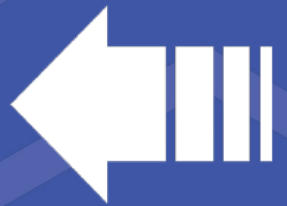


**SANTA FE TRAIL  
LEARNING  
FOR THE FUTURE**



**PLAYBOOK**

**2020-2021 SCHOOL YEAR**



**USD 434  
SANTA FE TRAIL**

CARBONDALE | OVERBROOK | SCRANTON  
104 S. BURLINGAME ROAD SCRANTON, KS 66537  
1-800-836-9525  
WWW.USD434.ORG



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# INTRODUCTION

Unprecedented times call for unprecedented plans. In June of 2020, USD 434 assembled a task force to develop a plan to accommodate student learning due to the obstacles that the pandemic may create. The following playbook outlines these plans.



## TASK FORCE



VICI JENNINGS  
OAC PRINCIPAL



BEN O'DELL  
CAC PRINCIPAL



PATRICK GRAHAM  
SFT HS PRINCIPAL



MELANIE WALLACE  
PK-6 CURRICULUM



FAITH FLORY  
7-12 CURRICULUM



BECKY COLTRANE  
PK



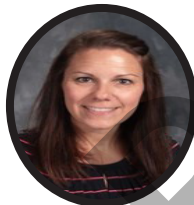
ALEXIS SOBY  
SPECIALS



MALLORY KOGER  
2ND GRADE



ASHLEY FAWL  
3RD GRADE



MANDI LATTIMER  
4TH GRADE



ASHLEY MICHAELIS  
7/8TH GRADE



COURTNEE MAICHEL  
8TH GRADE



RICH HUDDLESTUN  
HS MATH



ERIC STAAB  
HS SOCIAL STUDIES



ALLISON FOLGER  
HS ELA



JESI RHODES  
HS SCIENCE



TRAVISRAY SALYERS  
HS CTE



MICHELLE HEIMAN  
SPED



CARRIE HAWKS  
TITLE



LORLE BOLT  
AT RICK



MELISSA STROTHER  
HS COUNSELOR

# PLAN A ALL IN SCHOOL



(No social distancing restrictions according to the Osage County Health Department)

## EXPLANATION AND RATIONALE:






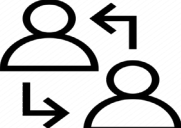

These plans presume a minimal level of immediate community concern with COVID-19 in the area. In this case we as a school district will be providing in-person instruction for students working in their schools.

Instructional practices in Plan A (in-person school) will also be consistent with a more virtual instructional delivery method in case of a change in status by Osage County Health Department and a corresponding rapid transition for USD 434 to Plan B or Plan C. Staff will attempt, when possible and appropriate, to use more of a “blended learning” model. Teachers will use typical in-class instructional methods as well as technology tools to achieve academic progress.

