



Frontenac Public Schools
GUIDELINES TO RESUME SCHOOL

JULY 2020

Dear Frontenac Schools Community,

The purpose of this document is to share with staff, students and parents the strategies the Frontenac Public Schools is using to reopen schools and provide a safe, consistent learning environment in a COVID-19 world. We are committed to ensuring our children are getting a high quality education, even if health considerations require changes in the delivery of learning. The plan details three different approaches to instructional delivery: All students in school, an alternating schedule where students would attend on-site part-time and remote part-time, and all instruction occurring remotely at home.

Frontenac Schools will work with national, state and county health authorities to identify a strategy that is consistent with their guidelines. For some students this may mean learning remotely. For others it will mean being in-school. To the best of our ability, we will adopt a strategy that provides a consistent approach for learning. It will be important to have consistency in approach so that educators can plan instruction, students have continuity in their learning, and parents can plan personal needs.

Whether on-site or remote, the curriculum will focus on student mastery of important priority standards and assessments that provide feedback to students on their learning. We will be providing direct instruction, taking attendance, and students will receive grades. These consistent approaches to instruction, whether in class or remote, support continuity of learning throughout the year and ensures Frontenac students meet Kansas requirements for 1116 hours of school attendance.

This will be a year of new and unique challenges. It will take a considerable amount of teamwork as we navigate what could be changing realities throughout the school year. This draft plan provides a roadmap on what to expect, and we hope helps all of us be better prepared to adjust our personal lives based on changing conditions.

Sincerely,

Mr. Rick Simoncic

Superintendent, Frontenac Public Schools

Throughout this document there will be three learning environments that are referenced:

- **On-site Learning Environment:** students, teachers and staff will be in school with or without social distancing practices put into place.
- **Hybrid Learning Environment:** A hybrid class integrates the benefits of face-to-face instructions with the flexibility of remote learning. Students meet less often but prepare and interact online for face-to-face sessions. This model will be used when necessary to keep face to face learning available to students when the district has an outbreak of Covid-19 cases or families may decide to enroll their children in remote learning. This model will only be used if a classroom or building is quarantined.
- **Remote Learning Environment:** students would be doing all of their learning from home and not entering the school building at all.

NON-INSTRUCTIONAL EXPECTATIONS AND PROCEDURES			
	ON-SITE LEARNING	HYBRID LEARNING	REMOTE LEARNING
SOCIAL DISTANCING CONSIDERATIONS	<ul style="list-style-type: none"> ■ Strict adherence to social distancing cannot be guaranteed in this model. ■ We will follow CDC, KDHE, and CCHD guidelines with regard to wearing masks and social distancing. 	<ul style="list-style-type: none"> ■ Strict adherence to social distancing cannot be guaranteed in this model. ■ We will follow CDC, KDHE, and CCHD guidelines with regard to wearing masks and social distancing. 	<ul style="list-style-type: none"> ■ Strict adherence to social distancing will be possible in this model.
Communal Spaces (Office, Gym, Common areas, Annex, etc.)	<ul style="list-style-type: none"> ■ Ensure social distancing of 3ft (with mask) 6ft ■ Consider the risk of exposure and crossing of groups when planning <ul style="list-style-type: none"> ○ No school assemblies ○ No field trips ■ Masks required due to increased levels of exposure ■ Office Area <ul style="list-style-type: none"> ○ Signage outside to require visitors to wear a mask Inside the office there is signage 	<ul style="list-style-type: none"> ■ For onsite days: Ensure social distancing of 6ft ■ Consider the risk of exposure and crossing of groups when planning <ul style="list-style-type: none"> ○ No school assemblies ○ No field trips ■ Masks required due to increased levels of exposure ■ Office Area <ul style="list-style-type: none"> ○ Signage outside to require visitors to wear a mask ○ Inside the office there is signage 	N/A

