

**NOTE:** This is a DRAFT of the Learning for the Future Playbook for the 2020-2021 School Year for USD 434. The content within this playbook is subject to change and will be presented to the USD 434 Board of Education for approval. Once it is approved, an official copy will be available for the public.

**SANTA FE TRAIL  
LEARNING  
FOR THE FUTURE**   
 **PLAYBOOK**  
2020-2021 SCHOOL YEAR



**USD 434**  
**SANTA FE TRAIL**

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**PLAN B**

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**PLAN Q**

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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.

This Back-To-School Playbook has been organized with an intentional approach to three specific scenarios. These scenarios for schooling will be based on a student start date of **August 31st, 2020**. and a teacher start date of **August 17th, 2020**.

## 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



RICK 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 RISK



MELISSA STROTHER  
HS COUNSELOR

# PLAN A ALL IN SCHOOL



This plan indicates that COVID-19 is on the decline over a period of time and the BOE feels it is safe to conduct school with all students in the buildings. 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 remote 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.

Students enrolled at USD 434 will be offered remote learning if they opt out of on-site schooling. This will be available for all students PreK-12. However, students that choose a remote option will not be eligible to participate in any school events and extracurricular activities. Families wishing to reconsider on site learning will be reviewed quarterly.

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# PLAN A ALL IN SCHOOL



## COMMUNICATION



Final playbook presented to USD 434 BOE on August 3.

Final playbook and all school information will be distributed by means of social media, the school website, email, and School Messenger.

Communication with stakeholders about health, safety, and Covid related updates for schooling can be found on school website under the COVID-19 link.

## PARENT EDUCATION



Meeting dates will be set with parents:

Parents with their children will have the opportunity to see the education model for their grade level.

For those that can not attend in person, videos and tutorials will be posted on a Learning for the Future page & social media.

Supply kits and instruction packets will be prepared and organized in take home bags for elementary students.

## HEALTH & SAFETY



USD 434 will follow the guidelines of the BOE and guidance from County, State, and Federal, Health experts district nursing staff.

SEE [HEALTH AND SAFETY MEASURES](#)

## ATTENDANCE



Attendance will be required according to state and local laws.

Attendance will be taken traditionally with the classroom teacher.

## REMOTE LEARNING



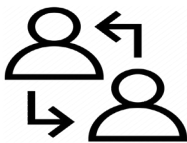
Students in school will be using a blended learning platform that will support school both in and out of the buildings:

- Pre K - 1 will use Seesaw
- Grades 2 - 5 will use Google Classroom
- Grades 6 - 12 will use Summit Learning & Google Classroom.

Dual Credit Class offering (ACC/WU TECH)

Families choosing “only virtual learning” for the entire school year would possibly use Edgenuity. Still being researched.

## ENGAGEMENT



Teachers will individually establish those expectations for all students present in class.

- Academic
- Motivation
- Relevance
- Interest

Engagement for any students that are not physically present at school will be defined by individual building leadership teams.

## PROFESSIONAL DEVELOPMENT



Summit Learning Zoom meetings by grades 6-12 content groups June 24th.

Summit Learning core training with 6-12 staff July 7 - 10.

ELA literacy content technology training for K-5 staff July 22 - 23.

Google Classroom playbook released to all staff August 7th.

Teacher prep day on August TBD.

District-wide staff technology boot camp August TBD.

Late start Mondays will provide collaboration, coaching, and ongoing training.

# PLAN B BOTH IN AND OUT OF SCHOOL (HYBRID)



## EXPLANATION AND RATIONALE:

The leadership team believes that PLAN B is the safest and best option to provide continuous schooling for the 2020-2021 school year. In this case we as a school district will be providing both in-class instruction for a segment of the students, and an equivalent remote component for the larger segment of students working at home. We will go into Hybrid model with the recommendation of the Superintendent and approval by the USD 434 BOE. **Preschool will still attend in person daily. We recognize that consistency is key for our youngest learners.**

Hybrid Model: a combination of on-site (2 days) and remote learning (3 days)

1. The school district will be divided into two groups (A and B), about half of the total student enrollment will attend each day.
2. Half of the students will attend on one day, and the other half on the following day (Tuesday/Thursday and Wednesday/Friday rotation).
3. Monday will be a remote learning day for all students but an intervention day for selected students with approval by building administration.
4. Families with students in multiple schools will be placed on the same student schedule (Group A or B).
5. Teachers will prepare students for remote learning days on in-school days so students can successfully work at home

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 remote 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 (HYBRID)



## COMMUNICATION



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## PARENT EDUCATION



Meeting dates will be set with parents:

August TBD (From 6-8 PM). **POSSIBLE VIRTUAL**

September TBD (From 6-8 PM). **POSSIBLE VIRTUAL**

Parents with their children will have the opportunity to see the education model for their grade level.