DRAFT

# PLAN A ALL IN SCHOOL



<p><b>COMMUNICATION</b></p> 	<p>Tentative playbook presented to USD 434 BOE on July 8th.</p> <p>Adjustments are made after KSDE recommendations are announced on July 15th.</p> <p>Final playbook and all school information will be distributed by means of social media, the school website, email, and School Messenger.</p> <p>Continued communication with stake holders about health, safety, and Covid related updates for schooling.</p>
<p><b>PARENT EDUCATION</b></p> 	<p>Meeting dates will be set with parents: August 19 and 20 (From 6-8 PM). and September 2 and 9 (From 6-8 PM).</p> <p>Parents with their children will have the opportunity to see the education model for their grade level.</p> <p>For those that can not attend in person, videos and tutorials will be posted on a Learning for the Future page &amp; social media.</p> <p>ES - Supply kits and instruction packets will be prepared and organized in take home bags.</p>
<p><b>HEALTH &amp; SAFETY</b></p> 	<p>USD 434 will follow the guidelines of the Osage County Health Department.</p> <p>Daily sanitizing</p> <p>Handwashing taught and practiced</p> <p>Hand sanitizer available in all spaces</p> <p>Masks as required by county health or the State of Kansas.</p>
<p><b>ATTENDANCE</b></p> 	<p>Attendance will be required according to state and local laws.</p> <p>Attendance will be taken traditionally with the classroom teacher.</p>
<p><b>VIRTUAL LEARNING</b></p> 	<p>Students in school will be using a blended learning platform that will support school both in and out of the buildings:</p> <ul style="list-style-type: none"> <li>• Pre K - 1 will use Seesaw</li> <li>• Grades 2 - 5 will use Google Classroom</li> <li>• Grades 6 - 12 will use Summit Learning &amp; Google Classroom.</li> </ul> <p>Dual Credit Class offering (ACC/WU TECH)</p> <p>Families choosing “only virtual learning” for the entire school year would possibly use Edgenuity. Still being researched.</p>
<p><b>ENGAGEMENT</b></p> 	<p>Teachers will individually establish those expectations for all students present in class.</p> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Motivation</li> <li>• Relevance</li> <li>• Interest</li> </ul> <p>Engagement for any students that are not physically present at school will be defined by individual building leadership teams.</p>
<p><b>PROFESSIONAL DEVELOPMENT</b></p> 	<p>Summit Learning Zoom meetings by 6-12 content groups June 24.</p> <p>Summit Learning core training with 6-12 staff July 7 - 10.</p> <p>ELA literacy content technology training for K-5 staff July 22 - 23.</p> <p>Google Classroom playbook released to all staff August 3.</p> <p>Teacher prep day on August 13.</p> <p>District-wide staff technology boot camp August 14 8AM-2PM.</p> <p>Late start Mondays will provide collaboration, coaching, and ongoing training (consultants) time</p>

# PLAN B

## BOTH IN AND OUT OF SCHOOL



(Schedule based on mandates of Osage County Health Dept. in conjunction with KDHE and determined social distancing phases)

### EXPLANATION AND RATIONALE:

These plans presume an elevated level of community concern with COVID-19 in the area. In this case we as a school district will be providing both in-class instruction for a segment of the students, and an equivalent virtual component for the larger segment of students working at home.






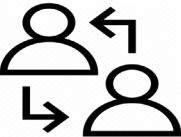

Research by district administrative staff has estimated that USD 434 can get about a fifth of the kids on a bus to school and stay socially distanced (we may be able to increase from the 1/5 total daily total with parents transporting students and not using busses). We will use a rotating attendance schedule where a set segment of all students enrolled are at school on any given day with the rest participating virtually from home. The division of daily in-person attendees assigned will be arranged by alphabetical last name to keep families together across age levels. Data mining will set student numbers to get roughly equal size in-person groups.

A limited number of students with documented learning needs will need face-to-face support much more regularly. Using established state educational guidelines on social distancing, a small number of students may attend in a given building and remain socially distanced. The assignment to the building face-to-face list will be set by building leadership teams.

Instructional practices will be consistent between in-person and virtual instruction. Staff will attempt when possible and appropriate to use more of a “blended learning” model. **We are not suggesting or advocating for seven hours on a computer in real time daily for our students.** Daily instruction when possible needs to be asynchronous to allow students to complete their instruction at times that are compatible with their own schedules. Teachers will use face-to-face time for any small group or individual instruction.

