



**KENT SCHOOL DISTRICT**  
EQUITY | EXCELLENCE | COMMUNITY

*Successfully preparing all students for their futures.*



2020-21 Back to School Reopening Plan

[www.kent.k12.wa.us/ReopeningPlan](http://www.kent.k12.wa.us/ReopeningPlan)

# A MESSAGE FROM OUR SUPERINTENDENT

Dear KSD Students, Families, Staff and Community,

Under normal conditions, a new school year presents opportunities for various beginnings—new classes, new students, new teachers and support staff, new friendships, and even new materials. And in more normal times, summer and “vacation” would serve as a great healer. As we approach the new school year, the COVID-19 related pressures that challenged us last spring now serve as an opportunity to change our practices, improve our leadership, and work towards far greater outcomes for our students, staff, and families.

Simply entering a new year, however, will not produce the transformation that our entire school district needs right now. In order to produce the desired teaching, learning, and development experiences, we must be willing to do what the late Representative John Lewis reminded us, “To find a way, to get in the way!” And whenever he uttered these words, he meant that we must keep working hard to find ways to increase access to necessary resources to improve conditions that support improved safety, health and wellbeing, and to stand against hatred, cruelty, racism, and injustice in all its forms. As Team KSD, we must be willing to analyze, plan for, and create the seemingly impossible. And, in fact, we have already made progress toward this end, by strategically planning to educate students, to professionally develop teachers and support staff, and serve families under existing conditions, in a way that has never been attempted before in public education.

What we have experienced these last six months has been unprecedented. Yet, we have also seen during this time that we are stronger together, and it is by working together that we will get through this. Our 2020-21 Reopening Plan and the supporting documents in the appendix are the result of months of collaborative work from dedicated staff and volunteers across our district.

I know there are some in our community who will disagree with our decision to begin the school year in remote learning. Please know that we are acting out of an abundance of caution to protect the health and safety of our students, families, staff, and community members. I also fully acknowledge this plan does not address every detail of every situation that may arise, and based on what we have experienced throughout this crisis, we know new guidance and revised guidelines are likely to come in the next few days and weeks that will change our plans. I am confident in and proud of the work we have done to ensure learning begins on the first day of school this year in Kent School District.

We need to continue to be adaptive as the situation surrounding COVID-19 evolves. As we continue to receive new guidance from the Washington State Department of Health and OSPI, we will adapt our plans and inform you of the changes. We will be prepared to return to in-person instruction quickly when conditions allow us to do so.

It will take all of us, students, families, staff, and our community, working together to support a safe and successful 2020-21 school year. Thank you for your continued patience as we work to implement the details of our plan in alignment with all local and state requirements, and to provide your child with high quality, teacher-led remote learning. I look forward to the time when our students and staff can safely return to their schools. Our ability to reopen schools safely is directly related to what is happening in our community. Until then, thank you for social distancing, minimizing interactions with others outside your home, washing your hands frequently, and wearing a face covering.

In partnership and service,



Dr. Calvin J. Watts  
Superintendent

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**PLEASE NOTE: The details in this document are subject to change as directives from governing authorities, health officials, or public health conditions determine.**

# TASK FORCE AND WORKGROUP MEMBERS

The Kent School District Back to School Task Force includes labor partners, PTSA members, students, community members, and district staff. This group of dedicated individuals volunteered to commit their time, energy, and expertise in providing plans for reopening our schools in support of the continuing education of our students amidst the COVID-19 pandemic.

Our strategic plan, our core values of equity, excellence, and community, the Reopening Washington Schools 2020: District Planning Guide from the Office of the State Superintendent (OSPI) and local, state and federal health and safety requirements, guided the work of this Task Force.

In alignment with [OSPI guidance](#), the Back to School Task Force has planned for three school scenarios in the 2020-21 school year:

1. **All Students Physically in School Buildings.** This scenario requires ensuring all physical distancing, hygiene practices, cleaning, and disinfecting procedures are met. We are prepared to support students and staff for the social-emotional transition back into the building.
2. **Hybrid.** This scenario includes both in-person and remote, online instruction. This scenario also means ensuring all safety and health guidelines are met for in-person instruction in all buildings.
3. **Continuous Remote Learning 2.0.** This scenario includes preparing for all students to participate in 100% remote learning.

## ROLE OF TASK FORCE MEMBERS

This diverse group of representative stakeholders engaged in meaningful discussions and planning in the development of our back to school plan. Collectively the Back to School Task Force reviewed guidelines from the Department of Health, the Centers for Disease Control and Prevention, and Seattle King County Public Health to prevent, identify, and mitigate the spread of COVID-19 in all schools and buildings and to preserve the continuity of teaching and learning and operations in mind. A crucial role of this Task Force has been to provide clear, frequent, and ongoing communication with all stakeholder groups – especially families – about decisions, rationale, and implementation throughout and after the planning processes.

