



Lansing USD 469
2020-2021

Reopening Guidelines

By Building



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LANSING ELEMENTARY SCHOOL

For all areas, we will try to follow CDC guidelines; however, there are some instances where that may not be possible.

ON-SITE LEARNING NON-INSTRUCTIONAL GUIDELINES

4-1 Model

Monday – Thursday, In person

Friday, Virtual Learning Day

Students must “check-in” on the days that they are online.

TRANSPORTATION – ARRIVAL PROCEDURES

- Upon arrival, bus riders will be let off one bus at a time in front of building.
- No non-staff members allowed in the building. We need a plan for separation anxiety students (added a question to Kindergarten survey).
- For younger students who walk with older students, please drop off at the youngest student's door.
- See Arrival & Dismissal Procedures on Page 11 for more information

TRANSITIONS TO CLASS

- There will be visuals on the floor or the wall with single file lines, 6 feet apart.
- One-way traffic in all hallways.
- No traveling 2 or more deep across.
- Teachers feel like stickers on the floor will be more effective than the wall.
- Suggestion to make the hallway look like road to coordinate with Energy Bus theme.
- Stickers look like road signs and may be able to be made with Circuit.

RESTROOM BREAKS

- Timed whole class restroom breaks.
- Limit individuals using restroom outside of whole class breaks.
- Staff will work with children that have a medical need to use the restroom more frequently on a case by case basis.

DRINKING FOUNTAINS

- Students will bring own water bottle.
- Bottles will be filled at water-filling stations or sinks in the classroom.

CAFETERIA / LUNCH

- Schedule will be adjusted to allow for social distancing.
- Seats will be marked off and students will sit on x.
- A line order will be adhered to and no open seating.
- Seating capacity w/ social distancing



LANSING USD469 REOPENING GUIDELINES

CLASSROOM ARRANGEMENTS

- Removal of all non-essential furniture and furniture without a hard covering for cleaning.
- Desks preferred over tables.
- Front facing.
- Classroom supplies will need to be individualized and not shared.

Considerations:

Removal of some furniture

ATTENDANCE

QR Code sign in and out sheets will be posted at each entryway of classroom, so contract tracing can be done if needed.

- All students leaving room with adult that is not their cohort teacher will need to be signed in and signed out. The exception would be work with a regular support staff teacher that has a routine schedule established.

DISMISSAL

- Consider system for bus transfers.
- See Arrival & Dismissal Procedures on Page 11 for more information

TECHNOLOGY HELP

- QR Code systems for sign in and out of classrooms.
- QR code for temperature checks.
- IPAD scanner for driver's license in pitch-point entry.
- Technology department may need to support new learning for Google Classroom and related products.
- Teaching students technology usage EARLY, so they can access any online materials as needed.

BUILDING VISITORS

- No building non-staff visitors.
- Meetings will be done virtually.
- Recommend that all IEP, 504, and SPED meetings should be virtual.

MATERIAL DELIVERY

- Core curriculum materials.

NURSE VISITS

- Nurse will have a protocol for sending students to the nurse's office.
- Quarantine room (Conference Room 5819).
- Avoid sending student with another student escort.



LANSING USD469 REOPENING GUIDELINES

- Call for an adult escort (CNA or office staff)

HEALTH PROTOCOLS – SEPARATE LOCATION

- District COVID hotline
- No class-wide snacks, students will provide their own
- Mechanical pencils or personal pencil sharpeners added to supply list

ON-SITE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Start using google classroom in all content areas.
- Use all core adopted materials (ELA- OpenCourt (k-2) & Wonders (3) and GO Math (K-5))

ELECTIVES (SPECIALS)

- Attend specials in specials classrooms.
- PE will have to separate into two classes with divider down
- Extra class for library will be in B6.

SPECIAL NEEDS INSTRUCTION

- Determined by SPED.

HOMEWORK

- Grade level teams will develop grade level policy.

STUDENT ASSESSMENT

- State assessments are still scheduled to be given.