# PLAN B BOTH IN AND OUT OF SCHOOL



<p>COMMUNICATION</p> 	<p>Tentative playbook presented to USD 434 BOE on July 8th.</p> <p>Adjustments are made after KSDE recommendations are announced on July 15th.</p> <p>Final playbook and all school information will be distributed by means of social media, the school website, email, and School Messenger.</p> <p>Continued communication with stakeholders about Hybrid model process and procedures</p>
<p>PARENT EDUCATION</p> 	<p>Meeting dates will be set with parents:</p> <p>August 19 and 20 (From 6-8 PM). POSSIBLE VIRTUAL</p> <p>September 2 and 9 (From 6-8 PM). POSSIBLE VIRTUAL</p> <p>Parents with their children will have the opportunity to see the education model for their grade level.</p> <p>For those that can not attend in person, videos and tutorials will be posted on a Learning for the Future page &amp; social media.</p> <p>K-5 - Supply kits and instruction packets will be prepared and stored in take home bags.</p>
<p>HEALTH &amp; SAFETY</p> 	<p>USD 434 will follow the guidelines of the Osage County Health Department.</p> <p>Daily sanitizing</p> <p>Handwashing taught and practiced</p> <p>Hand sanitizer available throughout buildings</p> <p>Masks in public spaces, not in classrooms (Library, Cafeteria, Buses)</p> <p>Masks as required by county health or the State of Kansas.</p>
<p>ATTENDANCE</p> 	<p>Attendance will be required in school and in a virtual environment according to state and local laws.</p> <p>Attendance will be taken in Class Link</p>
<p>VIRTUAL LEARNING</p> 	<p>Use more of a flipped classroom model.</p> <p>Not seven hours of kids on a computer in real time.</p> <p>Most classroom instruction needs to be asynchronous.</p> <p>Allows kids to do the initial instruction at their schedule.</p> <p>Use face-to-face time for small group / individual instruction</p>
<p>ENGAGEMENT</p> 	<p>Teachers will individually establish those expectations for all students present in class.</p> <p><b>Academic Motivation Relevance Interest</b></p> <p>Engagement for any students that are not physically present at school will be defined by individual building leadership teams.</p>
<p>PROFESSIONAL DEVELOPMENT</p> 	<p>Summit Learning Zoom meetings by grades 6-12 content groups June 24th.</p> <p>Summit Learning core training with 6-12 staff July 7 - 10.</p> <p>ELA literacy content technology training for K-5 staff July 22 - 23.</p> <p>Google Classroom playbook released to all staff August 3rd.</p> <p>Teacher prep day on August 13th.</p> <p>District-wide staff technology boot camp August 14th from 8AM-2PM.</p> <p>Late start Mondays will provide collaboration, coaching, and ongoing training (consultants) time POSSIBLE VIRTUAL</p>

# PLAN Q

## QUARANTINE: SCHOOLS ARE CLOSED



(This schedule moves learning to a virtual setting based on the mandates of Osage County Health Dept. in conjunction with KDHE)

### EXPLANATION AND RATIONALE:

These plans presume a level of community concern with COVID-19 in the area and/or the State of Kansas that prohibits safe student school attendance. In this case we as a school district will be providing virtual instruction for students working solely at home.

If circumstances allow, a limited number of students with documented learning needs may need face-to-face support to make progress. Using established state educational guidelines on social distancing, a small number of students may attend in a given building and remain socially distanced. The assignment to the building face-to-face list will be set by building leadership teams.






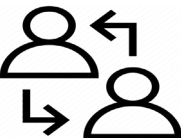

Instructional practices during solely virtual schooling will remain consistent when students return to in-person school upon a return to Plan B or Plan A. Staff will attempt when possible and appropriate to use more of a “blended learning” model. **We are not suggesting or advocating for seven hours on a computer in real time daily for our students.** Daily instruction when possible needs to be asynchronous to allow students to complete their instruction at times that are compatible with their own schedules. Teachers will use face-to-face time for any small group or individual instruction.

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# PLAN Q QUARANTINE: SCHOOLS ARE CLOSED