For those that can not attend in person, videos and tutorials will be posted on a Learning for the Future page & social media.

K-5 - Supply kits and instruction packets will be prepared and stored in take home bags.

## HEALTH & SAFETY



USD 434 will follow the guidelines of the BOE and guidance from Osage County Health Department and district nursing staff.

SEE [HEALTH AND SAFETY MEASURES](#)

## ATTENDANCE



Attendance will be required in school and in a virtual environment according to state and local laws.

Attendance will be taken in Class Link.

## REMOTE LEARNING



Use more of a flipped classroom model.

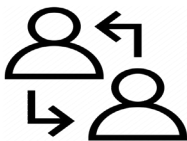
Not seven hours of kids on a computer in real time.

Most classroom instruction needs to be asynchronous.

Allows kids to do the initial instruction at their schedule.

Use face-to-face time for small group / individual instruction.

## ENGAGEMENT



Teachers will individually establish those expectations for all students present in class.

- Academic
- Motivation
- Relevance
- Interest

Engagement for any students that are not physically present at school will be defined by individual building leadership teams.

## PROFESSIONAL DEVELOPMENT



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Late start Mondays will provide collaboration, coaching, and ongoing training (consultants) time  
**POSSIBLE VIRTUAL**

# 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)

Preschool will also participate in remote instruction.

## 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 remote 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 remote 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.



# PLAN Q QUARANTINE: SCHOOLS ARE CLOSED



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K-5 - Supply kits and instruction packets will be prepared and stored in take home bags.

## HEALTH & SAFETY



USD 434 will follow the guidelines of the BOE and guidance from Osage County Health Department and district nursing staff.

SEE [HEALTH AND SAFETY MEASURES](#)

## ATTENDANCE



Attendance will be required in a virtual environment according to state and local laws.

Attendance will be taken in Class Link

## REMOTE LEARNING



Use more of a flipped classroom model.

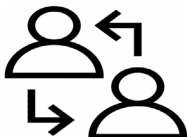
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**DONE VIRTUALLY**

# 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 Passessments, reviews, goals, placement</li> <li>• ASQ-3 PreK/K</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> <li>• ASQ :SE-2 PreK/K</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>		



# HEALTH AND SAFETY MEASURES



## EXPLANATION AND RATIONALE:

Santa Fe Trail Nursing Department with recommendations from pediatric physicians and federal/state/county health professionals have set forth the following protocols for the health and safety of USD 434 schools during the COVID-19 pandemic.

To view the document and resources for Health and Safety Measures, please visit the link below:

<https://bit.ly/usd434healthandsafety>

## Nursing Recommendations for the 2020-2021 School Year regarding COVID-19

**\*Modifications may be made for Preschool**

**Scientific evidence shows that in order to protect our staff and students with the safest conditions for opening would be to require mask, social distancing and adequate hand hygiene.**

**Mask required** – Mask must be worn and may not be removed unless you can maintain 6 feet with good ventilation.

- Mask may be removed for eating and drinking purposes.
- Mask may be removed, other than preparing food or meals, in a room or office that is not open to students or visitors.
- Children aged 2 or under should not wear a mask.
- Persons with medical conditions that would prohibit a mask, should not wear a mask.

Medical documentation must be provided for staff and students unable to wear a mask.

**Social distancing** – Social distancing should be maintained at six feet with the exception of life saving measures. This requirement does not apply to in-person instruction in classrooms when mask are worn.

**Hand hygiene** – Students and staff will wash their hands with soap and water before meal and snack times. Hand sanitizer may be used in times when water and soap are not available but are not a substitute prior to eating. Hand sanitizer will be available for visitors when entering the building.

As of 7.28.2020, Osage County has zero cases. With no cases of COVID-19, this would be a good time to start school with constant reassessment of active cases within the school and communities which may change what school will look like at any given time.

While we are experiencing no cases at this time, we still recommend a grace period of two-weeks using a hybrid model to ensure safety measures can be maintained. If we continue with no COVID-19 cases it would be recommended to have all students attend and continue to follow the safety measures.

Ongoing disinfecting and sanitizing will occur throughout the day. High traffic areas and high touch zones will be emphasized. For those students that change classes hourly will be responsible for cleaning their space prior to class starting. Deep cleaning will take place outside school hours.

We recommend all staff receive 2 cloth facemask, 1 N-95 mask and a face shield. Staff will be required to wear a cloth facemask at all times. The N-95 and face shield may be used as needed. We recommend students receive 2 cloth facemask.