BACK TO SCHOOL NIGHT

- Virtual with exception of high needs students who can make individual appointment.
- Those high-needs students will be invited by case managers and limited to only need.

MEET THE TEACHER

- Virtual with exception of high needs students who can make an individual appointment

PRE-WELCOME NEWS TO FAMILIES

- Virtual

ON-SITE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Dedicated SEL Time-Videos to parents and students about what school will look like before they enter the building.



LANSING USD469 REOPENING GUIDELINES

- How are you feeling assessment for students?
- Google form-collaborate with counselors.
- TIP training and emphasis.
- We are still in crisis education.

TIER 1, CORE

- Dedicated SEL time.
- The document released by KSDE will assist PLC's in determining which standards, indicators should be taught

TIER 2 INSTRUCTION

- TASN-Interventions to continue

GUEST TEACHERS (SUBS)

- Typically, when we cannot find subs, we split classes. We may not be able to do this. If we cannot service students, we may need to go to remote.
- Grade level teams will need to have an emergency sub plans available.

FIELDTRIPS

- None- teams can explore virtual field trip options.
- Can invite guest zoom speakers

ASSEMBLIES

- Virtual or on hold

STAFF WELLNESS

- We want to continue to explore staff wellness, meditation room/ relaxation room.
- Mind yeti.
- Take back to teams for ideas.

LANSING ELEMENTARY SCHOOL RECESS PLAN

Rotating Area Schedule for K/1 Side
Area 1: Playground Equipment
Area 2: Blacktop
Area 3: Soccer Field
Area 4: Grassy Area on west side of first grade hallway(?)



LANSING USD469 REOPENING GUIDELINES

Rotating Area Schedule of 2/3 Side

Area 1: Playground Equipment
Area 2: Half of the Blacktop
Area 3: Half of the Blacktop
Area 4: Grassy Area between the second and third hallway(?)

Rules for Safe Recess Sanitation

1. Masks will be kept inside a Gladware container that is designated for each child.
2. The student will carry their mask outside with them in the Gladware container.
3. Each classes recess tub equipment must be cleaned between each use.
4. Recess equipment will be cleaned by? between class play.(Barb is contacting Dan, Alan, and LVCO Health Dept.)
5. Hands must be washed and sanitized after play. (Location for each group)

Recess Play Ideas for Social Distancing

1. Red Light, Green Light	4. Dance competitions
2. Relay Races	5. Chalk
3. Running and Walking club	6. Simon Says

Recess Play Ideas for Muddy Area Days/Wet Equipment Days

1. Walk Around the Building
2. Scavanger Hunt
3. Divide the Blacktop in half

Recess Play Ideas for Indoor Recess

1. Magic Ball
2. Go Noodle
3. 4 Corners
4. Gym Days
5. Simon Says

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL:

- Drop-off and Entry Locations



LANSING USD469 REOPENING GUIDELINES

- Kindergarten: Drop-off by Kinder playground and enter through Door #9
- 1st: Drop-off at back of building/1st grade playground and enter through Door #12
- 2nd: Drop-off at back of building/2-3 playground and enter through Door #27
- 3rd: Drop-off at back of building/2-3 playground and enter through Door #25
- Bus Riders
 - K-1 through Door #TBD
 - 2-3 through Door #TBD
- Walkers go through appropriate grade level door
- Buses
 - Stagger busses letting off students
 - Have a staff member directing this flow of students?
- Car rider parents can't leave until students' temperature has been checked by a staff member
 - Will make a stop for each student (ex. Kinder can't go in 3rd grade door)
 - Parents must remain in car, can't walk up to or in building
- Temperature checkers (non-classroom teaching staff members)
 - 3 at each car drop off location
 - 1 at each crosswalk location
- Lanyards for each student
 - Wet erase checkmark that temp has been check as visual for teachers
- Hand Sanitizer station at each entry point
- Breakfast
 - Breakfast Cart and chaperone at each entry location
 - Grab and Go food options
 - Eaten in classroom
 - Allergy kids will eat in 'safe spot' in classroom
- Teachers/Staff
 - Enter through Door #1 for temperature check every morning
- Teacher/Staff Kids
 - Can enter through Door #1 with parent
 - Dismissed from parents room 1-2 minutes prior to 8 a.m. bell
- Non-classroom staff stationed throughout the building at appointed places
 - Designate 3-4 back-ups in case of absences