<p><b>COMMUNICATION</b></p> 	<p>Tentative playbook presented to USD 434 BOE on July 8th.</p> <p>Adjustments are made after KSDE recommendations are announced on July 15th.</p> <p>Final playbook will be distributed by means of social media, the school website, email, and School Messenger.</p>
<p><b>PARENT EDUCATION</b></p> 	<p>Meeting dates will be set with parents:</p> <p>August 19 and 20 (From 6-8 PM). DONE VIRTUALLY</p> <p>September 2 and 9 (From 6-8 PM). DONE VIRTUALLY</p> <p>Parents with their children will have the opportunity to see the education model for their grade level.</p> <p>For those that can not attend in person, videos and tutorials will be posted on a Learning for the Future page &amp; social media.</p> <p>K-5 - Supply kits and instruction packets will be prepared and stored in take home bags.</p>
<p><b>HEALTH &amp; SAFETY</b></p> 	<p>USD 434 will follow the guidelines of the Osage County Health Department.</p> <p>Daily sanitizing</p> <p>Handwashing taught and practiced</p> <p>Hand sanitizer available throughout buildings</p> <p>Masks in public spaces, not in classrooms (Library, Cafeteria, Buses)</p> <p>Masks as required by county health or the State of Kansas.</p>
<p><b>ATTENDANCE</b></p> 	<p>Attendance will be required in a virtual environment according to state and local laws.</p> <p>Attendance will be taken in Class Link</p>
<p><b>VIRTUAL LEARNING</b></p> 	<p>Use more of a flipped classroom model.</p> <p>Not seven hours of kids on a computer in real time.</p> <p>Most classroom instruction needs to be asynchronous.</p> <p>Allows kids to do the initial instruction at their schedule.</p> <p>Use face-to-face time for small group / individual instruction.</p>
<p><b>ENGAGEMENT</b></p> 	<p>Teachers will individually establish those expectations for all students present in class.</p> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Motivation</li> <li>• Relevance</li> <li>• Interest</li> </ul> <p>Engagement for any students that are not physically present at school will be defined by individual building leadership teams.</p>
<p><b>PROFESSIONAL DEVELOPMENT</b></p> 	<p>Summit Learning Zoom meetings by grades 6-12 content groups June 24th.</p> <p>Summit Learning core training with 6-12 staff July 7 - 10.</p> <p>ELA literacy content technology training for K-5 staff July 22 - 23.</p> <p>Google Classroom playbook released to all staff August 3rd.</p> <p>Teacher prep day on August 13th.</p> <p>District-wide staff technology boot camp August 14th from 8AM-2PM.</p> <p>Late start Mondays will provide collaboration, coaching, and ongoing training (consultants) time</p> <p>DONE VIRTUALLY</p>

# DATA ANALYSIS



**EXPLANATION AND RATIONALE:** This portion of the Playbook is dedicated to collecting data to support the upcoming school year and the needs throughout COVID-19. We will be addressing the needs of students, families, and staff to provide support for a successful school year. This data collection will be an ongoing process as we can not currently predict all the needs for the upcoming school year.

TARGET GROUP	DATA COLLECTION		
<p><b>STUDENTS</b></p> <p>Students will be evaluated for school “readiness”(academically, socially, and emotionally) at the beginning and throughout the school year.</p> <p>Students will also be surveyed if we are in a virtual environment for additional support.</p>	<p><b>ACADEMIC</b></p> <ul style="list-style-type: none"> <li>• FastBridge Universal Screener K-5</li> <li>• STAR Math/Freckle</li> <li>• MAP Measures of Academic Progress 6-12</li> <li>• Fountas &amp; Pinnell Guided Reading Level K-5</li> <li>• Title/At-Risk Assessments (Program-specific)</li> <li>• SPED-IE Assessments, reviews, goals, placement</li> </ul>	<p><b>SOCIAL EMOTIONAL</b></p> <ul style="list-style-type: none"> <li>• Question on Parent Survey</li> <li>• Student Survey for SEL readiness (Not created)</li> </ul>	<p><b>VIRTUAL LEARNING</b></p> <ul style="list-style-type: none"> <li>• Daily check ins</li> <li>• Tech support (Teacher collects data)</li> <li>• SEL (survey)</li> <li>• Student Engagement (analytics in Class Link)</li> <li>• Additional engagement for interest groups/extra curricular/clubs etc</li> </ul>
<p><b>TEACHERS</b></p> <p>Staff will be surveyed for school “readiness”(professionally and emotionally).</p>	<ul style="list-style-type: none"> <li>• Teacher Survey created</li> <li>• Teachers surveys due June 29th</li> <li>• We will continue to survey our teachers throughout the school year based on COVID-19</li> </ul>		
<p><b>PARENT/FAMILIES</b></p> <p>Families will be surveyed to determine how the district can best support them for the upcoming school year due to COVID-19.</p>	<ul style="list-style-type: none"> <li>• Parent Survey created</li> <li>• Parent surveys due June 29th</li> <li>• We will continue to survey our families throughout the school year based on COVID-19</li> </ul>		