With their diverse background, knowledge, and expertise, this Task Force has also been able to help ensure a robust plan that includes efficient processes and systems for operational needs, especially finance, technology, nutrition, personal protective equipment, and transportation to ensure we are prepared for successful implementation.

## TASK FORCE OBJECTIVES

Develop a student-centered, equitable, and comprehensive Back to School Plan for Fall 2020, acknowledging that our learning models and mindsets must be adaptable as the global health crisis continues to evolve. The KSD plan developed by the Task Force and presented to the board for approval in August should:

- Mitigate and minimize the spread of Coronavirus
- Keep staff and students healthy and safe
- Be in alignment with our strategic plan goals and core values
- Be developed using our racial equity lens
- Enable staff and students to focus on student learning
- Support the social-emotional well-being and interaction for students and adults
- Provide families timely information through this transition and a plan for ongoing two-way, meaningful communication throughout the 2020-21 school year

Kent School District has established a web page where families and community members can learn more about the reopening plan, including answers to frequently asked questions.

To access the page, visit [www.kent.k12.wa.us/BacktoSchool](http://www.kent.k12.wa.us/BacktoSchool)

## Back to School Task Force Members

On behalf of the KSD Community, we want to express our sincere appreciation and gratitude for the countless hours of hard work and dedication to the volunteer members of our Back to School Task Force. Thank you for your expertise, your time, and your commitment to ensuring our students and staff are safely prepared for the 2020-21 school year.

### Student Learning Workgroup

- DeNelle West
- Andrew Mackend
- Rochelle Greenwell
- Robin Groves
- Wayne Jensen
- Christie Padilla
- Pam Pogson
- Sarah Shaw, Joshua Eidson
- Cynthia Green
- Christine Corbley
- Spencer Pan
- Lori Paxton
- Will Williams
- Patty Drobny
- Jennifer Ritchie
- Ayelet Barsotti
- Sirajummuneer Ahmad
- Joan Gonda
- Denisha Saucedo
- Shukri Olow

### Health and Safety Workgroup

- Joyce Wilson
- Tim Reynolds
- Michael Bush
- Jenny Pigott
- Cathy Blackston
- Donna Nobuyama
- Cherilyn Williams
- Alicia Gray
- Layla Jones
- Jim Schiechl
- Trish Stallard
- Tim Kovich
- Lyndy Baron
- Samantha Maffei
- Christopher White
- Tom Metcalf
- Jackie Cavins
- Megan Carter
- Lakenya Moss

### Social-Emotional Workgroup

- DeNelle West
- Becky Kinney
- Nicole Strome
- Darryn Hewson
- Michael Lawrence Wilson
- Paul Tytler
- Katharine Geiss
- Scott Haines
- Randy Heath
- Cheri Simpson
- Beth Stoughton
- Karen Stevens
- Jennifer Bossom

### School Operations Workgroup

- Brian Smith
- Lorena Long
- Tomara Lucrisia
- Christina McDade
- Lynsey Carlson
- Eric Andersen
- Heidi Maurer
- Dr. Rosa M. Villarreal
- Gordon Cook
- Faith Sisley
- Jonathan Robinson
- Cynthia Green
- Lori Paxton
- Christine Avery
- Jennifer Idzi
- Stacy Miller
- Tracie Watson

### Communications Workgroup

- Melissa Laramie
- Scott Gibb
- Leilani Oshiro
- Karmin Wood (Peterson)
- Gabrielle Blakemore
- Erica Aulava
- Stephanie Barringer
- Stephanie Murphy
- Samantha Maffei
- Amy Abrams
- Kim Wells
- Vanessa Smith

### School Meals Workgroup

- Jewelle Harmon
- Ben Rarick
- Hollan Nichols
- Teresa Sherren
- Manuel Cadenas
- Brooke Sabye
- Amelia Yonan
- Mike Albrecht
- Pam Hawley
- Teresa Fields
- Melissa Erwin
- Krista Haskins
- Jenny Shaw
- Yusuf Bashir

### Transportation Workgroup

- Justin Dennison
- Doreen Gundlach
- Dinah Ladd
- Brian Gauthier
- Lori Madeo
- Doreen Stewart
- Michael Williams
- Michelle Chin
- Wendy Atkinson
- Erika Bilyard
- Jackie Mann

### A considerable amount of feedback was drawn to develop this plan from these sources:

- Students, Families, Staff and Community members via Thoughtexchange
- 1,900 KSD Staff responses to the Return to Work Survey
- 7,000 KSD Family responses representing 12,000 students to the Fall Reopening Survey

# MANDATORY HEALTH REQUIREMENTS FOR REOPENING

According to the U.S. Centers for Disease Control and Prevention (CDC), "International experiences have demonstrated that even when a school carefully coordinates, plans, and prepares, cases may still occur within the community and schools. Expecting and planning for the occurrence of cases of COVID-19 in communities can help everyone be prepared for when a case or multiple cases are identified". The Kent School District Back to School Task Force and Kent School District have prepared the following plans to meet the mandatory health requirements for reopening our schools for the 2020-21 school year in alignment with the Office of Superintendent of Public Instruction (OSPI) guidance. KSD will continue to work in partnership with local and state health authorities, OSPI, and the Office of the Governor as we continue into the 2020–21 school year to monitor the situation and update our responses as appropriate.

