

# USD 247 Returning to School Guide to Learning and Operations - Fall 2020

BOE Approved: August 3, 2020



**Success Through Excellence: Everyone, Everywhere,  
Everyday**

# Table of Contents

<a href="#">Introduction</a>	<a href="#">3</a>
<a href="#">Contact Information</a>	<a href="#">3</a>
<a href="#">Important Links</a>	<a href="#">3</a>
<a href="#">Instructional Environments Overview</a>	<a href="#">4</a>
<a href="#">On-Site Learning Environment</a>	<a href="#">4</a>
<a href="#">Remote Learning Environment</a>	<a href="#">4</a>
<a href="#">Health &amp; Hygiene</a>	<a href="#">5</a>
<a href="#">Expectations for Staff &amp; Students</a>	<a href="#">5</a>
<a href="#">Best Practices Initiated</a>	<a href="#">5</a>
<a href="#">Exclusion from School</a>	<a href="#">5</a>
<a href="#">Return to School After Exclusion</a>	<a href="#">5</a>
<a href="#">Travel Related Quarantine</a>	<a href="#">6</a>
<a href="#">Food Service</a>	<a href="#">6</a>
<a href="#">On-Site Meals</a>	<a href="#">6</a>
<a href="#">Remote Meals</a>	<a href="#">6</a>
<a href="#">Best Practices Initiated</a>	<a href="#">6</a>
<a href="#">Transportation</a>	<a href="#">7</a>
<a href="#">Expectations for Driver &amp; Students</a>	<a href="#">7</a>
<a href="#">Best Practices Initiated</a>	<a href="#">7</a>
<a href="#">Extra &amp; Co-Curricular</a>	<a href="#">8</a>
<a href="#">Expectations for Staff &amp; Students</a>	<a href="#">8</a>
<a href="#">Expectations for Parents and Fans</a>	<a href="#">8</a>
<a href="#">Best Practices Initiated</a>	<a href="#">8</a>
<a href="#">Classrooms</a>	<a href="#">9</a>
<a href="#">Expectations for Staff &amp; Students</a>	<a href="#">9</a>
<a href="#">Best Practices Initiated</a>	<a href="#">9</a>

<a href="#"><u>Common Spaces</u></a>	<b><a href="#"><u>10</u></a></b>
<a href="#"><u>Expectations for Staff &amp; Students</u></a>	<a href="#"><u>10</u></a>
<a href="#"><u>Best Practices Initiated</u></a>	<a href="#"><u>10</u></a>
<a href="#"><u>Transitions</u></a>	<b><a href="#"><u>10</u></a></b>
<a href="#"><u>Expectations for Staff &amp; Students</u></a>	<a href="#"><u>10</u></a>
<a href="#"><u>Best Practices Initiated</u></a>	<a href="#"><u>11</u></a>
<a href="#"><u>Facilities</u></a>	<b><a href="#"><u>11</u></a></b>
<a href="#"><u>Expectations for Staff &amp; Students</u></a>	<a href="#"><u>11</u></a>
<a href="#"><u>Expectations for Parents and Visitors</u></a>	<a href="#"><u>11</u></a>
<a href="#"><u>Best Practices Initiated</u></a>	<a href="#"><u>11</u></a>
<b><a href="#"><u>Remote Learning Handbook</u></a></b>	<b><a href="#"><u>14</u></a></b>
Introduction and Requirements	<a href="#"><u>14</u></a>
<a href="#"><u>General Information</u></a>	<b><a href="#"><u>14</u></a></b>
<a href="#"><u>Teacher Contact Process</u></a>	<a href="#"><u>14</u></a>
<a href="#"><u>Technical Support / Device Support Contact Information</u></a>	<b><a href="#"><u>15</u></a></b>
<a href="#"><u>Roles and Responsibilities of Stakeholders</u></a>	<b><a href="#"><u>15</u></a></b>
<a href="#"><u>Students</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>Staff</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>Families</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>Academic Engagement Expectations</u></a>	<b><a href="#"><u>15</u></a></b>
<a href="#"><u>Time</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>Student / Family Communication</u></a>	<a href="#"><u>15</u></a>
<a href="#"><u>Communication by Teachers / Staff</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>Mandatory or Compulsory Attendance</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>Academic Integrity</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>Daily Conferencing</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>Student and Parent Support Services</u></a>	<b><a href="#"><u>16</u></a></b>
<a href="#"><u>Special Education and Student Supports</u></a>	<b><a href="#"><u>16</u></a></b>