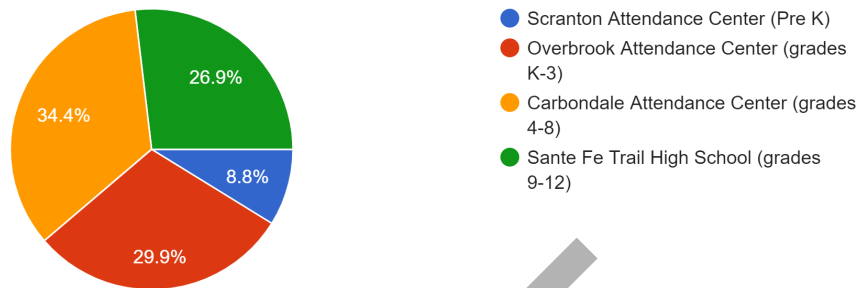
# DATA ANALYSIS



## STUDENT & FAMILY SURVEY DATA

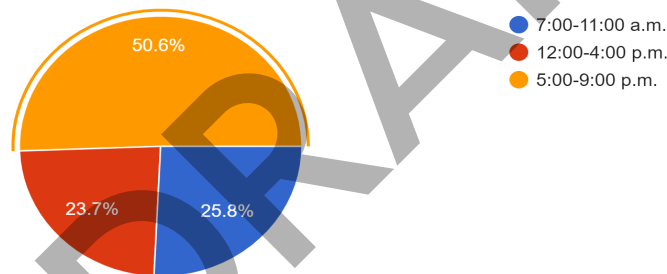
Please indicate your child's school for the upcoming 2020-2021 school year.

532 responses



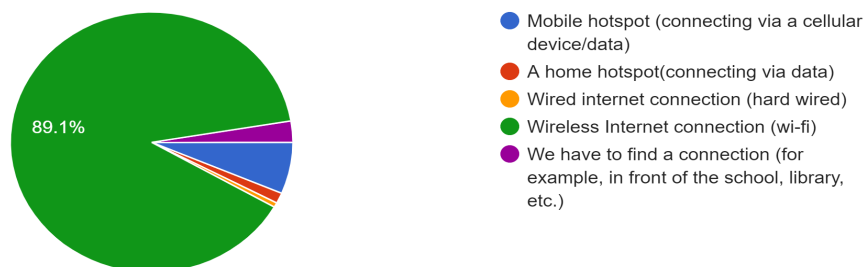
If in a virtual learning setting, due to COVID-19, when would be the best time of the day for you to help with or talk to your child about their school work?

532 responses



Your child will have access to their Chromebook or iPad. At home, how will your child connect to the Internet?

532 responses



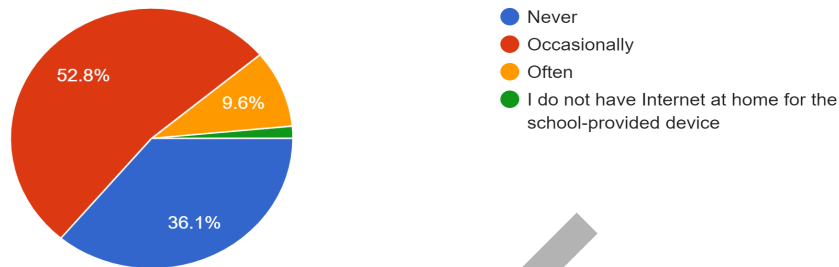
# DATA ANALYSIS



## STUDENT & FAMILY SURVEY DATA

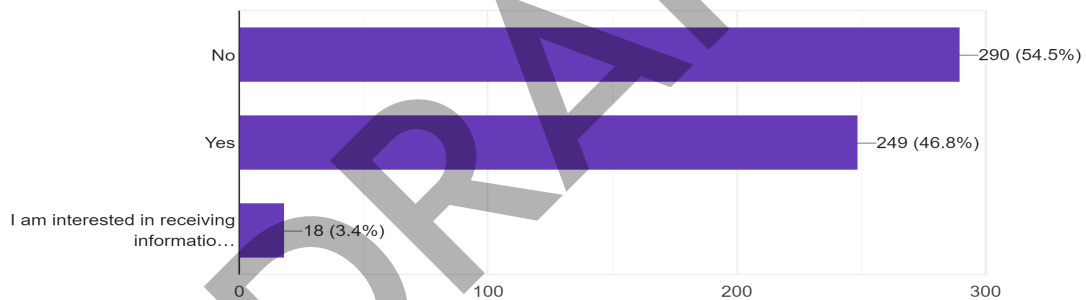
During Continuous Learning this past spring, how often did your student experience a loss of Internet connection on their school-provided device (Chromebook or iPad)?