## COVID-19 Site Supervisors

- KSD COVID Site Supervisors will be administrators in the building, as the instructional and operational lead of the buildings, KSD Administrators will be responsible for monitoring the health of employees and enforcing COVID-19 job site safety.
- KSD COVID-19 Site Supervisor job duties are clearly outlined and who these duties can be delegated to assist in compliance, is described here.
- Healthy Safety School Planning Teams at each school will need to be comprised of key staff that needs to make decisions on school-specific items. They should include Nurse, custodian, teacher, para, office staff, health technician, and principal/assistant principal.
- KSD COVID-19 Site Supervisor, the Superintendent, and Executive Cabinet will be trained by the District COVID Site Coordinator, Assistant Director of Health Services, Lyndy Baron, who is a point of contact for compliance questions from building COVID Site Supervisors, training and reporting cases to public health authorities.

## KSD Protocols for Suspected or Positive case of COVID-19

- Kent School District, in consultation with the Seattle King County Public Health, has established protocols to respond to suspected and positive cases of COVID-19 to maintain the health and safety of the school community.
- All staff and parents/guardians of students are required to notify the appropriate District designee (as outlined in the Pre-screening/Symptom Monitoring/Mandatory Reporting section below) immediately if a student or district employee experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.
- [KSD Protocols for Presumptive, Positive and Negative COVID-19 Cases](#)

## Drop off and pick up protocols

- Due to current COVID-19 infection rates in the months leading up to the 2020-21 school year, and the mandatory health requirements for reopening, including the space needed to maintain 6-foot physical distancing in classrooms, KSD is not able to open in a traditional model or hybrid model for all students with 6-foot distancing requirements safely or equitably.
- In the Continuous Remote Learning model, KSD buildings will be open with full COVID-19 safety requirements so that staff who would like the flexibility to teach from their classrooms, or staff who will provide direct service to specific students, meals or direct resources, and/or staff who will provide other needed services for various academic and operational programs would be available as options for our at-risk students and families.
- Staff will be wearing face coverings unless they have a medical reason not to wear one.
- Students will be wearing face coverings unless they have a medical reason not to wear one.
- Families and visitors will have limited access to school campuses and district offices. Parents and visitors are required to wear face coverings while on school grounds unless they have a medical reason not to wear one.
- Parents and visitors entering the school for longer than 15 minutes must complete a health screening, including a temperature check.

- Providing physical distancing during drop-off and pick-up will be determined by the building site administrator. Students will wait outside until time for class rather than gathering in buildings. Guidelines and best practices in alignment with DOH and OSPI will be made available before our buildings reopen to students.

### Daily Health Screenings for Students and Staff

- Staff who will be asked to come to the building to provide service in an academic program or operational support during the remote/virtual learning model will need to be given specific guidelines of the health and safety processes and expectations of working in the building during a remote virtual learning model. For example, family members, children, or visitors would not be allowed in the building unless they are there for an approved academic purpose.
- Each school building should have a trained assigned building substitute to accommodate staff absences and provide needed support either remotely or at the school building for academic programs that will take place in the building.
- Student and staff temperatures checks are required daily before going to school. Anyone with a fever of 100.4 F or higher should not go to or stay at a school site.
- Health screenings will be in place daily for students and staff; questions will include:
  - Do you have / Does the student have any of the following that is **not** attributable to another condition currently or within the last 72 hours (3 days)?
    - Cough
    - shortness of breath or difficulty breathing
    - a fever of above 100.4 degrees or higher or the sense of having a fever, which includes chills, loss of appetite, sore eyes, headache, muscle ache, feeling flushed or hot, weakness, sweating, or dehydration,
    - a sore throat
    - chills
    - new loss of taste or smell
    - muscle or body aches
    - nausea/vomiting/diarrhea
    - congestion or running nose (not related to seasonal allergies)
    - unusual fatigue.
  - Does anyone in your household have any of the above symptoms that are not attributable to another condition?
  - Have you / Has your student been in close contact with anyone with suspected or confirmed COVID-19?
  - Have you / Has your student had any medication to reduce fever before coming to school?
- Per DOH guidelines, students, staff, vendors, parents, and guardians, or guests will not be allowed in school if they are showing symptoms of COVID-19, or have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.
- Staff and students with any illness must stay home.