DISMISSAL:

- Teachers will be responsible for taking their own class to the dismissal locations
- No building travelers (except teacher kids)
- Police assistance on the K-1 side to keep parents in cars



LANSING USD469 REOPENING GUIDELINES

- Staggered dismissal to allow for social distancing as much as possible
 - Example, 3rd and 1st and then K and 2nd
- Non-classroom staff stationed at the varying dismissal locations
- Ride changes
 - Parents need to let the office know of changes by 1 p.m.
 - Email teacher
 - Continue to use intercom for notifying teachers
 - Mark student lanyards with ride changes
- Dismissal locations will be the same as morning drop-off locations
- Non-classroom staff stationed throughout the building at appointed places
 - Designate 3-4 back-ups in case of absences
- Utilize specials teachers during dismissal
 - Assign 2 per grade level for assistance as needed

Lockers (Grades 2 & 3):

- Students will go straight to classroom in the morning and not stop at locker first
- Social distancing routine in place for students to go to locker
 - A group, B group, C group, etc.
 - Students must be monitored while at lockers
- Stagger lockers as much as possible depending on enrollment
- Only backpacks, coats, lunch boxes can be stored in lockers
- Locker must be emptied for cleaning every day, no storing things overnight
- No going to lockers during the day

MISCELLANEOUS:

- Long ropes with knots spaced apart to transfer kids during dismissal



LANSING USD469 REOPENING GUIDELINES

FRIDAY SCHEDULE FOR TEACHERS

TEACHER Remote Friday Schedule - SY 2020-2021					
	Kindergarten	First	Second	Third	Intervention Support Staff
8:00-8:30	Prep	Prep	Prep	Prep	Plan
8:30-9:00	Morning Meeting - SEL Second Step	Morning Meeting - SEL Second Step	Morning Meeting - SEL Second Step	Morning Meeting - SEL Second Step	
9:00-9:30	Plan	Small Group Time - MTSS ELA Intervention Sped Counselor	Small Group Time - MTSS ELA Intervention Sped Counselor	PLC	1/2 Small Group Time ELA Intervention
9:30-10:00					
10:00-10:30					
10:30-11:00	Small Group Time - MTSS ELA Intervention Sped Counselor	Plan	PLC	Small Group Time - MTSS ELA Intervention Sped Counselor	Small Group Time ELA Intervention Sped Counselor
11:00-11:30					
11:30-12:00					
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Small Group Time - MTSS Math Intervention Sped Counselor	PLC	Plan	Small Group Time - MTSS Math Intervention Sped Counselor	K/3 Small Group Time Math Intervention
1:00-1:30					
1:30-2:00					
2:00-2:30	PLC	Small Group Time - MTSS Math Intervention Sped Counselor	Small Group Time - MTSS Math Intervention Sped Counselor	Plan	1/2 Small Group Time Math Intervention
2:30-3:00					
3:00-3:30					