<a href="#">State and Local Assessment Requirements</a>	<a href="#">16</a>
<a href="#">Use and Care of District-Issued Devices and Technology</a>	<a href="#">17</a>
<a href="#">Participation Policies: Activities, Athletics, Field Trips</a>	<a href="#">17</a>
<a href="#">Matters of Non-Compliance</a>	<a href="#">17</a>
<a href="#">Confidentiality</a>	<a href="#">17</a>
<a href="#">Privacy/FERPA Policy</a>	<a href="#">17</a>
<a href="#">Video / Live-Streaming Statement</a>	<a href="#">17</a>
<a href="#">Student Records</a>	<a href="#">17</a>
<a href="#">Appendix “A” - USD 247 Remote Learning Option Parent Declaration Form</a>	<a href="#">18</a>
<a href="#">Appendix “B” - Self Screening Flowchart</a>	<a href="#">19</a>

## Introduction

The USD 247 Return to School (RTS) plan was created with the help of many stakeholders including parents, students, staff, board members, the Crawford County Health Department, and the Crawford County Commissioners. Guidance from the Kansas State Department of Education, the Kansas Department of Health and Environment, the Center for Disease Control, and the Crawford County Health Department was instrumental in the completion of the RTS plan.

The most important goal of this plan was to get students and staff back to school while ensuring the highest level of health and safety. It is important to remember that this plan is subject to change as new guidance or expectations are provided from the county health department, the Kansas State Board of Education, or the governor of Kansas. Flexibility and patience is greatly appreciated.

### **Contact Information**

Superintendent - Dr. Brad Miner, 620-457-8350, bminer@usd247.com

Food Service - Connie Kimzey, 620-457-8350, ckimzey@usd247.com

Transportation - Dr. Brad Miner, 620-457-8350, bminer@usd247.com

Maintenance - Adam Wells, 620-404-8511, awells@usd247.com

Nurse - Lacey Wilbert, 620-875-6408, lwilbert@usd247.com

SES Principal - Tammie Hall, 620-396-8211, thall@usd247.com

SMS Principal - Nick Hansen, 620-457-8315, nhansen@usd247.com

SHS Principal - Larry Malle, 620-457-8365, lmalle@usd247.com

SHS Assistant Principal - Debbie Clawson, 620-457-8365, dclawson@usd247.com

### **Important Links**

- [USD247](#)
- [Crawford County Health Department](#)
- [Center For Disease Control \(CDC\)](#)
- [Kansas Department of Health and Environment \(KDHE\)](#)

# Instructional Environments Overview

Contact: Building Principals

USD 247 will utilize three learning environments with the safety of staff and students as our top priority. We will follow safety protocol and mitigation strategies approved by the Crawford County Health Department. We intend to open the school year with all students attending on-site. We understand that this may not be possible for all students. Therefore, parents may request a remote learning option. A third hybrid option may be used in special circumstances or during levels of high impact within the county as determined by the county health department. This model would be initiated by the district in conjunction with the health department. Content covered in each learning environment will remain the same with high levels of accountability for each. Students will be assessed on the same standards and competencies regardless of learning environment.

## On-Site Learning Environment



In this learning environment, students and teachers will be in school with required and recommended safety protocols as found in this returning to school plan, such as social distancing and wearing a face mask.