### Physical Distancing In buildings

- Arrival and dismissal times may vary depending on grade level to support physical distancing.
- Drop off and pick locations may be different to support physical distancing, and the process will take longer to accommodate health and safety requirements.
- To maintain physical distancing of 6-feet, during mealtimes and mixing of student groups, each building will create an individual plan to meet their specific requirements of 6-foot physical distancing.
- Classrooms that have tables instead of desks should consider changing to desks if physical distancing requirements with tables cannot be met.
- Bathrooms will need to be monitored and scheduled breaks by classes to ensure physical distancing requirements.
- Staggered mealtimes and recesses should be utilized to meet physical distancing requirements. Guidelines and best practices in alignment with DOH and OSPI will be made available before our buildings reopen to students.

- During transition times, gathering in common areas need to be limited. Guidelines and best practices in alignment with DOH and OSPI will be made available before our buildings reopen to students.

## Face Coverings

- Following CDC guidelines, the DOH, and OSPI all Kent School District employees, students, contractors, vendors, and visitors must wear a face mask that covers the mouth and nose at all times while in a District space (buildings, grounds, security desks, conference rooms, elevators, etc.).
- Face coverings, even when appropriately worn, do not replace the need to maintain social distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines.
- Cloth face coverings will be made available to employees, visitors, and students that do not have the means to obtain them.
- KSD Health Services has provided training information for staff and families about how to properly wear face coverings, including safely putting them on and taking them off.
- Inclusive Education and specialty staff will be provided a face shield to use when a cloth face covering is not appropriate, such as when providing speech therapy services.
- Face coverings do not need to be worn by:
  - those with a disability that prevents them from comfortably wearing or removing a face-covering
  - those with certain respiratory conditions or trouble breathing
  - those who are deaf or hard of hearing and use facial and mouth movements as part of communication
  - and those advised by a medical, legal, or behavioral health professional that wearing a face-covering may pose a risk to that person as stated by Department of Health and OSPI.
- Students repeatedly not wearing a face covering and not exempt will be addressed by educating the student on safety compliance, implementing positive behavior interventions, recommending alternative face covering, and consulting with parent/guardian.
  - As a last resort, the exclusion would be considered, and an opportunity to receive educational services will be provided.
- Staff repeatedly not wearing a face covering and not exempt will be addressed by first educating the staff on safety compliance, subsequent occurrences will require progressive corrective action from the supervisor and human resources.
- Additional PPE needs to be provided for staff to address their comfort level. For example, staff may want to use gloves when handling documents.

## Transportation

- In a remote learning setting, Transportation will assist with meal delivery, device delivery and swap outs, delivering instructional materials to students, and transporting school staff to neighborhoods, combining these services to create a "Mobile School Delivery Unit" to support students and families.
- Physical distancing on school buses is not possible at normal capacity.
- Students and staff are mandated to wear a mask on the school bus and at bus stops.
- Students without a mask will be provided one upon entry.
- Windows will be opened to allow for maximum airflow. Students should dress accordingly.
- During AM routes, school buses will load back to the front. This will reduce the number of students passing each other in close contact.
- During PM routes, school buses based will load based on bus stop location. Students at the end of the route sit toward the rear.
- Drivers may assign specific seats to all students.
- Students should sit with their siblings and/or household members.
- In alignment with health and safety protocols, school bus drivers will disinfect school buses twice per day, once after the AM routes, and once after the PM routes. The school schedule will operate on a normal schedule. Bus routes will be adjusted to the extent possible to allow for additional loading time.

- Loading students at bus stops may take longer to account for mask compliance and distribution.

### **Keeping our Facilities Clean**

- Schools will follow cleaning and disinfection guidelines developed by Seattle King County Public Health and Washington State Department of Health for school campuses, including classrooms, workspaces, outdoor spaces, and playgrounds.
- Physical barriers may be installed, or other areas used, where physical distancing is not possible in a school building.
- All students and staff will be encouraged to wash or disinfect their hands regularly.
- Hand washing stations with soap and/or hand sanitizer will be made available in classrooms.
- Teachers will limit the sharing of supplies between students and disinfect shared materials between uses if sharing is unavoidable.
- Lunches will be served and consumed throughout the building, rather than in the cafeteria.
- Desks will be facing forward and spaced further apart to ensure a minimum of 6 feet distance between students.
- There will be no large gatherings such as assemblies and dances.
- Schools are working with daily schedules to stagger lunches, recesses, and other transition times to minimize student group interaction.