532 responses



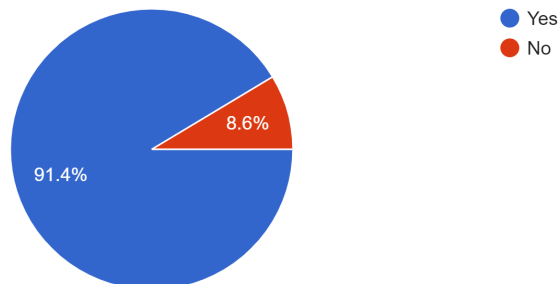
Have you seen a change in your child's emotional health since schools were closed due to COVID-19? (behavior, moodiness, attitude)? CHOOSE ALL THAT APPLY

532 responses



In regards to COVID-19, do you plan to send your child to their school building in the fall?

532 responses



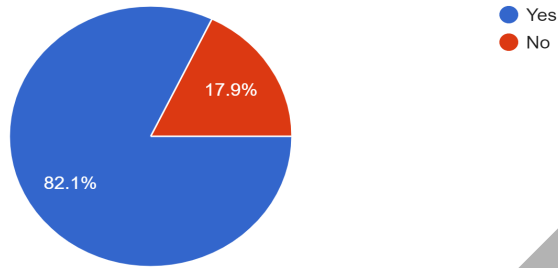
# DATA ANALYSIS



## STUDENT & FAMILY SURVEY DATA

If the district is limited to learning at home, do you have the capability to pick up breakfast and/or lunch at the closest attendance center?

532 responses



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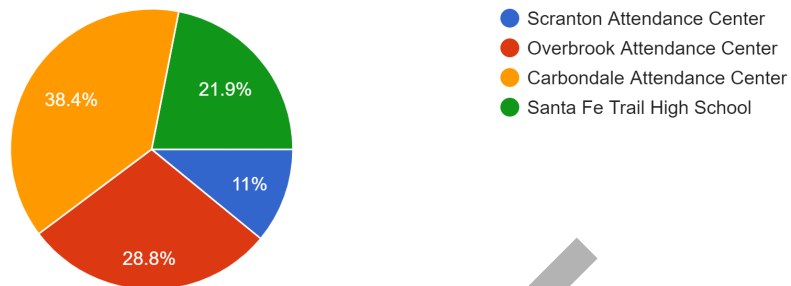
# DATA ANALYSIS



## TEACHER SURVEY DATA

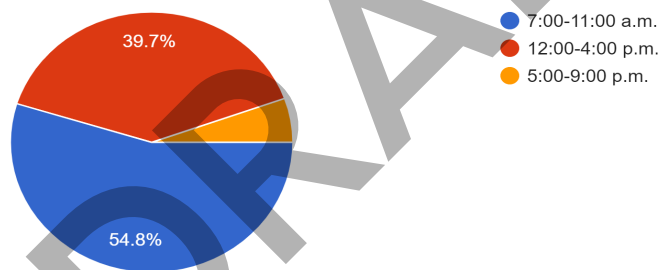
Please provide your school assignment for the 2020-2021 school year.

73 responses



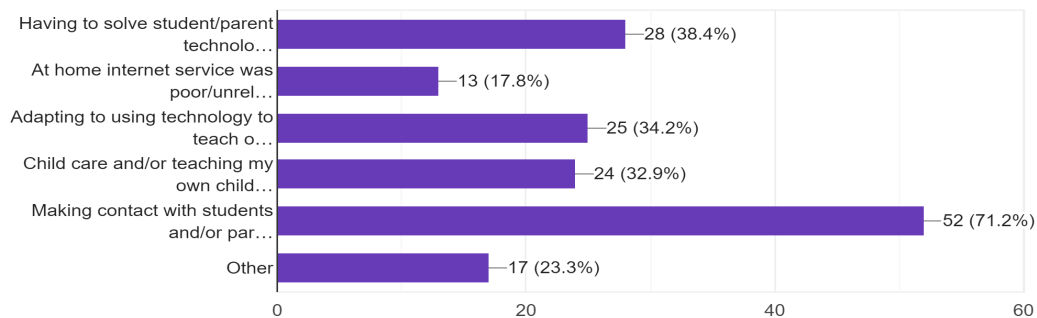
When would be the best time of the day for you to support students online, outside of your instructional time?