## Remote Learning Environment



In this learning environment, students would be doing some or all of their learning from home. Remote learning is an option for a small number of students meeting a specific criteria. Parents must complete a declaration form for remote learning and meet all of the established requirements. Details for remote learning can be found in the [Remote Learning Handbook](#).

Some requirements include, but are not limited to, daily contact with a USD 247 teacher as well as a daily log that will need to be completed and signed by both a parent and student(s).

Students participating in full remote learning may only be able to transition back into on-site learning after a predetermined amount of time. Students participating in full remote learning will not be permitted to participate in on-site athletics or activities. Students will be permitted to attend activities that can be done virtually.

Full remote learning or a hybrid model consisting of some remote and some in-person learning may be required for some or all students during times of high impact in the school or community or upon the closing of a school building or buildings. The decision to move to a full remote or hybrid model will be made collaboratively between the district and the county health department.

# Health & Hygiene

Contact: Nurse Lacey Wilbert, 620-875-6408,  
[lwilbert@usd247.com](mailto:lwilbert@usd247.com)



## **Expectations for Staff & Students**

- Students and staff are encouraged to self-screen prior to coming to school. Select this link for a [Self Screening Flowchart](#).
- Social distancing of at least 6 feet should be practiced whenever possible.
- Temperatures and screening questions will be asked upon arrival at school. If the temperature is over 100.4°F (38°C), the student or staff member will be sent home.
- Per Executive Order 20-59 face masks are required for students, faculty, staff, and visitors at all times except while eating, while engaged in an activity in which it is unsafe or impossible to wear a mask. **This order may be relaxed upon recommendation or order of the Crawford County Health Department and approval of the board of education.** Parents are responsible for keeping face masks clean and ensuring students come to school each day with a face mask. Face shields are not acceptable as a replacement for masks but may be used in addition to a mask.
- It is recommended that staff members and students take a “mask break” and these will be planned throughout the day.
- Personal Protective Equipment (PPE) such as masks and gloves will be provided to staff. Parents are expected to provide a mask for their student(s). The district will have additional masks available for staff and students if needed.
- Handwashing or sanitizing will be done frequently throughout the day. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used as safe to do so. Students will be

asked to bring their own refillable water bottle from home. Drinking from water fountains will not be allowed.

## **Best Practices Initiated**

- Teach and reinforce good hygiene measures such as handwashing, covering coughs and sneezing into the elbow, and use of face coverings.
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use. Staff will let the head of maintenance know when they are low on sanitizing supplies.
- Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during school holidays/breaks or as needed.
- Local health department will be notified regarding a positive COVID test result and guidance from the local health officers will be followed.

## **Exclusion from School**

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. The current known symptoms are: 100.4 or higher fever, chills, muscle or body aches, fatigue, headache, sore throat, lower respiratory illness (cough, shortness of breath or difficulty breathing), loss of taste or smell, congested/runny nose, and diarrhea.

## **Return to School After Exclusion**

Persons who have not received a COVID test, but experience symptoms of COVID may return if fever free for 72 hours without the use of fever reducing medication and 10 calendar days have passed since symptoms first appeared. **(Continued on next page)**

Persons awaiting test results will be isolated at home until test results are received.

Persons with a positive COVID test may return when 10 calendar days have passed, is fever free for 72 hours without the use of fever reducing medication, and no new symptoms have appeared.

**A doctor's note for returning to school will be required in all scenarios.** It is required that parents keep the school up to date on COVID related symptoms and test results.

### **Travel Related Quarantine**

If a student or employee has recently traveled from a location on the [KDHE Travel-related Quarantine List](#), they will be required to quarantine for 14 days starting from the day after they return to Kansas.

## Food Service

**Contact:** Connie Kimzey, 620-457-8350,  
[ckimzey@usd247.com](mailto:ckimzey@usd247.com)



## Food Services

Food is a source of nourishment, stability, and comfort for your child. USD 247 is working very closely with state agencies in ongoing efforts to protect the health and wellness of children. Federal, state, and local organizations have collaborated to prioritize food availability and food safety for young customers participating in school nutrition programs. We want to assure you that school nutrition program personnel are taking every precaution to support the safe delivery of program meals to your children in whatever form that takes in the coming months.

