours of daily student learning activities
 - If your student is in a hybrid model (due to school contingency plan), the number of hours spent between in-person and remote work should total 6.5 hours per day.
- Students participate daily in teacher-initiated contact.

ASSURANCES DOCUMENT REQUIREMENTS

- ALL USD 320 families must complete the online Assurances Document in the event that your child must change to remote learning due to a positive COVID test, must be quarantined as a close contact, or USD 320 changes to a remote environment.

Complete the **Assurances Document** at this link:

<https://forms.gle/iKxMwDmpBQbBXEcy8>

SPECIAL EDUCATION GUIDELINES

*All schools will implement the original IEP services, accommodations and modifications for each student during on-site and hybrid learning modes.

*A Remote Learning Plan (RLP) will be added to the end of the original IEP to outline the services, accommodations and modifications that will be implemented during times a student is in a remote learning mode. This may differ from the original IEP. The IEP team will meet to determine if the original IEP services, accommodations and modifications can be delivered through remote learning and which may need to be modified.

*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 school does not agree with the mode of learning selected by the parent/guardian to best support student needs, LRE, and Free Appropriate Public Education (FAPE), the team will schedule an IEP meeting 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 is made requiring remote learning, services may still include on-site provision of 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 and how 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 when possible.

*Pull-out services will have students socially distanced as much as 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/facecovering 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 IEP services, accommodations and modifications 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 and/or modifications will allow us to move forward together as a team to best serve your child's learning needs.



ESOL GUIDELINES

The equitable education of English Language Learners (ELL) is safeguarded by various civil rights laws and policies, as well as by the Every Student Succeeds Act (ESSA). Wamego USD 320 provides instructional assistance and services to enable ELL to attain English proficiency, develop high levels of academic language, and achieve at high levels in academic subjects. During this reopening, we will adapt our ESOL programs and service delivery models.

*All schools will implement ILP 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. The school will work with the family to provide services for whichever mode of learning the family chooses or the mode the school is in at the time.

*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 and could be provided remotely.

*ESOL services and Special Education case managers will work together with dually-identified students' families discussing IEPs /ILPs addressing student needs on an individual case-by-case basis to determine if a modification of services is necessary in the IEP/ILP Remote Learning Plan.

*All schools will fully implement the ILP Remote Learning Plan (RLP) when the student moves into a remote learning mode. The RLP may have modified ILP services, accommodations and/or modifications, though it will mirror the ILP 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 ILP services will continue when on-site and/or hybrid learning resumes.

*Parent meetings will be held in-person or virtual

*Pull-out services will have students socially distanced when possible. Sanitizing materials and high touch areas between groups is essential.

*Support personnel 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.

*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.