LANSING USD469 REOPENING GUIDELINES

FRIDAY SCHEDULE FOR STUDENTS

STUDENT Remote Friday Schedule - SY 2020-21					
	Kindergarten	First	Second	Third	Specials
8:00-8:30	Wake Up, Eat Breakfast, Get Ready for your day!				
8:30-9:00	Morning Class Meeting	Morning Class Meeting	Morning Class Meeting	Morning Class Meeting	
9:00-9:30	Independent ELA Brain Breaks/Recess 15 min	Small Group Time - ELA Intervention Live Lesson: 15-20 min	Small Group Time - ELA Intervention Live Lesson: 15-20 min	Independent ELA Brain Breaks/Recess 15 min	Will be 45 minutes. Student can choose to complete during either their ELA or Math Intervention time when not participating in a live lesson.
9:30-10:00					
10:00-10:30					
10:30-11:00	Small Group Time - ELA Intervention Live Lesson: 15-20 min	Independent ELA Brain Breaks/Recess 15 min	Independent ELA Brain Breaks/Recess 15 min	Small Group Time - ELA Intervention Live Lesson: 15-20 min	
11:00-11:30					
11:30-12:00					
12:00-12:30	Lunch	Lunch	Lunch	Lunch	
12:30-1:00	Small Group Time Math Intervention Live Lesson 15-20 min	Independent Math Brain Breaks/Recess 15 min	Independent Math Brain Breaks/Recess 15 min	Small Group Time Math Intervention Live Lesson 15-20 min	
1:00-1:30					
1:30-2:00					
2:00-2:30	Independent Math Brain Breaks/Recess 15 min	Small Group Time Math Intervention Live Lesson 15-20 min	Small Group Time Math Intervention Live Lesson 15-20 min	Independent Math Brain Breaks/Recess 15 min	
2:30-3:00					
3:00-3:30					



REMOTE LEARNING GUIDELINES

Students will be instructed through an online learning environment. To maintain learning integrity students will be required to engage with the online teacher daily during all live sessions and attend required small group sessions.

Students and parents/guardians will engage in a 6 hour instructional day with a combination of direct instruction on zoom, guided practice, and independent work.

Parents/guardians are responsible for facilitating independent practice.

RECOMMENDED TIME ALLOTMENTS

(Amount of time all students are receiving direct instruction on l-pads)

The remote educator may break up Zoom instruction into shorter time segments based on student grade level.

- Kindergarten – 1.5 hour max
- Grades 1-2 – 2 hours max
- Grade 3 – 2.5 hours max

LES REMOTE LEARNING INFORMATION

- Students will meet with their remote educator every day (see time allotment)
- The expectation is students are online daily (M-R) at 9:00am and attend all live sessions as well as any other required session(s).
- Students may be pulled into groups between 1:00-2:50 for additional instruction
- Students will have a consistent weekly schedule.
- Core instruction will last a minimum of 50 minutes each day for math, 60 minutes for reading, and 30 minutes for BSEL.
- Social Studies and Science will be incorporated throughout the week. This may look different depending on the grade level.
- Core instruction will occur between 9:00am-11:30am (Monday-Thursday).
- All content will be available on google classroom and teachers will provide directions for accessing all resources.
- Remote educators will have daily study halls where students can receive assistance as needed.
- Remote students will have access to art, music, physical education each week.



LANSING USD469 REOPENING GUIDELINES

- Remote learning students will have time during the week to socialize with classmates.

Lansing Elementary Remote Learning Daily Schedule

TIME	FOCUS	FORMAT	STUDENT EXPERIENCE
9:00-9:30 AM	Morning Meeting & BSEL instruction	LIVE Online	Greeting, attendance, share activity/song/game (grade level specific) daily schedule, yoga, brain-break, mindfulness activity. Direct online instruction with remote educator using core resource 2 nd Step
9:30-10:00 AM	ELA core	LIVE Online	Direct online instruction with remote educator (Open Court/ Wonders)
10:00 – 10:30	ELA core independent/ supported work time	Online/ offline	Time for guided practice and independent work with an adult
10:30 – 10:40	Break	Break	Break off the computer
10:40 – 11:00	Math core	LIVE Online	Direct online instruction with remote educator (Go Math)
11:00-11:30	Math core independent/supported work time	Online/ offline	Time for guided practice and independent work with an adult
11:30 am – 12:00 PM	Lunch	Offline	Offline
12:00 – 12:30	Social interaction opportunity	Online (optional)	Social interaction with classmates & teacher
12:30 - 1:00 PM	Specials Opportunity	Offline	Choice board selection of daily specials activity
1:00-2:00 PM	Work on Assignments	Independent or Online	May be pulled for small group instruction/support. Could work independently on assignments provided by teacher.
2:00 - 2:50 PM	Office Hours	Online	Student can join office hours if needing extra assistance
2:50 – 3:00 PM	Executive Functioning & Wrap-Up Time	LIVE online	Direct online instruction with remote teacher



REMOTE LEARNING NON-INSTRUCTIONAL GUIDELINES

ATTENDANCE

- Good daily attendance is necessary.
- A system will be implemented to track attendance.