# HEALTH AND SAFETY MEASURES



Nursing staff will wear cloth facemask at all times. They will be required to wear an N-95 mask, face shield, gown and gloves for all aerosol treatments such a breathing treatment. Breathing treatments should take place in the isolation room, the room shall remain vacant for 30 minutes to allow the aerosol to settle, and deep cleaned by custodial staff as recommended by the CDC guidelines. Nursing staff will be required to wear N-95 mask, face shield, gown and gloves with suspected COVID-19 cases.

No morning assemblies. Instead of congregating in the same space, students will go directly to their classrooms upon arrival. Junior High and High School students will go directly to their first hour of the day, upon arrival.

Water fountains will be closed. Water bottle fillers will be available for use. Students will be required to bring their own water bottle for daily use.

Lunch groups will be smaller and extended to accommodate smaller groups.

Classrooms will limit sharing materials and school supplies (books, crayons, papers, toys, games, ect.). Material that may be shared such as library book should sit for 72 hours prior to the next person being able to check out the book. Students should have their own supplies and stored in their own space (labeled baggies or supply box).

Staff will be expected to do a self-check of COVID-19 symptoms before every school day.

Students will be screened daily for symptoms including a temperature check before entering the building. After lunch and if it applies prior to attending after school activities they will have another temperature check.

For those students unable to answer a questionnaire regarding COVID-19 symptoms, parents will be expected to do a daily check prior to sending them that day. A temperature check will still take place prior to entering the building, after lunch and prior to attending after school activities.

Buses will sanitized between each route. Students will wear a mask and maintain on student per seat unless they are from the same household. Students will load back to front and unload front to back to minimize passing in the aisles.

To minimize outside traffic, visitors will be asked the purpose of their visit prior to entering the building to decrease entrance if possible. Visitors will be required to wear a mask if they are entering the building. They will be screened for COVID-19 symptoms and temperature check prior to entering the building. Visitors will be required to sign in and out for their visits to help with contact tracing if needed.

Plexiglas should be placed in the front offices to minimize contact between visitors and office staff.

# TRANSPORTATION



## EXPLANATION AND RATIONALE:

USD 434 transportation department with guidance from KSDE recommends the following protocols during COVID\_19 pandemic. It is advised to also follow the health and safety recommendations for at home screening listed in the section below.

1. Since social distancing cannot be achieved, any student riding the bus will be required to wear a covering that covers at least their mouth and nose. Students are expected to provide their own face covering. Those without a proper covering will be provided one. But we highly encourage each student to have their own face covering. Students that are on the bus and do not wear their covering properly will be given a discipline notice. Consequences of wearing the covering improperly could include suspension of bus riding privileges.
2. Students will board the bus and proceed towards the back of the bus and sit in an available seat nearest the back of the bus. Students will unload from front to back, one seat at a time.
3. Students will have an assigned seat on the bus when possible. Students will be expected to sit in their assigned seats at all times. Failure to do so will result in the student being given a discipline notice. Failure to sit in the assigned seat could result in the suspension of bus riding privileges.
4. Students will sit with those from the same household/daycare and will space out as much as possible from those in other households/daycares.
5. Each student will receive a dose of hand sanitizer upon boarding the bus.
6. All backpacks and belongings should be kept with the student at all times.

## Drivers/Aides

1. Bus drivers and aides will take their temperature each day before they do their first route. Those with a temperature of 100.4 or greater should not board the bus and should contact their supervisor immediately.
2. Drivers and aides will be required to wear a face-covering that covers at least their mouth and nose. This shall be worn at all times on the bus when social distancing can not be achieved (when students are loading or unloading, while buckling students in, etc.).
3. Buses should arrive at their destination on time. They should not arrive ahead of schedule to eliminate student time on bus.
4. Drivers and aides are responsible for the disinfection of their vehicles each day.

## Cleaning Procedures

1. Vehicles should be sanitized at least once each day.
2. After the morning route, each driver will be given a spray bottle with Tersano to disinfect their buses at the school they unload at. This must be used within 4 hours for disinfection. Can be used for up to 3 days for cleaning.
3. After all routes, high touch areas should be disinfected. This includes handrails and seat tops.
4. Before the afternoon route, each driver will be given a spray bottle with Tersano to disinfect their buses at the school they leave from. This must be used within 4 hours for disinfection. Can be used for up to 3 days for cleaning.
5. After the afternoon route, each vehicle will be sprayed with Tersano.
6. Microfiber cloths may be used to clean buses, but once they have been used, they must be washed.
7. Extra personal items on the bus should be kept to a minimum.