	<p>(indicating where to stand or sit while in the office)</p> <ul style="list-style-type: none"> ■Office staff log guests in the school office area ■Designate numbered waiting locations outside for visitors while waiting to enter the office ■Visitors by appointment only, call ahead to inform office that you will be coming ■No volunteers in the school at this time 	<p>(indicating where to stand or sit while in the office)</p> <ul style="list-style-type: none"> ■Office staff log guests in the school office area ■Designate numbered waiting locations outside for visitors while waiting to enter the office ■Visitors by appointment only, call ahead to inform office that you will be coming ■No volunteers in the school at this time 	
<p>Transportation Arrival and Dismissal</p>	<ul style="list-style-type: none"> ■School doors will remain locked until 7:30am ■Students may only enter at their designated school entrance. ■Students will have a temperature check prior to entering the building. ■Staff need to use one of the designated entrances for a temperature check. All secondary door access will be removed. ■Bus drop offs/pick up areas - multiple locations and staggered exit/entry from buses, or assigned entrances for students depending on teacher/class/area of building 	<ul style="list-style-type: none"> ■School doors will remain locked until 7:30 am ■Students may only enter at their designated school entrance. ■Students will have a temperature check prior to entering the building. ■Staff need to use one designated entrance for a temperature check. All secondary door access will be removed. ■Bus drop offs/pick up areas - multiple locations and staggered exit/entry from buses, or assigned entrances for students depending on teacher/class/area of building 	<p>N/A</p>

	<ul style="list-style-type: none"> ■ Enter the building using social distancing and maintain social distancing in the common areas and classrooms. ■ Entrances/Exits identified for students based on first class of the day and monitored by staff. ■ Consider the risk of exposure and crossing of groups <ul style="list-style-type: none"> ○ Students may go directly to assigned classes/areas. ■ We will follow the state, county, CDC, and health department guidelines on the wearing of masks. <ul style="list-style-type: none"> ○ District will provide masks to all students and staff. Parents may choose to provide their own mask for their student. ○ Mask needs to cover the nose and mouth, not made of mesh material. 	<ul style="list-style-type: none"> ■ Enter the building using social distancing and maintain social distancing and proceed to the assigned classroom/area. ■ Entrances/Exits identified for students based on first class of the day and monitored by staff. ■ Consider the risk of exposure and crossing of groups <ul style="list-style-type: none"> ○ Students required to go directly to assigned classes/areas. ■ We will follow the state, county, CDC, and health department guidelines on the wearing of masks. District will provide masks to all students and staff. Parents may choose to provide their own mask for their student. ○ Mask needs to cover the nose and mouth, not made of mesh material. 	
<p>Transitions</p>	<ul style="list-style-type: none"> ■ JH/HS - Develop a schedule to limit transitions during the school day <ul style="list-style-type: none"> ○ Staggered times for passing time between classes ■ Designate Flow of Traffic (arrows on wall/floor) ■ Allow for more time/medical needs of individual students ■ No drinking fountains until water bottle filling stations are installed <ul style="list-style-type: none"> ○ Students may bring clear bottled 	<ul style="list-style-type: none"> ■ JH/HS - Develop a schedule to limit transitions during the school day <ul style="list-style-type: none"> ○ Staggered times for passing time between classes ■ Designate Flow of Traffic (arrows on wall/floor) ■ Allow for more time/medical needs of individual students N/A ■ No drinking fountains until water bottle filling stations are installed <ul style="list-style-type: none"> ○ Students may bring clear bottled 	<p>N/A</p>