TECHNOLOGY

- Have systems in place for a seamless transition.

REMOTE LEARNING INSTRUCTIONAL GUIDELINES

SPECIAL NEEDS INSTRUCTION

- Determined by SPED.

HOMEWORK

- Grade level teams will develop grade level policy.

STUDENT ASSESSMENT

- State assessments are still scheduled to be given.

PRE-WELCOME NEWS TO FAMILIES

- Virtual

REMOTE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Dedicated SEL Time-Videos to parents and students about what school will look like before they enter the building.
- How are you feeling assessment for students
- Google form-collaborate with counselors.
- TIP training and emphasis.
- We are still in crisis education.

FIELDTRIPS

- Virtual

SUBSTITUTE FLOW FOR LANSING ELEMENTARY SCHOOL

In emergency situations, substitutes will be needed in classrooms. The following is a recommended order of response when a classroom is in need of a substitute, and will be in our best practice:

1. Any Teacher Aide or Paraprofessional that is licensed to be in the classroom
2. Any Teacher Aide or Paraprofessional that is unlicensed to be in the classroom



LANSING USD469 REOPENING GUIDELINES

- a. Students will stay in the physical classroom, but remotely join a nearby grade level.
3. Intervention Teachers
 - a. Begin with interventionists at the grade level they support, and then reach out to other grade level interventionists.
4. Counselor, Social Worker, any other specialist
5. Specials Teachers and ESL teacher
 - a. If Specials teachers are pulled to substitute, then classroom teachers will be paid for their planning time.
6. Administration (Instructional Coach, Assistant Principal and Principal, personnel from District Office)

ADDRESSING THE SUBSTITUTE SHORTAGE

We recommend increasing the rate of pay for substitute teachers, which might entice more people to come to Lansing to work.

It would be wise to publicize to the community that 60 hours is all that is needed for license.

Use the applicants for the preschool job (or any level) to see if they want to become paras.

Reach out to the Ed Department at St Marys, anyone with 60+ hours could do a work study or something similar?

EMERGENCY SUBSTITUTE PLANS - IDENTICAL (I.E., "THE YELLOW BINDER")

It is recommended that teachers prepare and have on hand at least 3 generic days of lesson (same per grade level) plans, for use in *emergency situations only*. These can be placed in a folder or binder, with other pertinent information, i.e., daily schedule, classroom routines and procedures, class list, emergency drills, etc.



LANSING INTERMEDIATE SCHOOL

For all areas, we will try to follow CDC guidelines; however, there are some instances where that may not be possible.

ON-SITE LEARNING NON-INSTRUCTIONAL GUIDELINES

4-1 Model

Monday – Thursday, In person

Friday, Virtual Learning Day

Students must “check-in” on the days that they are online.

TRANSPORTATION – ARRIVAL PROCEDURES

- Temperatures will be taken on the bus
*Busses will dismiss one at a time and a staff member will guide students into the building (West side)
- One student enters the building at a time
- Students not riding a bus will need to enter the building on the East side
- All staff will need to be available for morning duty
*PE & music will help with temp checks
- Breakfast in the classroom
- Doors will open at 8:00
- Students will sanitize their hands upon arrival
- Students go straight to the classroom

Considerations:

Coverage

TRANSITIONS TO CLASS

- 3 ft. is the minimum that is suggested while wearing a mask
- Students need to be 3 square tiles apart
- One-way traffic around the pods
- 4th and 5th will stay in their designated stairwell in the back
- PE & music will not have a transition
- Only 1 class on the stairs in the same direction
- Down on the right and up on the left (when standing at the top)
- Arrows on the wall
- Last student in line will wipe down the handrails on the stairs
- STAY RIGHT!