73 responses



What were your struggles with continuous learning this past spring?

73 responses



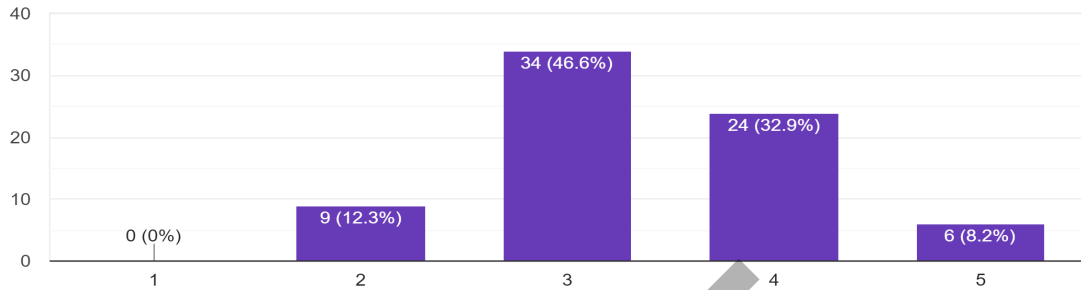
# DATA ANALYSIS



## TEACHER SURVEY DATA

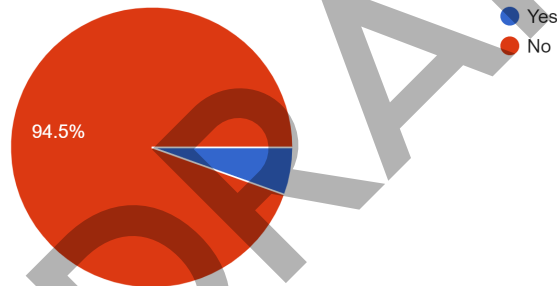
How was your emotional health during the shut out?

73 responses



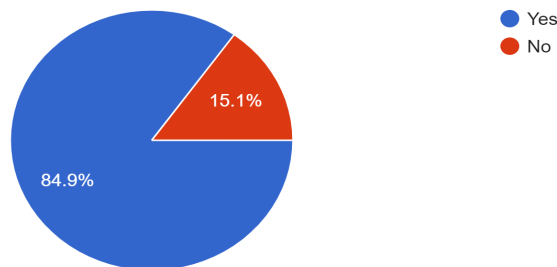
I am interested in receiving information about counseling services.

73 responses



Considering the continuing COVID-19 situation, are you comfortable teaching in your assigned building in the 20/21 school year?

73 responses



# CURRICULUM, INSTRUCTION, AND ASSESSMENT



**EXPLANATION AND RATIONALE:** This portion of the Playbook is dedicated to sharing information relevant to curriculum, instruction and assessment evaluated to support the needs during COVID-19. Guidance from KSDE will be given to schools on July 15th and will be evaluated to support our curriculum needs. This document will be then updated to reflect the district's plan for the 2020-2021 school year.

In order to stay consistent and support students from in-class schooling to a possible virtual setting, all grade-level/content area teams will be unified in planning, practices, and resources as we continue down the path of alignment and equity for all. It is our goal to create a seamless transition from school to home. All routines and procedures will be taught and implemented during the early weeks of school in order to prepare everyone for a variety of school models due to COVID-19.

GRADE BANDS	CURRICULUM, INSTRUCTION, AND ASSESSMENT	GRADE BANDS	CURRICULUM, INSTRUCTION, AND ASSESSMENT
<b>PK-2</b>	Seesaw PK-1 Google Classroom Grade 2 Freckle-Differentiation Platform ZOOM-live stream APPS on student devices will be consistent by grade level Class Link- district dashboard	<b>6-8</b>	Summit Learning (Math, ELA, Science, Social Studies) Google Classroom (Electives) ZOOM-live stream APPS on student devices will be consistent by grade level Class Link- district dashboard
<b>3-5</b>	Google Classroom Freckle -Differentiation Platform ZOOM-live stream APPS on student devices will be consistent by grade level Class Link- district dashboard	<b>9-12</b>	Platforms and tech tools to support curriculum and instruction Summit Learning (Math, ELA, Science, Social Studies) Google Classroom (Electives) Blackboard (ACC, WUTECH) ZOOM-live stream APPS on student devices will be consistent by grade level Class Link- district dashboard

KSDE will be providing recommendations about Competency Based Learning and required seat time for student learning. USD 434 will make decisions about these recommendations before school starts.