Standard protocol for handling foods served in school nutrition programs is to follow the four key steps of food safety: clean, separate, cook, and chill. Following

strict food safety protocol has been, and will continue to be, part of program practices at all times.

Protocol includes:

- Proper handwashing before handling foods and food-contact surfaces.
- Application of the “No Bare Hand Contact Rule” when handling ready-to-eat foods.
- Exclusion of employees experiencing symptoms of illness.
- Purchase of foods from reputable sources.
- Cooking and holding foods at proper temperatures.

### **On-Site Meals**

- Students and staff will be required to wash their hands prior to coming to the serving line or at a minimum use available hand sanitizer.
- Social distancing of at least 6 feet should be practiced whenever possible.

### **Remote Meals**

- Meals will be provided for students who choose the remote learning option. They will be charged at the category which they qualify for. Parents would need to contact Connie Kimzey at 620-457-8350 for the meal service.

### **Best Practices Initiated**

- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use.
- Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during school holidays/breaks or as needed.

# Transportation

Contact: Brad Miner @ [bminer@usd247.com](mailto:bminer@usd247.com) or 620-457-8350



## Expectations for Driver & Students

- In an effort to reduce the number of passengers on a bus, parents will be encouraged to transport their own student(s) to and from school.
- Drivers will be pre-screened for symptoms prior to beginning a route/trip.
- Driver and students will sanitize hands upon entering the bus or other school vehicle. Students will have their temperature taken once they arrive at school.
- Driver and student will be expected to wear a face mask when riding in any school vehicle.
- Social distancing will be maintained to the extent possible both on the bus and at bus loading and unloading areas. Face masks should be worn at loading/unloading areas if unable to maintain social distancing of at least 6 feet.
- Students will be assigned seats with individuals from the same household or same cohort group sitting together to the extent possible. Cohort groups will be elementary, middle, and high school.
- Buses will be loaded from the back to the front to the extent possible to avoid students walking past each other in the aisle.
- Buses will be unloaded from the front first to avoid students walking past each other in the aisle.

## Best Practices Initiated

- Frequently touched surfaces, including handrailing, student bus seats and surfaces in the driver cockpit commonly touched by the operator should be sanitized daily.
- High-touch areas, including the door entrance railings, should be cleaned between bus routes.
- Open bus doors and windows during cleaning to improve air circulation and during transportation whenever possible.
- Through routing, the amount of time that students are on a bus will be minimized to the extent possible.
- During activity and athletic trips, only students scheduled to play will be transported. Each student and staff member will be screened and have their temperature taken before departing for an activity or athletic trip. All students and adults must wear face masks on the bus at all times. Pep bus travel will not be available.
- Transportation for field trips will not be available.
- Students will have their temperature checked prior to any shuttle to practices/events after the normal school day.
- Transportation may not be provided after practices or after returning from activities or athletic events.



# Extra & Co-Curricular

Contact: Larry Malle at [lmalle@usd247.com](mailto:lmalle@usd247.com) or 620-457-8365



## **Expectations for Staff & Students**

- Face masks should be used when unable to social distance but not during high intensity workouts or while playing instruments.
- Students/Staff will wash hands and use hand sanitizer upon arrival and frequently during and after the activity period.
- Practice social distancing of at least 6 feet whenever possible.
- Limit the sharing of equipment and gear. If gear is shared, clean/disinfect between use. Students should provide their own clothing, shoes, water bottles, towels, etc.
- When sharing balls and equipment, don't touch eyes, nose or mouth, and use hand sanitizer frequently.
- Engage in individual and small group work as much as possible.
- Participants not actively engaged in the activity will wear a face covering, whenever possible, in the team bench area and/or along the sidelines at practice/games when social distancing cannot be achieved.
- Participants will limit the time that they are face to face as much as possible.