	<p>water with their name marked.</p> <ul style="list-style-type: none"> ■ No lockers in the main hallways will be used. 	<p>water with their name marked.</p> <ul style="list-style-type: none"> ■ No lockers in the main hallways will be used. 	
Restrooms	<ul style="list-style-type: none"> ■ Schedule for classroom breaks <ul style="list-style-type: none"> ○ Attempt to schedule breaks during transition times to recess, specials, lunch ■ Individual student breaks on emergency basis ■ Classrooms with individual bathrooms utilize those spaces rather than common spaces ■ Training and practice for students on proper hygiene and social distancing. 	<ul style="list-style-type: none"> ■ Schedule for classroom breaks <ul style="list-style-type: none"> ○ Attempt to schedule breaks during transition times to recess, specials, lunch ■ Individual student breaks on emergency basis ■ Classrooms with individual bathrooms utilize those spaces rather than common spaces ■ Training and practice for students on proper hygiene and social distancing. 	N/A
Cafeteria Breakfast Lunch Backpack Snacks	<ul style="list-style-type: none"> ■ Entrances/Exits identified ■ Designate Flow of Traffic ■ Ensure distancing - identify space for 6 feet apart during meal pick-up ■ Utensils/napkins packaged ■ Breakfast <ul style="list-style-type: none"> ○ Students will have an opportunity to have breakfast. ○ Second chance breakfast will be available ■ Lunch <ul style="list-style-type: none"> ○ Open lunch for FHS and encourage students to wear masks and social distance when out in the community. 	<ul style="list-style-type: none"> ■ Entrances/Exits identified ■ Designate Flow of Traffic ■ Ensure distancing - identify space for 6 feet apart during meal pick-up ■ Utensils/napkins packaged ■ Breakfast <ul style="list-style-type: none"> ○ Students will have an opportunity to have breakfast. ○ Second chance breakfast will be available ■ Lunch <ul style="list-style-type: none"> ○ Open lunch for FHS and encourage students to wear masks and social distance when out in the community. 	<ul style="list-style-type: none"> ■ Meals will be available upon receiving additional guidance from the USDA and KSDE.

	<ul style="list-style-type: none"> ■ Eating locations: <ul style="list-style-type: none"> ○ Utilize open common areas in each building to allow for social distancing. ○ Cafeteria tables marked off with social distanced seats ■ Meals available for students in on-site setting based on KSDE/USDA guidance <ul style="list-style-type: none"> ○ Meal fees charged based on eligibility status of student ■ Snacks may be brought as long as they are individually prepacked and approved by the classroom teacher 	<ul style="list-style-type: none"> ■ Eating locations: <ul style="list-style-type: none"> ○ Utilize open common areas in each building to allow for social distancing. ○ Cafeteria tables marked off with social distanced seats ■ Meals available for students in hybrid setting based on KSDE/USDA guidance <ul style="list-style-type: none"> ○ Meal fees charged based on eligibility status of student ■ Snacks may be brought as long as they are individually prepacked and approved by the classroom teacher 	
<p>Classroom</p>	<ul style="list-style-type: none"> ■ Spacing of desks, tables, removal of additional furniture to provide for more space for seating/movement and social distancing ■ Mandatory handwashing/hand sanitizer including prior to and after lunch and throughout the day ■ Students use individual classroom supplies, limited sharing of materials ■ Sanitizing dispensers available in classrooms and throughout the building. ■ Institute standardized classroom procedures for sanitizing individual student work areas at the end of class time. ■ Every classroom teacher will have a 	<ul style="list-style-type: none"> ■ Spacing of desks, tables, removal of additional furniture to provide for more space for seating/movement and social distancing ■ Mandatory handwashing/hand sanitizer including prior to and after lunch and throughout the day. ■ Students use individual classroom supplies, limited sharing of materials ■ Sanitizing dispensers available in classrooms and throughout the building. ■ Institute standardized classroom procedures for sanitizing individual student work areas at the end of class time. ■ Every classroom teacher will have a 	<p>N/A</p>

	no touch thermometer in their classroom	no touch thermometer in their classroom	
Playground Recess	<ul style="list-style-type: none"> ■Schedule to monitor the number of students in the area ■Assigned stations/activities to engage students in smaller groups/individual activities to ensure social distancing/no cross grouping ■Masks may be removed while outdoors, continue w/social distancing ■Hand sanitizer stations available before/after recess, handwashing upon return from recess ■Students may use playground equipment assigned as a station to avoid cross grouping <ul style="list-style-type: none"> ○All students will not be able to use the equipment daily ■List of activities developed by the physical education teacher and shared across the district to support classroom teachers. <ul style="list-style-type: none"> ○Instruction of games/activities integrated into physical education classes 	<ul style="list-style-type: none"> ■Schedule to monitor the number of students in the area ■Assigned stations/activities to engage students in smaller groups/individual activities to ensure social distancing/no cross grouping ■Masks may be removed while outdoors, continue w/social distancing ■Hand sanitizer stations available before/after recess, handwashing upon return from recess ■Students may use playground equipment assigned as a station to avoid cross grouping <ul style="list-style-type: none"> ○All students will not be able to use the equipment daily ■List of activities developed by the physical education teacher and shared across the district to support classroom teachers. <ul style="list-style-type: none"> ○Instruction of games/activities integrated into physical education classes 	
Extra and CoCurricular	■Per KSHSAA, NFHS, CDC, KDHE, and Crawford County Health	■Per KSHSAA, NFHS, CDC, KDHE, and Crawford County Health	■Per KSHSAA, NFHS, CDC, KDHE, and Crawford County Health Department