# HEALTH AND SAFETY MEASURES



EXPLANATION AND RATIONALE-Directed by Osage County Health Department, KDHE, CDC, and local district nursing staff and supports.

**THIS PORTION WILL BE ADDED AFTER RECOMMENDATIONS COME IN**

Social Distancing

Hygiene

Cleaning protocols

Student Illnesses

Staff Illness

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# TRANSPORTATION



Explanation & Rationale

Reviewing this plan shared by Osage City School

PLAN A	PLAN B	PLAN Q
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> <li>• Providing hand sanitizer for students and bus drivers</li> <li>• Allowing bus drivers and students to wear face masks/coverings</li> <li>• Limiting field trips (to areas of limited/low transmission)</li> <li>• Inspecting buses prior to students returning and as part of a regular rotation</li> <li>• Cleaning and disinfecting frequently-touched surfaces on the bus at least daily</li> <li>• Airing out buses when not in use</li> </ul>	<ul style="list-style-type: none"> <li>• Provide hand sanitizer for students and bus drivers</li> <li>• Provide face masks for bus drivers; allow students to wear face masks/coverings</li> <li>• Screen students and bus drivers for symptoms of illness and utilize spaced seating (to the extent practicable)</li> <li>• Eliminate field trips</li> <li>• Clean and disinfect frequently-touched surfaces on the bus at least daily</li> <li>• Establish protocols for bus stops, loading/unloading students to minimize congregation of children from different households</li> </ul> <p>CDC Guidance- <a href="#">What Bus Operations Need to Know</a></p>	<p>School buildings are closed; buses may be used to deliver meals to students and families</p>

# PERSONNEL



Following requirements/recommendations from KNEA, KSDE, KASB, and USD 434 BOE  
Explanation and Rationale

Negotiations  
-Certified  
-Classified

DRAFT

# FOOD SERVICE



Explanation & Rationale

Reviewing this plan shared by Osage City School

PLAN A	PLAN B	PLAN Q
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> <li>• Providing hand sanitizer for students and staff</li> <li>• Allowing students and staff to wear face masks/coverings while in large group gatherings</li> <li>• Conducting cleaning of cafeterias and high-touch surfaces throughout the school day</li> </ul>	<ul style="list-style-type: none"> <li>• Allow student hand washing before and after meal service</li> <li>• Provide hand sanitizer for students and staff</li> <li>• USE disposable plates, utensils, etc.</li> <li>• Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use</li> <li>• Conduct cleaning of cafeterias and high-touch surfaces throughout the school day</li> </ul> <p><b>Alternative Serving Models:</b></p> <ul style="list-style-type: none"> <li>• Serving meals in classrooms</li> <li>• Serving meals in cafeterias with:               <ul style="list-style-type: none"> <li>• Spaced serving lines (marked on floors)</li> <li>• Spaced seating (utilize outdoor space as practicable and appropriate)                   <ul style="list-style-type: none"> <li>• Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods)</li> <li>• Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Practice established social distancing protocols to the greatest extent practicable</li> <li>• Provide PPE to participating staff</li> <li>• Reduce contact by delivering during a designated time (ex: Monday, Tuesday, and Wednesday)</li> <li>• Distribute printed instructional packets/materials and district/school communications along with meals</li> </ul> <p>KSDE Guidance</p> <ul style="list-style-type: none"> <li>• <a href="#">Employee Safety Guidance for School Nutrition Programs</a></li> </ul>

# POLICIES



THESE WILL BE ADDED AFTER MORE INPUT IS GIVEN BY KSDE and BOE

Explanation and Rationale

Attendance- Will be defining policies after KSDE recommendations

Grading- Will be defining policies after KSDE recommendations

Communication-Will be defining policies after KSDE recommendations and SFT BOE recommendations

Technology-Will be defining policies with support from Tech. Dept.

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