- Coaches/sponsors will only travel those group members who will be dressing out and potentially participating in the contest.
- Wear appropriate face coverings while riding in school transportation to and from school activities
- Cover all wounds.
- Do not spit near others or onto surfaces used by others.
- Extra & Co-Curricular coaches and sponsors will monitor their individual governing State/National bodies and communicate guidance changes as they relate to the healthy participation of our students and staff.

## **Expectations for Parents and Fans**

- Guests will be expected to wear a face covering while in attendance at events.
- Guests will be expected to maintain social distancing while attending school events.
- Hand sanitizing stations will be available and guests will be expected to sanitize when entering the event venue.
- Common spaces (lobby, restrooms, entrances/exits etc.) should be free of congestion and social distancing adhered to.
- Our venue size and the ability for guests to maintain proper social distancing will be considered in determining any potential crowd size restrictions.
- Guests will be expected to "NOT" gather in groups before/after events and to exit the venue promptly once the activity is over.
- Changes in attendance requirements for school activities will be communicated and updated regularly as conditions may change over time.

## **Best Practices Initiated**

- Screen students/staff before participation in practice/activity. Isolate and send home if external temperature is over 100.4°F (38°C) (Continued on next page)

- Individuals exhibiting symptoms of COVID-19 will be immediately excluded from activities. Notification to the school nurse and the building administrator will be made.
- USD 247 will, at a minimum, communicate with and adhere to our local health department guidelines in regards to hosting or attending any district event.
- Communicate to staff, students, parents, and the 247 community of current and changing activity participation & event guidelines.
- Provide hand soap and hand sanitizer. Paper towels, and no-touch trash cans in all bathrooms, locker rooms, and event venues.
- Refillable water stations will be available for students /staff to refill their water bottles.
- PPE will be provided to staff and students as appropriate.
- Activity sponsors will maintain an attendance roster at all activities for contact tracing purposes.

## Classrooms

**Contact:** Tammie Hall @ [thall@usd247.com](mailto:thall@usd247.com) or 620-396-8211



### Expectations for Staff & Students

- Social distancing of at least 6 feet should be practiced whenever possible. This requirement does not apply to in-person instruction in

classrooms when masks or other face coverings are worn.

- Per Executive Order 20-59 face masks are required for students, faculty, staff, and visitors at all times except while eating, while engaged in an activity in which it is unsafe or impossible to wear a mask. **This order may be relaxed upon recommendation or order of the Crawford County Health Department and approval of the board of education.**
- Additional PPE will be provided to staff and students as appropriate.
- Frequent handwashing is required. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used as safe to do so.
- Drinking fountains will not be used. Students and staff are encouraged to bring refillable water bottles from home.

### Best Practices Initiated

- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and use of face coverings.
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Clean/disinfect frequently-touched surfaces periodically throughout the day and shared objects after each use.
- Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during holidays/breaks or as needed.
- Arrange furniture to have all students face in the same direction.
- Establish stable groups of students whenever possible.

## Common Spaces

Contact: Debbie Clawson @ [dclawson@usd247.com](mailto:dclawson@usd247.com)  
or 620-457-8365



Common spaces include, but are not limited to, the cafeteria, gymnasium, auditorium, library, hallways, front office, bathrooms, locker rooms, weight rooms, parking lots, teacher work rooms, conference rooms, etc.

### Expectations for Staff & Students

- Non essential common spaces will be closed.
- Workspaces for students and staff members should be cleaned and disinfected between use.
- Social distancing of at least 6 feet should be practiced whenever possible.
- Per Executive Order 20-59 face masks are required for students, faculty, staff, and visitors at all times except while eating, while engaged in an activity in which it is unsafe or impossible to wear a mask. **This order may be relaxed upon recommendation or order of the Crawford County Health Department.**
- Have students sit on only one side of tables, spaced apart, when feasible.
- Drinking fountains will not be used. Students and staff are encouraged to bring refillable water bottles from home.