### **Reporting and Contact Tracing**

- Seattle King County Public Health will provide guidance regarding the closure or dismissal of a classroom, school, and/or another District facility due to COVID-19.
  - The decision to close or dismiss students and/or staff from any District facility does not rest with the District.
  - Seattle King County Public Health will work closely with the Superintendent and appointed designee(s) to make the determination that best addresses the specific circumstances.
  - Decisions about closures will be made carefully and with the health, safety, and needs of our students and families in mind.
  - As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.
- Contact tracing is an essential strategy used by health departments to prevent the further spread of infectious diseases.
  - It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission.
  - Seattle King County Public Health is implementing a contact tracing program to help mitigate the spread of COVID-19 in our county.
  - When notified of a staff member, student, or approved visitor with a confirmed case of COVID-19, the District will coordinate with Seattle King County Public Health on COVID-19 reporting and response efforts.

# STATUTORY EDUCATION REQUIREMENTS FOR REOPENING

When school facilities closed in March 2020 due to the COVID-19 pandemic, many of the requirements in state law upholding our public education system paused as all school districts turned their attention to supporting students and families in remote learning. For the 2020-21 school year, the Kent School District Back to School Task Force and Kent School District have prepared the following plans to meet statutory education requirements for reopening our schools in alignment with the Office of Superintendent of Public Instruction (OSPI) guidance. KSD will continue to work in partnership with local and state health authorities, OSPI, and the Office of the Governor as we continue into the 2020–21 school year to monitor the situation and update our responses as appropriate. Additional resources, information, and details about instruction for students and families are available on school and district websites.

## 2020-21 Calendar

- OSPI is encouraging districts to build in additional non-student, non-work days into their calendars in the event a school or a district must close for a very short time to address COVID cases, and we are not able to quickly transition to remote learning to meet instructional hour requirements.
- KSD will continue to work with staff and families to plan for efficient transitions from remote learning to hybrid instruction or traditional face-to-face instruction to avoid any disruption in educational service delivery.
- The [2020-21 KSD student calendar](#) includes two (2) make-up day(s). If more days are necessary, due to COVID-19, inclement weather, or other reason, days will be added to the end of the school year in June.

## Daily Schedules and Instructional Hours

- Daily lessons posted the Friday before the following week in Canvas, for all students, all grades
  - Teams used for live instruction
- Three (3) or (4) hours of instruction (both live and self-paced) "4hrs of interacting with kids virtually daily" for all students, all grades.
  - Intervention
  - Using the specialists
  - Direct instruction
  - Guided practice
  - Independent work
- Self-Paced, guided study, supervised by staff (2 -3 hours daily)
  - Prerecorded lesson (or record the lesson from the morning) to provide support/guide students
  - 30 minutes of independent reading
  - Journal writing (district will create a journal for elementary)
  - Ongoing practice (possible iReady or other district-approved resources)
- Attendance is taken daily (the process will be provided)
- Daily planning time/Daily Office Hours are used to connect with students and families to provide just-in-time support
- Learning First schedule still applies
- Establish clear learning routines and norms for classroom interactions
- Use curriculum and instructional materials approved by the district (any other materials would need to follow the current district procedure for approval)
- Principals and A.P.'s will have access to teacher Canvas courses and Teams
- Weekly schedules for each student, daily engagement or assigned work for each student, and requirements for daily attendance in the remote learning, hybrid and traditional learning scenarios for the 2020-21 school year meet or exceed the required instructional hours and days subject to the State Board of Education requirements outlined in WAC 180-16-200. [KSD Remote Learning Sample Schedules](#)

## **Student Attendance**

- Attendance will be taken daily for all students and recorded in Skyward. (the process will be provided)
- Protocols, expectations, and training will be made available before school begins to all KSD staff, students, and families for recording attendance and reporting absences during remote learning.

## **Learning Standards**

- All KSD teachers will use formative assessments to determine how to bring students into grade-level units of instruction. Formative assessment that promotes quality feedback for students across instructional settings will communicate what students know and can do.
- Student assessments completed no later than the last day of the first month of school will be used to identify student learning support needs at the beginning of the year.
- The beginning of the year assessments will help teachers prioritize learning standards for each classroom but will not be reflected in student grades.
- Schools will continue to utilize their local data to determine which of their students need additional intensive learning supports and provide those supports remotely if possible or in-person when that is the only effective delivery method.
- Fall 2020-21 Assessments to be used for determining and prioritizing standards:
  - Preschool – TSGOLD
  - Kindergarteners – WaKIDS
  - Grades 1 – 6: iReady Reading and Math
  - Grades 7 – 9: iReady Reading and Math
  - Grades 10 – 12: District defined common assessment
- KSD will provide professional development that clearly identifies formative assessment practices, demonstrates how to use data to inform instruction based on student needs, and supports teachers in giving students feedback in the virtual setting to support this work before the first day of school.