LANSING USD469 REOPENING GUIDELINES

- Students will need their own art box
- We do not have transition time between specials. Specials teachers must build sanitizing into class time

RESTROOM BREAKS

- Fountains turned off and bottle fillers available
- No whole class bathroom breaks
- Outside bathroom doors will stay open (cannot see urinals from the hall).
- Bathrooms sanitized regularly throughout the day
- Any student that leaves the room will sanitize hands when leaving and entering their classroom
- QR codes so teachers have a count of how many students are out of class at one time.
- Specials will have students wash hands & use restroom before leaving (can use locker rooms)
- Teach students how to properly wash their hands and have signs posted

CAFETERIA / LUNCH

- Tables will be single and facing the same direction
- Overflow will be in the downstairs common area
- Students will go through the lunch line at an appropriate social distance
- Lunch will be prepackaged
- We will provide water
- 35 minutes will be 20 min of eating and 15 min of restroom & sanitizing (eat & clean)

CLASSROOM ARRANGEMENTS

- Lockers: students can leave their stuff, but only access when told. -spread students out and every 4th locker can go
- Desks facing forward
- Tables are okay as long as students are wearing a mask, or a shield is present
- Nonporous furniture can stay
- We have room to store items that we do not want to keep in the classrooms

Considerations:

Removal of some furniture

ATTENDANCE

- In Skyward by 9:00



LANSING USD469 REOPENING GUIDELINES

- "What is the reason for the absence?"
- We can ask if they have been exposed

DISMISSAL

- Exit out the same doors they came in: bus riders west door, all others east door
- Students will stay in the classroom until their group is dismissed
- Office will announce group that is dismissing (car riders, bus riders, walkers)
- All available staff will monitor hallways per duty schedule
- Name plaques in the window for car pick up
- The same staff members will do each duty
- Students waiting for daycare will be supervised in the cafeteria, and remain masked and socially distant

TECHNOLOGY HELP

- Work ticket
- iPads go home each night
- Students will be provided 1 cord/charger. If it is lost, student must provide their own charger

BUILDING VISITORS

- Plexiglass on secretary desk
- Podium in the entryway that parents will sign students out
- Masks required to enter
- Parents can call ahead so their student is waiting in the office
- No one will be going past the office to volunteer
- Visitors without masks will not be permitted in the office, but will remain in the office foyer and communicate via intercom
- PTA has a designated space

MATERIAL DELIVERY

- No homemade treats in the classroom
- LINC student can deliver materials from the office when available

NURSE VISITS

- Nurse on a cart
- Classroom first aid kit

HEALTH PROTOCOLS – SEPARATE LOCATION

- Symptom protocol hanging in each class



LANSING USD469 REOPENING GUIDELINES

- Designated room in the office (connections room): parents can pick up students from hallway to avoid the office
- Sanitize hands each hour
- Spray disinfectant and paper towels
- Shields for teachers during instruction

RECESS

- Your PE partner is your recess partner as part of your cohort group
- Teachers will take their class when they feel they need it
- Not during specials
- Equipment must be sanitized after each class
- 2 classes at a time- class cohorts
- Students will sanitize hands before and after
- Students will wear a mask at recess
- Indoor recess will be in each classroom

OTHER

- Water bottles on class lists
- Lanyards for students to clip to masks
- District COVID hotline
- No classwide snacks, students will provide their own
- Mechanical pencils or personal pencil sharpeners added to supply list

ON-SITE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Math & reading: 60 minutes
- Google classroom is set up for each student
- Consistent platforms
- District core resource

TIER 2, INSTRUCTION

- Math & reading: Additional 30 minutes

TIER 3, INSTRUCTION

- Math & reading: Additional 30 minutes



ELECTIVES (SPECIALS)