### Best Practices Initiated

- Clean/disinfect frequently-touched surfaces at least daily and shared objects after each use.

- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Limit the use of common spaces by multiple groups at one time.
- Whenever possible virtual group meetings/gatherings will be utilized.

## Transitions

Contact: Nick Hansen @ [nhansen@usd247.com](mailto:nhansen@usd247.com) or  
620-457-8315



Transitions within schools include arrival, dismissal, movement in the hallways between classes, to and from lunch, specials, restroom breaks, and any other collective movement within the school.

### Expectations for Staff & Students

- Social distancing of at least 6 feet should be practiced whenever possible.
- Per Executive Order 20-59 face masks are required for students, faculty, staff, and visitors at all times except while eating, while engaged in an activity in which it is unsafe or impossible to wear a mask. This order may be relaxed upon recommendation or order of the Crawford (**Continued on next page**)

County Health Department and approval of the board of education.

- Students should travel from point A to point B and avoid stopping at the restroom or water fountains.
- Doors should be open during passing periods and wiped down by staff before each passing period begins.

### **Best Practices Initiated**

- Visitors will be screened upon arrival and outside visitors will be limited.
  - Parents that arrive for drop off or check in should call before coming to the door and upon visual recognition the student can be released.
- No unnecessary travel between buildings for both students and staff.
- Staggered releases for passing periods will be utilized if possible.
- Students will be released to lockers by teachers on an individual basis. Lockers should only be used for coats and other large belongings.
- The use of outdoor spaces is highly encouraged.
- Restroom times should be staggered to minimize the mixing of students outside of their classroom groups.
- Transition plans will be made for all schedule possibilities.
- Students should be forward facing if at all possible in hallways, common spaces, and classrooms.

## Facilities

Contact: Adam Wells @ [awells@usd247.com](mailto:awells@usd247.com) or 620-404-8511



### **Expectations for Staff & Students**

- Hand sanitizer and/or hand sanitizer stations will be available in multiple locations throughout each facility to encourage frequent use. Disinfectant spray and sanitizing wipes will be provided to each classroom. Wipes can be used anywhere in the classrooms and are also safe for students to use.
- Social distancing of at least 6 feet should be practiced whenever possible. Signs and markers will be used for reminding staff and students.

### **Expectations for Parents and Visitors**

- All parents and visitors must call the school office to complete a screening process before being allowed into any school facilities.
- All parents and visitors are required to wear face masks/coverings. Compliance of this will be asked as the final question of the screening process. Parents and visitors must supply their own masks.

### **Best Practices Initiated**

- Clear barriers/sneeze guards will be used where practical and to the extent possible.
- Water bottle filling stations will be available for use. All other water fountains will be shut off. Where no bottle filling stations are available, bottled water will be provided for students. Both students and staff will be allowed to bring water bottles from home. (Continued on next page)

- Non-touch trash receptacles will be used throughout all facilities to the extent possible.
- Heating, air conditioning, and ventilation will be monitored by maintenance staff regularly. Hepa filters will be used to the extent possible.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocol.
- Strict and specific cleaning and disinfecting protocols and training will be established for custodial staff as well as non-custodial staff. High touch areas such as door handles, handrails, counters and surfaces, tables, chairs, desk, etc., will be prioritized. Soft surfaces that are hard to clean will be limited or eliminated to the extent possible.
- Disinfection foggers/sprayers will be used to the extent possible in conjunction with regular touch point cleaning as a means of increasing disinfection coverage.
- Outdoor times such as recess will be limited to cohort groups to the extent possible. High touch areas such as playground equipment, picnic tables, etc., will be cleaned daily.
- Facility use for outside groups will not be possible.
- Outside vendors will have limited access to facilities and must follow safety protocols that are put in place. Vendors must call the school office and complete the screening process and must supply their own mask.
- Students and teachers are only allowed to enter each facility through designated entrances so screening can be performed.