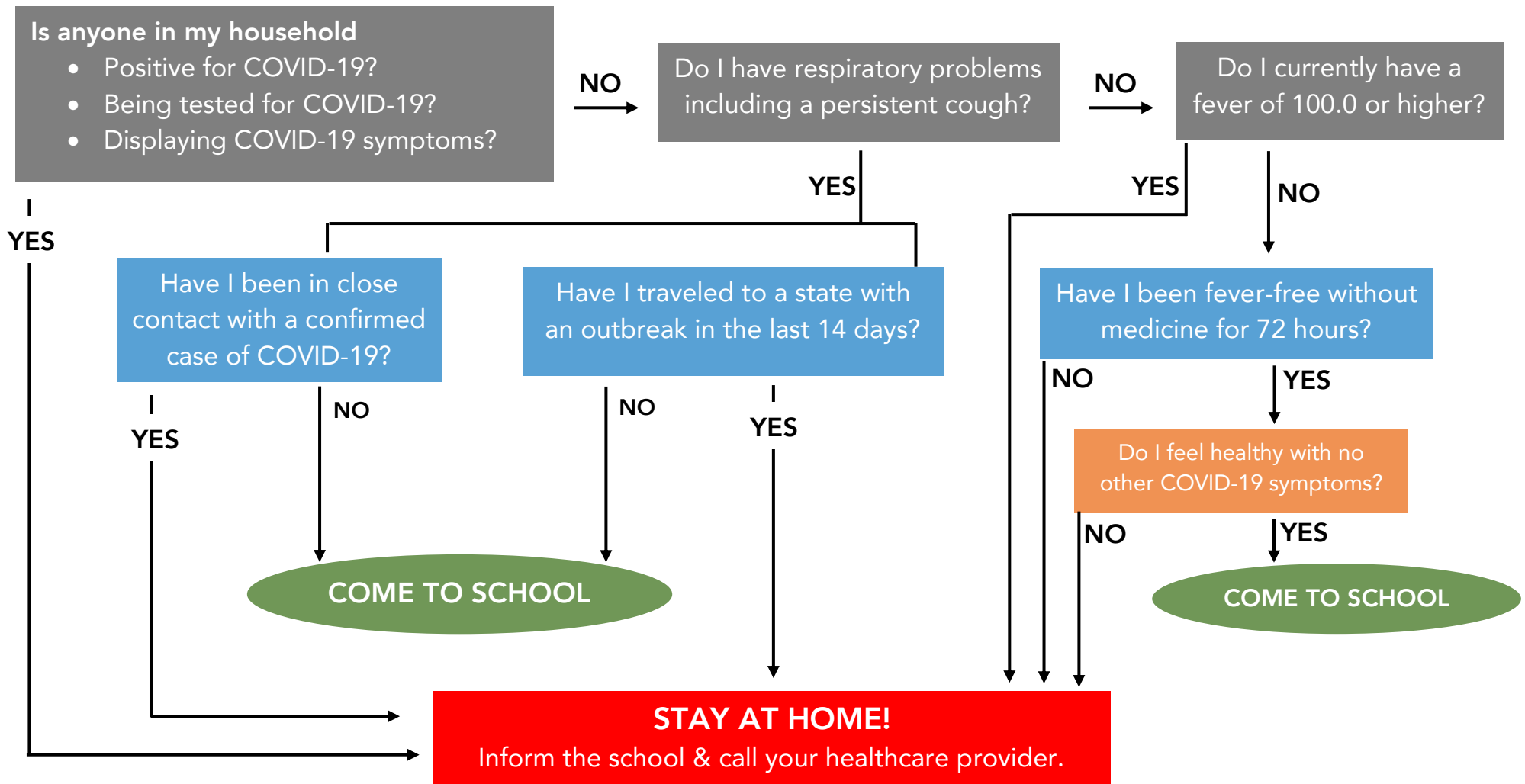
*With the safety and health of our students and service providers being a top priority, while providing FAPE, we will in good faith effort provide services to the greatest extent possible through these uncharted times.

*Communicating with Crystal Brunner and/or principal immediately when you have questions or concerns regarding the ILP services, accommodations, modifications, questions or concerns will allow us to move forward together as a team to best serve your child's learning needs.



SELF SCREENING

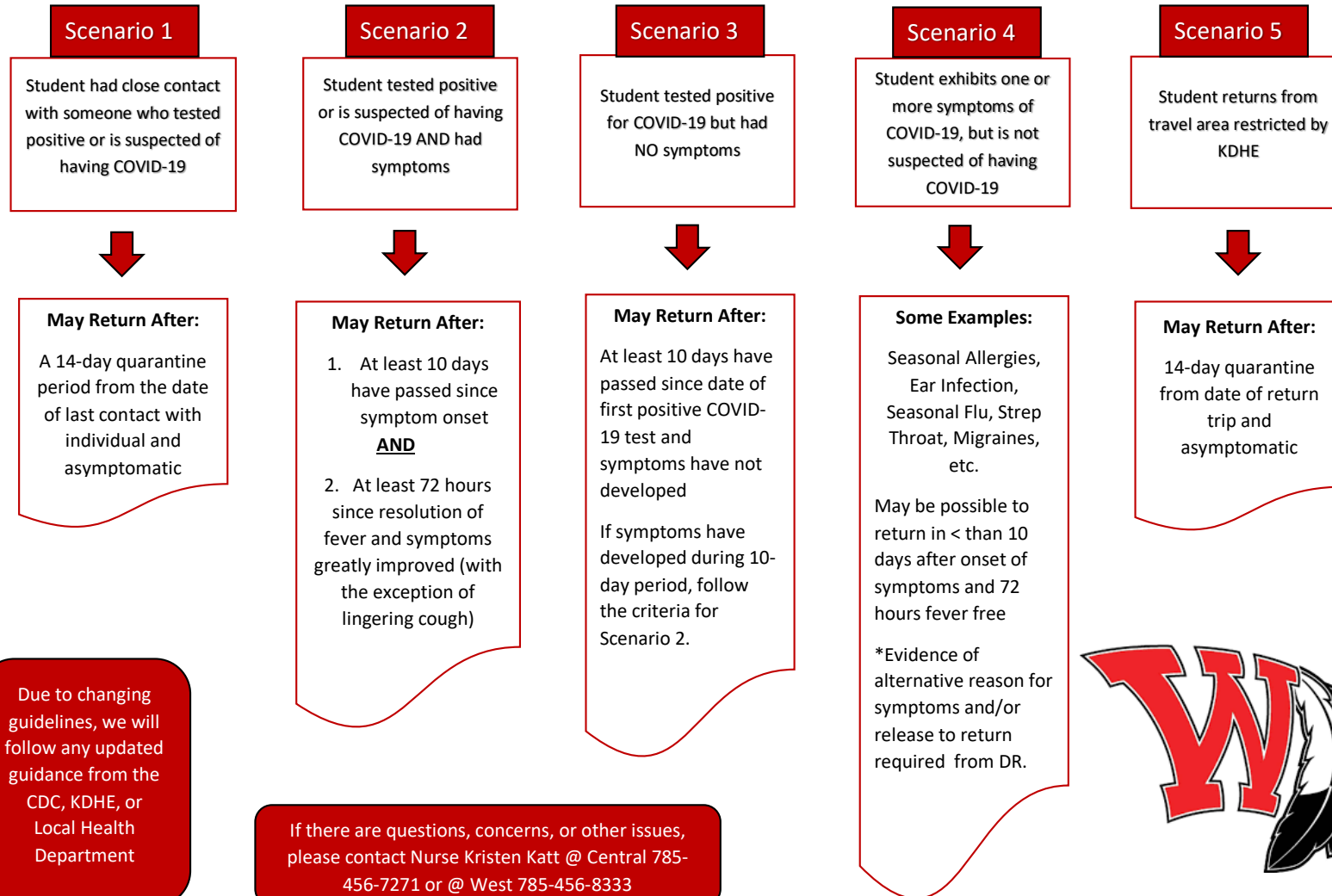
SHOULD I STAY HOME?