- PE & music will not switch
- Students will sanitize at the end of specials

SPECIAL NEEDS INSTRUCTION

- IEP minutes & services met

STUDENT ASSESSMENT

- District screeners
- State assessments
- Common formative assessments

SMALL GROUP INSTRUCTION

- Plexiglass shield
- Masks are a must
- More spacing between students

ON-SITE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Daily check ins
- Encouraged class meetings

TIER 1, CORE

- Second Step

TIER 2 INSTRUCTION

- Additional parent and student contact

TIER 3 INSTRUCTION

- Groups with counselors



FRIDAY TEACHER SCHEDULE

	Minutes	Subject
8:00-8:30	30	Morning Meeting-LIVE
8:30-9:00	30	Core Reading Lesson-LIVE
9:00-10:00	60	PLC 4th Grade - 5th Grade Individual Plan
10:00-10:15	15	BREAK
10:15-10:45	30	Core Math Lesson-LIVE
10:45-11:45	60	PLC 5th Grade - 4th Grade Individual Plan
11:45-12:15	30	Lunch
12:15-1:15	60	Social Studies/Science-LIVE
1:15-1:30	15	Team Planning
1:30-2:20	50	Team Planning
2:20-3:00	40	Study Hall Office Hours - LIVE
3:00-3:30	30	Student Improvement Team

- Teacher live remote teaching schedules will not change.
- Student remote schedules will be consistent with the exception of Pridetime.
- Pridetime will not happen on Fridays but teachers, paras, and aides will be available during office hours to help students.
- Student Improvement Team will be in place to address individual student concerns.

REMOTE LEARNING INFORMATION

Continuous Learning vs Remote Learning

Remote Learning for the 2020-2021 school year will not look like the Continuous Learning that was implemented during the end of last school year. Lansing Intermediate school was extremely proud of our execution of the 4th quarter Continuous Learning plan, but as this pandemic continues, we must provide more normalcy through a consistent remote learning environment that mirrors in person learning. We will achieve this through a consistent schedule, quality district curriculum and instruction, and traditional attendance and grading methods.



LANSING USD469 REOPENING GUIDELINES

Remote Learning Schedule

The Remote Learning Schedule will be used all year. It will be used for students who choose to be a remote learner, on Fridays when in person students will be remotely learning, and any other times that remote learning needs to take place.

Lansing Intermediate Remote Learning Schedule

	Minutes	Subject
8:00-8:30	30	Morning Meeting-LIVE
8:30-9:00	30	Core Reading Lesson-LIVE
9:00-10:00	60	Individual and small group work time
10:00-10:15	15	BREAK
10:15-10:45	30	Core Math Lesson-LIVE
10:45-11:45	60	Individual and small group work time
11:45-12:15	30	Lunch
12:15-1:15	60	Social Studies/Science-LIVE
1:15-1:30	15	Break
1:30-2:20	50	Specials
2:20-3:00	40	Study hall Office hours-LIVE
3:00-3:30	30	Independent reading

How will this look for a remote student?

- All students will be placed with a “classroom” teacher. Remote learners will have one teacher who will be teaching them remotely. Remote instruction will consist of the district core curriculum.



LANSING USD469 REOPENING GUIDELINES

- Students must attend the morning meeting and LIVE reading, math, and science/social studies lessons for attendance. Teachers will be taking attendance during those LIVE sessions.
- Students are strongly encouraged to attend the LIVE Science/Social Studies lessons. That hour will be a combination of a LIVE lesson and time for student work.
- Individual and small group work time is scheduled after LIVE core Math and Reading lessons. Most students will work independently during this time on their assignments. However, students who receive special education, paraprofessional and intervention services will have access to those services during the student work time with the exception of Fridays. On Fridays, an alternate time for those services will be scheduled on a case by case basis.
- Zoom, Google Classroom, and ClasTag will be the primary platforms that instruction, assignments, and communication will be delivered.
- Traditional grading practices will be used with the grading scale of A, B, C, D, and F.
- The student and a parent will be required to fill out a daily learning log that indicates the amount of time spent on each subject area and the correspondence that the student had with a teacher. The district will provide the learning log form and information about how to submit.
- Students will have a daily study hall where they will have extra time to complete assignments. During this time teachers and other staff members will be available to students and parents through office hours.