## **Grading Practices**

- KSD staff will follow current grading guidance, detailed directions and expectations will be provided.
- Each employee assigned to classroom duties shall keep and maintain accurate, timely reports of student progress and daily student attendance.
- Secondary teachers shall enter grades every two weeks. Special projects may require additional time.
- No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, grade level or graduation requirements or adversely affecting a student's academic grade or credit in a subject or course because of tardiness or absences, except to the extent that the student's attendance and/or participation is related to the instructional objectives of the subject or course and such attendance and/or participation has been identified pursuant to the School District policy as a basis for grading.
- Secondary teachers shall be given at least four (4) workdays following the end of the quarter to complete student-progress reports.
- Teachers will be given one (1) workshop day in January to work on semester report cards. This day will be scheduled on the certificated teacher's working calendar. Still, the time may be worked at the teacher's discretion any time within the window provided for report card preparation.
- Upon request, teachers shall provide, by the last day of each semester, a list of all students who have not successfully completed course requirements.
- Elementary students shall be dismissed two and one-half hours (confirm current practice is 3 hours) before the end of the regular school day for five days each semester for elementary teachers to conduct regular conferences. If a parent requests a conference need not be held.
- Each elementary school will have an employee workshop day in October to prepare for student goal setting and in January to prepare for student progress reporting.

- These two (2) workshop days will be scheduled on the certificated employees' working calendar. Still, the time may be worked at the employee's discretion any time within the window provided for goal setting/report card preparation determined by the building.
- Students that earned an incomplete in the Spring of 2019-20 will continue to be given opportunities to resolve the incomplete grade and backfill the 'Incomplete' grade with the letter grade obtained in the next course taken in that subject area.

### **Universal Screening**

- All teachers will complete the Student Risk Screening Scale (SRSS) or other similar District approved, culturally responsive universal screener to assess the social and emotional needs of their students.
- Schools will have the option to add a student self-reflection survey, which will include additional safety and basic needs questions. The survey question and support for implementing the survey at the school level will be made available before school begins.
- School staff will reach out to the former schools of transitioning students to ensure they know which students might struggle with the transition between grades.
- Results from surveys and transition interviews will be used to help teachers plan for tier 1 instruction and tier 2 small group instruction.
- KSD will provide a family resource to conduct student screening to support social-emotional needs.
- All teachers will build in weekly check-in (screening) time to understand how the needs of students are changing.
- All teachers will use the District approved curriculum to address the social and emotional needs of their students. Second Step curriculum with revised scope and sequence will be used PK-8 grade. H.S. will focus on SEL standards with flexibility on how to teach standards.
- Instruction will be tailored to address the needs identified in the Universal Screener.
- Supplemental resources will be provided on the website for families.
- Time is built into the remote learning schedule to conduct morning meetings as part of the Second Step curriculum.

### **Students with IEPs**

- Students receiving Special Education services will be provided services aligned to their IEP.
- The IEP Team will make recommendations regarding the instructional setting to serve each student best.
- Evaluation protocols are in development and may require an additional discussion with labor partners.
- Special Education Guidance from OSPI was released on July 30, KSD will continue working to serve all students, including those with an IEP, and more information will be provided as we work with labor partners to unpack the new guidance.

### **English Language Learners**

- To effectively address the language development needs of students who are acquiring English as an additional language, all K-12 teachers must use existing KSD resources in conjunction with district-adopted curriculum and materials
  - o Collaborative Teaching practice
  - o KSD Collaboration, Scaffolding, and Differentiation Guide in planning and delivering instruction
  - o Differentiation template questions
- ELPA21 screening will require in-person administration within the first 30 days of school. Assessment protocols are in development and may require an additional discussion with labor partners.

### **Family and Community Engagement and Communication**

- As part of their weekly communications, principals will survey their families to ascertain the basic needs of families as they return to a school setting. A Universal Survey will be selected, and translations will be provided.
- KSD will continue to provide Social-Emotional Curriculum and resources to support families in how to talk about anti-racism.

- Communication will be sent to families about the District's vision for equity and social justice, emphasizing the urgent need in our community. Families will be informed that they should expect teachers to talk to students about race and equity.
- KSD will share the remote learning expectations with all families, including resources and tips for creating a thriving learning environment at home.
- Student Family Support Services will provide printed copies of Social Emotional Learning supports (check-in/ check-out sheets, zones) to families.
- KSD will continue to provide information, resources, and volunteer opportunities with all families and staff.
- Student Family Support Services will work in partnership with Kent Area Council PTSA to develop and distribute a form to request basic needs support, school supplies, and clothing through clothing bank. This form will be accessible to parents, PTSAs, and school administrators, and counselors.
- Safety First e-newsletter will continue to be a resource for sharing information, links to resources, surveys, resources, learning opportunities, celebrations, and reinforcement of safety reminders.
- We believe communication with our families, staff, and community is critical to student success. Kent School District (KSD) uses a [wide variety of tools to distribute information to our diverse community](#). Many of District approved communication tools can translate content into languages other than the one information was sent in. In addition to the official District approved communication tools, we invite families to email or call our district or school offices to speak with members of Team KSD directly. Interpreters are available upon request.