**USD 247**  
**Southeast**  
**Remote Learning Handbook**  
**for Students, Teachers, and Families**



**Success Through Excellence: Everyone, Everywhere,  
Everyday**

# Remote Learning Handbook

## Introduction and Requirements

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

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

For the 2020-2021 school year, USD 247 families may have their students attend on-site or choose our remote learning option. This handbook is intended to provide information, expectations, and requirements for those families choosing the remote learning option.

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

- 6 hours of daily participation by K-12 students and 3 hours for PreK in learning activities
- Daily participation by the student in school initiated contact
- Daily remote learning log completion
- Participation in the same assessments as students who are attending school in-person.

In addition to these state requirements, USD 247 families choosing the remote learning option are subject to the following:

- Families must have access to the internet to complete remote learning. A non-digital option will not be offered for remote learning.
- Families must declare their intent to choose the remote learning option prior to the first day of school. This will be part of the enrollment process on August 5 and 6. A copy of the declaration form can be found in the [Appendix "A"](#) of this document.
- Families will have up to September 8 to change from remote learning to on-site learning or from on-site learning to remote learning.
- After September 8, students will be locked into remote learning for the remainder of the semester. The option for on-site learning will be offered again for starting the second semester.
- Students not progressing during remote learning may be required to return to on-site learning.
- Students participating in remote learning will not be allowed to participate in, or attend as a spectator, school activities and athletics.

## General Information

### Teacher Contact Process

**Southeast Elementary School** - All formal communication will be conducted through email, Google Classroom, or video conferencing. Google Classroom will be the official platform for SES. You should expect returned communication within 24 hours on regularly scheduled school days.

**Southeast Middle School** - Students will be expected to use Google Classroom to ask questions, access and turn in classroom assignments. This communication will take place with the teacher in that particular class. Parents should direct questions regarding progress or concerns to the classroom teacher. You should expect returned communication within 24 hours on regularly scheduled school days.

**Southeast High School** - Students will be expected to primarily use Edmodo to ask questions, access and turn in their classroom assignments. This communication should ideally be done on the student's classroom "color day" which is the day that their teacher is involved in live classroom instruction. Parents are encouraged to email their child's teacher for specific questions regarding their child's progress or with questions concerning assignments. You should expect returned communication within 24 hours on regularly scheduled school days.

## Technical Support / Device Support Contact Information

If technical support is needed with your device, please contact your remote learning teacher(s).

## Roles and Responsibilities of Stakeholders

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

### Students

The student's role is to participate daily and learn to apply skills and concepts to the best of his/her ability. Additionally, students should expect to take 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 a focused instructional way
- Working hard each day to learn and apply information
- Staying engaged and participating fully in the lessons and activities
- Asking questions and participating in discussions
- Expressing and exploring personal interests

### Staff

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

### Families

Parents and guardians play a key role in their student's success in any learning environment, but even more so in an at-home remote learning environment. In order to be kept informed of their student's progress, parents and guardians will need to be available for ongoing contact with their student's teachers by phone, e-mail, text, and/or video conferencing. Additionally, parents and guardians should contact the student's teachers to keep them informed of any anticipated absences or needs.

## Academic Engagement Expectations

### Time

At-home remote learning students (and families) should plan to engage in learning activities and experiences for at least six (6) hours per day, which should include age appropriate breaks. This time must be documented daily on the daily log, which will be provided.

### Student / Family Communication

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



- Students will reply or respond to teacher-initiated communication promptly
- Students and *at least* one educator 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 submit as required

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

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

Teachers and staff will respond to student requests for assistance no later than 24 hours after the request is made except on weekends and school breaks when assistance cannot be guaranteed.

### **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 follow our district’s truancy policy.

### **Academic Integrity**

All students, whether at-home or in-person, are expected to submit only work that they have completed themselves through their own original efforts. Academic integrity is taken very seriously; cheating, copying, and plagiarism are all violations of academic integrity and are not acceptable. Plagiarism is presenting another person’s ideas or writing as your own. Examples of plagiarism include, but are not limited to: Copying and pasting a whole sentence, paragraph, artwork, or paper into your own work; using someone’s original ideas in your work without giving them credit; using information from another source and only changing a few words here and there or moving around sentences.