# FOOD SERVICE



## Explanation & Rationale:

Santa Fe Trail Food Services have provided the following recommendations for serving meals to students in the 3 different plans of schooling.

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>Planned hand washing prior to service time also providing hand sanitizer upon entry to service areas</li> <li>Allowing students to wear face masks/coverings and recommending food service staff wear face masks/shields and gloves</li> <li>Marked line while waiting for meals to decrease crowding</li> <li>Rearranging serving areas and points of sale to decrease the amount of contact between food service staff and patrons</li> <li>Use social distancing rules with seating arrangements such as:               <ul style="list-style-type: none"> <li>Serving meals in the classroom</li> <li>Spaced seating to utilize other areas that are practical</li> <li>Staggered meal time release</li> </ul> </li> <li>Implement a “serve” method of meals, allowing students and staff to grab their meals and go</li> <li>Provide disposable utensils or have a gloved staff member hand utensils to students as they go through the line</li> <li>Conduct cleaning of cafeterias, seating areas and kitchens before, after and during serving times</li> </ul>	<p>Additional measures:</p> <ul style="list-style-type: none"> <li>Consider pre-packaged boxes or bags for each student instead of a traditional serving line</li> <li>Use greater measures for social distancing               <ul style="list-style-type: none"> <li>Spaced serving line</li> <li>Set a flow path for entrances and exits</li> </ul> </li> <li>Pre-packaged meals for remote learners for pick up at a designated time at their respective school               <ul style="list-style-type: none"> <li>Consider using a google form for meal selection, completing a week in advance</li> </ul> </li> <li>A la carte items can only be purchased after all meals are distributed (ex: milk, extra entree)</li> <li>Barcode scanners instead of the numeric pad to enter students as they receive their meals</li> <li>Sanitizing and/or disinfecting high traffic areas throughout the school day</li> </ul>	<ul style="list-style-type: none"> <li>Grab and Go delivery method at CAC, OAC and SFTHS for grades K-12</li> <li>Practice established social distancing protocols to the greatest extent possible</li> </ul> <p><b>CDC Guidance</b>  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html</a></p> <p><b>KSDE Child Nutrition Guidance</b>  <a href="https://www.kn-eat.org/SNP/SNP_Docs/SNP_Whats_New/COVID-19_Food_Safety.pdf">https://www.kn-eat.org/SNP/SNP_Docs/SNP_Whats_New/COVID-19_Food_Safety.pdf</a></p> <p>All meals during Plan-A, Plan-B and Plan-Q will be charged to student accounts appropriately based on their households eligibility (free, reduced or full pay). USD 434 can only provide meals to those students who are enrolled in the district in grades K-12, traditional or remote learner. This does not include virtual school students.</p>

# DEFINITIONS



## **Explanation & Rationale:**

KSDE and USD 434 BOE have approved the following in accordance with state requirements and Santa Fe Trail School district policies.

### **On-site learning**

Students and teachers will be in school with mandatory masking, social distancing practices, as well as all other safety and health protocols during COVID-19 pandemic. [PLAN A](#)

### **Hybrid Learning**

Students will be spending part of their time in the classroom and part of their time learning remotely from home. The same health and safety protocols will be in place. [PLAN B](#)

### **Remote Learning**

Students will be doing all of their learning from home and not entering the school building until otherwise reviewed at quarterly increments by administration. For the 2020-2021 school year the student is enrolled at Santa Fe Trail USD 434 as a remote student. Curriculum and instruction is prepared, provided and/or supervised by the school district. Students must maintain a daily log of activities signed by the student and parents and submitted to the school district. Here is an [example](#) of a remote learning daily log. This log will include online and offline student academic work. This option of schooling can be chosen at the beginning of the school year by families but will also apply when our school is in [PLAN Q](#).

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# POLICIES



## Explanation and Rationale:

KSDE and USD 434 BOE have approved the following in accordance with state requirements and Santa Fe Trail School district policies.

### Technology

USD 434 will be issuing district devices for student use during all methods of schooling. The district is looking to support internet access for all students and will be announced at a later date.

### Attendance- (onsite, hybrid, quarantined, and remote schooling)

#### ON-SITE

BOE approved attendance policies are in place if schooling is in Plan A- Please see district handbook for details.

#### HYBRID/REMOTE

Students must be enrolled in their prospective schools by the district calendar start date. Students must have daily connections with a local teacher that is employed by the district. Such connections can be through telephone and/or interactive video conferencing. Note: Contact is required with at least one teacher, not all teachers. Students must maintain a daily log of activities signed by the student, parent or responsible adult and submitted to the district. Students must meet a minimum of 6 hours of daily activities and school work.