*At the discretion of the school nurse, you may be required to provide a doctor's release or letter from the Pottawatomie County Health Department to return to school.

STUDENT RETURN TO SCHOOL FLOWCHART

RETURN TO SCHOOL FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE



STAKEHOLDER ROLES & RESPONSIBILITIES

STUDENTS' & FAMILIES' ROLES & RESPONSIBILITIES

STUDENTS

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

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

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, email, 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 EXPECTATION

TIME

At-home remote learning students (and families) should plan to engage in learning activities and experience for at least 6.5 hours per day.

STUDENT/FAMILY COMMUNICATION

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

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

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

MANDATORY OR COMPULSORY ATTENDANCE

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

ACADEMIC INTEGRITY

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

DAILY CONFERCING

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.



STAKEHOLDER ROLES & RESPONSIBILITIES

SPECIAL EDUCATION & STUDENT SUPPORTS

Students with an IEP, 504 Plan, and other documented student supports can be very successful in at-home remote learning models. Please continue to be in contact with your child's Special Education case manager and/or school administrator to determine if a meeting is necessary to develop or modify an existing plan to provide and implement additional supports as needed. Depending upon the needs of the student, the school may want to initiate an amendment to a student's IEP or 504 by adding remote learning as a temporary method of instruction.

STATE & 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 & CARE OF DISTRICT-ISSUED DEVICES & 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.

PARTICIPATION POLICIES: ACTIVITIES, ATHLETICS, FIELD TRIPS

Our district will consider approved guidance or policy recommendations from KDHE, KSDE, KSHSAA, and other professional organization 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.



STAKEHOLDER ROLES & RESPONSIBILITIES

STAFF ROLES & RESPONSIBILITIES

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.

COMMUNICATION BY TEACHERS & STAFF

Teachers and staff will respond to student requests for assistance no later than 24 hours after the request is made except on weekends and school breaks when assistance cannot be guaranteed. Flexible hours of attendance are permitted to accommodate your learning while meeting other obligations.

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

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

STUDENT RECORDS

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

OPERATIONS

TRANSPORTATION

- 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
- Buses will be disinfected between each route or activity
- 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.
- Shuttle bus services will not be provided until further notice.
- Social distancing should be practiced whenever possible at bus stops and on buses.
- Field trips which require bus transportation have been suspended until further notice.

STAFF SCREENINGS

- Before reporting to work, all staff will self-screen for signs of illness and high temperature. If signs of illness exist and/or they have a temperature greater than 100 degrees, they will call in ill to their supervisor and not report to work. COVID symptoms and pending COVID tests must be reported to a district nurse by the employee for tracking purposes.
- Human Resources will contact any employee who tests positive or is under mandatory quarantine regarding their employment and/or benefit eligibility.