Activities	Department recommendations	Department recommendations ■ Students participating in hybrid learning are still able to participate in extra or co-curricular activities.	recommendations ■ Students participating in remote learning are still able to participate in extra or co-curricular activities.
Emergency Drills	<ul style="list-style-type: none"> ■ Work with and follow guidelines outlined by state and local safety agencies. ■ Practice and complete required emergency drills within the classroom setting to avoid cross grouping and communal areas <ul style="list-style-type: none"> ○ Discuss, practice, document drills ○ Principal identifies the date(s) for individual classrooms and school-wide drills to ensure all students participate 	<ul style="list-style-type: none"> ■ Work with and follow guidelines outlined by state and local safety agencies. ■ Practice and complete required emergency drills within the classroom setting to avoid cross grouping and communal areas <ul style="list-style-type: none"> ○ Discuss, practice, document drills. ○ Principal identifies the date(s) for individual classrooms and school-wide drills to ensure all students participate 	N/A
Attendance	<ul style="list-style-type: none"> ■ Attendance will still be required and will be based upon the learning model requirements. ■ Monitored by the classroom teacher ■ Entered in PowerSchool daily <ul style="list-style-type: none"> ○ Student engagement in learning required daily ■ No perfect attendance awards 	<ul style="list-style-type: none"> ■ Attendance will still be required and will be based upon the learning model requirements. ■ Monitored by the classroom teacher ■ On-Site Entered in PowerSchool daily <ul style="list-style-type: none"> ○ Student engagement in learning required daily ■ Remote - Entered in PowerSchool daily <ul style="list-style-type: none"> ○ Student engagement in learning required daily. ○ Students must complete a daily log with parent and student signature. ○ Parents may decide to stay in remote 	<ul style="list-style-type: none"> ■ Attendance will still be required and will be based upon the learning model requirements. ■ For remote learning there will be a required parent meeting explaining expectations, requirements, and timelines. <ul style="list-style-type: none"> ○ Remote learners will have until September 4, 2020 to commit. ○ After this date they will be committed to a semester of remote learning. ○ Parents must notify the building administrator if their student will return for the following semester by the designated date. ■ Monitored by the classroom teacher

		<p>learning; they will have two weeks to commit and will stay in remote learning for the remainder of the semester.</p> <ul style="list-style-type: none"> ○ Parents must notify the building administrator if their student will return to onsite learning for the following semester by the designated date. ○ Monitor engagement via (LMS) ■ No perfect attendance awards 	<ul style="list-style-type: none"> ■ Entered in PowerSchool daily ○ Student engagement in learning required daily. ○ Students must complete a daily log with parent and student signature. ○ Monitor engagement via (LMS) ■ No perfect attendance awards
<p>Resources</p>	<ul style="list-style-type: none"> ■ Consider face shields or masks with clear front for all staff for teaching reading/language and showing facial expressions for relationships w/students ■ Staff and students will follow the state, county, CDC, and health department guidelines on the wearing of masks. ■ Purchased PPE and supplies for proper disinfecting, sanitation and safety for all. 	<p>When On Site:</p> <ul style="list-style-type: none"> ■ Consider face shields for all staff better for teaching reading/language and facial expression for relationships w/students ■ Staff and students will follow the state, county, CDC, and health department guidelines on the wearing of masks. ■ Purchased PPE and supplies for proper disinfecting, sanitation and safety for all. 	<ul style="list-style-type: none"> ■ Off-site Internet hotspots for students/parents ○ Collaboration with community partners to provide community access ■ Technology available for support staff