### **Daily Conferencing**

Students will be expected to actively participate in daily conferences with educators. This is a requirement of participation in the at-home remote learning option. Specifics will be communicated by teachers with families at the onset of at-home remote learning. Additionally, the completion of a daily log by students and parents along with weekly submission of this daily log will be required.

## **Student and Parent Support Services**

School counselors are available to support remote learning students and families. For high school students, please contact Ms. Tredway at [ktredway@usd247.com](mailto:ktredway@usd247.com) or by phone at 620-457-8365. For emergencies, Ms. Tredway can be reached at 620-404-8140. Counselor support for elementary and middle school students is available by contacting Mr. Goode at [jgoode@usd247.com](mailto:jgoode@usd247.com) or by phone at 620-457-8315. For emergencies, Mr. Goode can be reached at 620-404-8513.

For food service and transportation support, please contact the district office at 620-457-8350.

## **Special Education and Student Supports**

Students with an IEP, 504 Plan, and other documented student supports can be successful in at-home remote learning models. Please continue to be in contact with your child’s Special Education teacher 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 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 your remote learning teacher.

## Participation Policies: Activities, Athletics, Field Trips

Students participating in remote learning will not be allowed to participate in, or attend as a spectator, school activities and athletics. We assume parents are choosing remote learning because they fear for the health and safety of their child. The reasoning behind this policy is that we cannot provide any greater protections during extracurricular activities than what is provided in the classroom setting.

## 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 have 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. If adequate academic progress is not made, students may be required to return to on-site learning.

## 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 / recorded.

### Student Records

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

# Appendix “A” - USD 247 Remote Learning Option Parent Declaration Form

Dear Parent/Guardian,

USD 247 and all districts across the United States are facing many difficult decisions as we continue to live during a pandemic. We believe the best decisions are made locally. Our district also believes that parents are the best judge of what is best for their children. That is why we will be offering parents an option for the 2020/21 school year. Some parents want their children back in school, while others fear that it is unsafe to return at this time. We understand and respect both perspectives.

You will find two options below. We need your decision by enrollment on August 5th or 6th so we can determine our staffing needs. If you choose on-site learning for your student(s), we will make every effort to be proactive in mitigating the spread of the virus and keep students and staff safe. However, we cannot guarantee that your student will not be exposed to the virus or be infected with the virus. If you choose the remote option, we want you to understand that we will expect parents and students to meet all requirements for remote learning as outlined in the Remote Learning Handbook. There will be someone available at enrollment to review the remote learning handbook with you and to answer any questions you have. If a student fails to make satisfactory progress on the curriculum during remote learning, they may be required to return to in-person learning. Students who participate in remote learning will not be allowed to participate in, or attend extracurricular activities, unless a virtual option is available. We assume parents are choosing remote learning because they fear for the health and safety of their child. The reasoning behind this policy is that we cannot provide any greater protections during extracurricular activities than what is provided in the classroom setting. This decision is supported by the Crawford County Health Department.

Some parents have expressed concern about their children wearing masks. Others have expressed concern about some choosing not to wear masks. At this time, the Governor’s order requires everyone to wear a mask when in a school building. This order may be relaxed upon recommendation or order of the Crawford County Health Department. Families who choose the remote option will be allowed to change their mind and send their children back to in-person school until September 8th. Staffing and social distancing practices will be set according to the student numbers on September 8th, therefore those who choose remote learning will be committed to that format until the end of the first semester.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Child/Children’s Names and Grade Levels: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Our child/children will participate in remote learning.

\*\*By signing this form we understand and agree to the requirements for remote learning as outlined in the Remote Learning Handbook.

Parent/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix “B” - Self Screening Flowchart

## SELF-SCREENING

Knowing when to stay home is essential in keeping our schools healthy.