OPERATIONS

STUDENT SCREENINGS

- 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.

HYGIENE MEASURES

- 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 5 years of age or under – children age 2 years and under in particular should not wear a face covering because of risk of suffocation

HYGIENE MEASURES CON'T

- 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.



OPERATIONS

HYGIENE MEASURES CON'T

- All people are required to wash hands when they come to school and every hour.
 - There will be teaching/ reinforcing of hand-washing with soap and water for at least 20 seconds and increased monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Staff and students are expected to practice social distancing whenever possible. Social distancing is defined as physical separation of a minimum of 6 feet. When social distancing is not possible, plastic dividers will be utilized.
- All people will be encouraged to cover coughs and sneezes with an elbow.
- Cleaning and disinfection practices will be increased, and frequently touched surfaces will be disinfected often.
- As much as possible, student groups will remain the same and not intermingle. As much as possible the same adult will remain with static student groups.
- There will be limited sharing of materials and supplies. When items are shared, they will be disinfected after use and all involved should practice good hand hygiene.
- Non-essential outside visitors will be limited.
- Appropriate PPE will be worn when health/medical procedures or care standards necessitate it.



OPERATIONS

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 mounted in front of each building. Parents/visitors/vendors that are allowed in the building will be screened prior to entering.

SEPARATION WHILE IN SCHOOL

- Each school will have a room or space separate from the nurse's office where students who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up.

CONFIRMED CASES OF COVID-19

- The custodial staff will be notified and begin to disinfect workspaces, desks, and classrooms.
- The School Nurses/Authorized Personnel will contact the Pottawatomie County Health Department IMMEDIATELY.
- The school nurses will work closely with the County Health Department to develop a plan for the school and ensure that the appropriate isolation and quarantine procedures are initiated and followed.
- In coordination with the County Health Department, the school will notify parents, guardians, students, and employees of a positive COVID-19 case in the building.
- Everyone will be encouraged to cooperate with the school and Health Department to trace contacts.
- The individual who tested positive will not be identified in communications to the school community at large.

LOCKERS

- Locker use will be minimized as much as possible.

TRANSITIONS WITHIN THE SCHOOL BUILDING

- Interior doors will be kept open whenever possible.
- Social Distancing will be practiced whenever possible.
- Transitions in buildings will be limited and/or staggered whenever possible.

FOOD SERVICE

- Breakfast will be eaten in classrooms.
- Elementary students will eat lunch in their respective classrooms or other locations where social distancing can be practiced.
- Secondary students may eat in the lunchroom or other locations (TBD). Lunches will be staggered in order to maintain social distancing.
- Lunch will be closed campus for all high school students.
- Students are allowed to bring their own sack lunch.
- No microwaves will be available.
- All students are encouraged to bring a reusable water bottle.
- Self-serve breakfast and lunch will not be allowed. All food, drink, and condiments will be served and/or packaged by Food Service Staff.
- Food and drink will not be exchanged between students.
- Custodial staff, along with other district staff, will clean and wipe down tables/chairs/bleachers between each group of students.
- Students will dispose of their own trash when finished eating. After disposing of trash, students shall return to their seats/classroom.
- During attendance taking each morning at the Middle School and High School, students will pre-order their breakfast and lunch entree selection for the following day.
- Central and West Elementary parents/students will pre-order breakfast and lunch meals one week in advance.



OPERATIONS

FOOD SERVICE CON'T

- Remote learning students/parents will pre-order breakfast and lunch meals one week in advance.
- Students that chose the remote learning option will need to pick up their breakfast and/or lunch from a predetermined location at a time and day yet to be determined.
- Alternate locations (gymnasium, outside, classrooms) may be utilized when feasible to maintain social distancing.
- Ala carte sales will begin September 21st. Choices will be limited. We will be cashless – so it is important to make sure there is money on your student's meal account.
- Cafeteria
 - Lunch shifts will be staggered to ensure social distancing can be maintained.
 - Students will:
 - be allowed to take off their masks for purposes of eating breakfast and lunch.
 - hand sanitize upon entering and when exiting the cafeteria.
 - verbalize their food service number to staff as they approach the serving line.
 - be spaced appropriately to maintain social distance.
 - have assigned seating during lunch.
- All condiments will be single-serve dishes/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 lunches must be paid in full.