### Technology Supports

- Kent School District will continue [providing free Wi-Fi hotspots for our students and families](#) in need while supplies last. In August 2020, our current hotspots are getting upgraded data plans, and we are securing additional hotspots with the expanded data plans as well to support student connectivity and learning. Hotspots continue to be available for staff upon request.
- Students in kindergarten through eleventh grades and staff who will return to KSD for the 2020-2021 school year were able to keep their laptops over the summer.
- Students who are new to KSD for the 2020-2021 school year will receive a laptop when the school year begins. Laptop deployment will begin in August.
- Through regular two-way communication at the classroom, school, and district level with families, KSD will continue to monitor student engagement and address gaps in connectivity and technology access, so each student has sufficient opportunity to continue their learning outside of the school building.
- In both the hybrid and remote learning scenarios, students and families will have access to in-person support for technology, by appointment in alignment with safety and social distancing protocols.

### School Meals

- During the school year meal distribution in the remote learning, hybrid, and traditional learning scenarios, all student meals must be tracked and accounted for according to the National School Lunch Program regulations.
- Students are not required to be present to pick up their meals. However, each student's card must be scanned if they receive a meal.
- Student ID cards will be mailed home to verified addresses before the first day of school.
- Payments in any form (cash, check, or credit card) will not be accepted at meal distribution sites. Payments can be loaded to student accounts electronically, mailed to Nutrition Services, or paid in-person on designated days. The Hunger-Free Bill of Rights will remain in effect; students will not be denied a meal if they are unable to pay.
- Meals will be distributed weekly only in remote and hybrid learning scenarios. Meal packages will include five breakfasts and five lunches. There will not be an option to pick up less than the five breakfasts and five lunches for the week. Meals will be picked up on Wednesday afternoons from 2-4.
- Additional meal distribution information, including the free and reduced lunch application for the 2020-21 school year, will be available to all families and staff before the first day of school.

## Professional Learning

- All KSD staff will participate in various training and professional development sessions to support a safe school reopening. These professional learning sessions will ensure Team KSD members have the knowledge to follow and promote health and safety guidelines, as well as support students socially, emotionally, and academically in the 2020-21 school year.
- Content will vary by the labor group and be delivered via a mix of virtual training, screencasts, documents, self-paced online learning.
- Professional Learning for KSD Staff for the 2020-21 School Year includes but is not limited to:
  - Health and Safety - Role-specific training will be developed for administrators, teachers, and staff to ensure all have the necessary knowledge and skills to implement the District's health and safety plan, aligned with DOH, SKCPH and CDC requirements. Topics will include facilities cleaning, sanitizing, disinfecting, ventilation, physical distancing, monitoring student and staff health other safety protocols.
  - Social-Emotional Wellness - School leaders, teachers, and staff will participate in professional learning sessions to gain skills, review resources, and prepare for an intensive focus on social-emotional development, community and relationships, mental health, trauma, social justice, race, and equity at the start of school. School and district leaders will also receive training on systems and practices that support staff wellness, as outlined in the Social-Emotional Wellness Workgroup Plan.
  - Instructional Support and Interventions - Teachers and school leaders will participate in professional learning aligned to the instructional frameworks, strategies to support the implementation of instructional expectations for both face-to-face and digital learning environments. This content will support teachers and leaders in ensuring equity and access to grade-level instruction for all students.
- Leaders from Teaching and Learning, Human Resources, and Student Family Support Services will serve on a cross-functional professional development planning team to coordinate the planning and delivery of the above training and professional development offerings. This team will support efforts throughout the 2020- 2021 school year to ensure responsive, timely, and aligned professional learning for all KSD labor groups.

# MOVING FORWARD TOGETHER

It will take all of us, students, families, staff, and our community, working together to support a safe and successful 2020-2021 school year.

Our core values of equity, excellence, and community are levers that drive us towards achieving our shared vision to produce graduates who are globally competitive learners through equitable access to high quality academic, social, and applied learning; students are ready to excel in college, careers, and in life. Even in this pandemic, we remain committed to our mission, vision, and core values.

We have experienced these last six months; we are stronger working together, and it is together we can get through this.