ATHLETICS/ACTIVITIES

- Athletics/Activities will follow the KSHSAA schedule.
- Masks, health screenings, and social distancing will be based on KSHSAA recommendations.
- <http://www.kshsaa.org/Public/COVID/Main.cfm> for more info.

RECOMMENDATIONS FOR FALL SPORTS PRACTICES

Participation in school activities is voluntary and every individual will need to evaluate the risk versus the benefits of activity participation. Those immunocompromised students and staff, or those who live with family members with elevated health concerns, should evaluate associated risks of participation and may choose not to participate.

GUIDELINES FOR ALL SPORTS

- Masks/face coverings will be worn at all times by all personnel, including students, except when students are **directly participating in the activity.**
- Maintain social distancing (6') when possible.
- Participants should shower, change, and launder workout clothing as soon as they arrive home.
- Students and staff must be encouraged to report symptoms immediately to a coach or administrator. Participating while symptomatic could potentially jeopardize the entire activities program in their school and other schools for an extended period of time.



OPERATIONS

ATHLETICS/ACTIVITIES CON'T

GUIDELINES FOR ALL SPORTS CON'T

- Anyone involved in a school activity will be screened daily for COVID-19 signs and symptoms, including a daily temperature check.
- A daily record will be kept of all team members present including adult personnel.
- Anyone who tests positive for COVID-19 must be isolated until they meet the criteria for release set by the KDHE or the local health department. They must also obtain written clearance by a medical provider before returning to participation.
- Maintain common groups as much as possible; practice outside whenever possible; spread out for team meetings; minimize full team interactions with teammates in close proximity.
- Locker assignments will be established to maintain as much social distancing as possible and to ensure participants from different sports are not coming into contact with each other; maintain consistent bubbles/groupings of students in the locker room together.
- Equipment and locker rooms will be cleaned and disinfected on a daily basis.
- Students will use individualized hydration containers (e.g., water bottles, jugs) with their name on it.

ATHLETICS/ACTIVITIES CON'T

FOOTBALL

- Masks/face coverings will be worn at all times by all personnel, including students, **except when students are directly participating in the activity.**
- Keep non-essential personnel off the sidelines and practice fields throughout a contest and practice.
- Huddle formations should be modified. Huddles should not be formed in a circle, but in rows. Not huddling helps a great deal with social distancing.
- Maintain static small groups when possible.
 - Mouth pieces should be handled as few times as possible with your hands. Keep them in your mouth.

VOLLEYBALL

- Masks/face coverings will be worn at all times by all personnel, including students, **except when students are directly participating in the activity.**
- Knee pads, braces, equipment, etc. should be cleaned after each use/wearing.
- Consider work-outs in “pods” of the same students using the same balls.
- After practice and competition, players will wash their hands, wear face masks and practice social distancing.



OPERATIONS

ATHLETICS/ACTIVITIES CON'T

CROSS COUNTRY

- Masks/face coverings will be worn at all times by all personnel, including students, **except when students are directly participating in the activity.**
- Each student is responsible for their own supplies.
- Consider conducting workouts in “pods” of the same students always training and rotating together in practice to ensure more limited exposure if someone develops an infection.

GIRLS GOLF

- Masks/face coverings will be worn at all times by all personnel, including students, **except when students are directly participating in the activity.**
- Golfers have their own equipment.
- Maximize distance and limit groups on one hole/area as much as possible.

GIRLS TENNIS

- Masks/face coverings will be worn at all times by all personnel, including students, **except when students are directly participating in the activity.**
- Players should disinfect their racket handles after each practice.
- Use “your tennis balls” as much as possible.

ATHLETICS/ACTIVITIES CON'T

SPIRIT “CHEER & DANCE”

- Masks/face coverings will be worn at all times by all personnel, including students, **except when students are directly participating in the activity.**
- Maintain common partners, small static groups.

OTHER USD 320 ACTIVITIES

- Other school activities that bring together large groups of people will be evaluated on a case-by-case basis with collaboration from the local county health department.

This initial plan serves to ensure that USD 320 students and staff can return to a safe environment. Situations may change quickly, and we are prepared to change or modify our plans to best meet the needs of our students, staff, and learning community.



APPENDIX

EXECUTIVE ORDER NO. 20-59

Requiring COVID-19 mitigation procedures in K-12 schools

KSHSAA

Kansas State High School Activities Association

COVID info: <http://www.kshsaa.org/Public/COVID/Main.cfm>