## SUPPORTING STUDENT SUCCESS IN REMOTE LEARNING

### **Students Can Support Their Own Success in Remote Learning By:**

- Attending all remote learning classes as scheduled during the typical instructional school day.
- Ensuring they know the usernames and passwords for instructional resources that are accessible via the district website.
- Ensuring they set up a workspace at home and calendar to manage their time.
- Attending office hours to connect with the teacher and receive additional support as needed.

### **Families Can Support Student Success in Remote Learning By:**

- Assuring that a device and internet access are available at home, reaching out to the [Digital Learning Team](#) if they don't have the needed resources.
- Ensuring students attend all remote learning classes as scheduled during the typical instructional school day.
- Engaging with the students' teacher(s) regularly to understand student progress. This includes attending orientations and conferences to connect with the teacher and receive progress reports to support student success.
- Helping students remember their usernames and passwords for instructional resources available via the district website and Digital Learning Toolkit.
- Keeping contact information up to date in Skyward Family Access throughout the school year and in the summer.
- Requesting translations and interpreters as needed for all meetings and information from the teacher or principal.

### **Teachers, School-Based Staff, and Central Office Staff Can Support Student Success in Remote Learning By:**

- Following District supported and/or school-based curricula scope and sequence.
- Offering live (synchronous) instruction during designated periods based on student enrollment and the teacher's assigned course schedules.
- Internalizing district-supported remote learning materials.
- Setting office hours to connect with students to support their learning remotely.
- Participating in designated professional learning and attending remote learning sessions.
- Following guidance from their administrative team and instructional coaches regarding instructional delivery to students.
- Checking emails daily, reading thoroughly, and responding promptly as appropriate.

### **School-Based and Central Office Leaders Can Support Student and Staff Success in Remote Learning By:**

- Leading for equity and committing to providing social-emotional support and overall positive culture for remote learning.
- Coaching teachers and/or support staff to ensure they provide rigorous, culturally, and linguistically responsive instruction in a remote environment.
- Leveraging district and regional resources for curriculum and instruction and coaching and supporting teachers in remote learning.

- Setting office hours to connect with parents and students to support remote learning for students as applicable.
- Participating in professional learning and attending remote learning sessions. Including training to be the COVID-19 Site Supervisor or back-up supervisor for their school/site and working to form and implement the Healthy Safety School Planning Team.
- Ensuring teachers and teacher leaders maintain collaborative teacher planning, data analysis, coaching, and support structures during remote learning.
- Ensuring teachers and students are prepared to pivot to the hybrid or traditional learning scenario as soon as the public health conditions allow the District to do so safely.
- Checking emails daily, reading thoroughly, and responding promptly as appropriate.

## PREPARING FOR THE FIRST DAY OF SCHOOL

We would like to thank everyone who played a role in informing and developing this Plan. Implementation will be an ongoing process in the weeks leading up to the first day of school and into the 2020-2021 school year.

At the time, this plan is being published, our legal and labor team continue to meet with our labor partners to bargain the impacts of operationalizing our Back to School plans. Wages, hours, and working conditions are generally matters that require bargaining. During this entire COVID-19 pandemic, the hours of collaboration it has taken and will take to ensure our entire staff, especially our eight labor partners, to first respond to and now implement a change of this magnitude cannot be understated. We so appreciate our staff and their commitment to our students, our mission, and preserving the health and safety of our entire KSD community. Respecting our staff means respecting the bargaining process; this means all bargaining must be done at the bargaining table.

For the latest updates about our 2020-21 Back to School Plan, please visit [www.kent.k12.wa.us/BacktoSchool](http://www.kent.k12.wa.us/BacktoSchool).

**PLEASE NOTE: The details in this document and appendices are subject to change as directives from governing authorities, health officials, or public health conditions determine.**

### Appendix:

- [Digital Learning Tool Kit](#)
- [Health Screening and Safety Guidelines, including Masks](#)
- [KSD All Students Physically in School Buildings Plan 2020-21 \(PDF\)](#)
- [KSD Hybrid Learning Plan 2020-21 \(PDF\)](#)
- [KSD Hybrid Learning Sample Schedules \(PDF\)](#)
- [KSD Remote Learning Plan 2020-21 \(PDF\)](#)
- [KSD Remote Learning Sample Schedules \(PDF\)](#)
- KSD Reopening Plan Summary for Families (4-page summary, translated, available after board adoption of plan).
- [OSPI Novel Coronavirus \(COVID-19\) Guidance & Resources](#)
- [Presumptive-Confirmed Positive COVID-19 Case Protocol \(PDF\)](#)
- [Student Registration, Enrolling for 2020-21 School Year](#)
- [Skyward Family Access Support](#)
- [VIPS Information and Protocols \(PDF\)](#)
- [Washington Interscholastic Activities Association \(WIAA\) Updates and Guidelines](#)