How will Remote Learning look on Fridays?

- Remote learners will follow their normal remote learning schedule with their teacher providing remote instruction.
- In person learners will follow the remote learning schedule with their classroom teacher providing remote instruction.
- Schedules for students who receive special education, paraprofessional and intervention services will not follow the Monday-Thursday schedules and will be adjusted as needed on Fridays.

Remote Learning Flexibility

- The remote learning schedule will be followed any time that a class is required to remote learn. Lansing School District will be working closely with the Leavenworth Health Department in regard to safely operating. We anticipate that there will be times when remote learning will be implemented on a case by case basis. Consistency of our remote schedule will help ease those transitions if they arise.



REMOTE LEARNING NON-INSTRUCTIONAL GUIDELINES

ATTENDANCE

- Students will have a log they will complete when at home that will need to be signed by parent
- If a student does not fill out attendance log, they will be considered absent.

TECHNOLOGY

- Live help hotline
- iPad pick-up will be scheduled
- Students will be provided 1 cord/charger. If it is lost, student must provide their own charger

REMOTE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Math & reading: 60 minutes
- *Synchronous and asynchronous
- Google classroom is set up for each student
- Consistent platforms
- District core resource

TIER 2, INSTRUCTION

- Math & reading: 30 minutes
- Synchronous and asynchronous

TIER 3, INSTRUCTION

- Math & reading: 30 minutes
- Synchronous and asynchronous

ELECTIVES (SPECIALS)

- Synchronous and asynchronous

SPECIAL NEEDS INSTRUCTION

- IEP minutes & services met

STUDENT ASSESSMENT

- District screeners
- State assessments
- Common formative assessments
- Come for assessments on days students are not in the building

SMALL GROUP INSTRUCTION



- Break out rooms

REMOTE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Daily check ins
- Encouraged class meetings
- Banking time with students
- One-on-one before and after Zoom

TIER 1, CORE

- Second Step

TIER 2 INSTRUCTION

- Additional parent and student contact

TIER 3 INSTRUCTION

- Groups with counselors



LANSING MIDDLE SCHOOL

For all areas, we will try to follow CDC guidelines; however, there are some instances where that may not be possible.

Masks will be required for everyone at LMS at all times.

ON-SITE LEARNING NON-INSTRUCTIONAL GUIDELINES

4-1 Model

Monday - In Person
Tuesday - In Person
Wednesday - In Person
Thursday - In Person
Friday - Virtual Learning Day

Students must “check-in” on the days that they are online.

TRANSPORTATION

BUSES – To minimize interactions, upon arrival, only one bus may let their students out at a time. If students have had temperatures read on the bus, students may enter into the building right away.

ARRIVAL PROCEDURES

Entrances - Bus rider and car/walker side. May need to open an additional entrance for walkers. Temperatures will be taken at each entrance. Use multiple stations for this, if possible.

To minimize transitions, students will report to 1st period classrooms upon arrival and entry into the building. If a teacher cannot be present in his/her classroom at 7:45, i.e. attending an IEP meeting, the teacher MUST find coverage. Para-educators can be utilized for coverage. (Explos will be supervising)

Since the teacher duty day begins at 7:45, students will be strongly encouraged NOT to arrive before 7:45 AM. If they arrive before this time, they will be socially distanced OUTSIDE. If weather necessitates moving students inside before 7:45, masks will be required, and they will be socially distanced.

Students eating breakfast – socially-distanced in line to get breakfast. Eat in the cafeteria (If in classrooms there needs to be a designated food allergy space.)

Spaces Needing Supervision

- Breakfast Area
- Entryway by the office
- Entry by auditorium

Band Instrument Check-In 7th and 8th grade only will be dropping off their instruments. (Students with smaller instruments will carry them throughout the day)



LANSING USD469 REOPENING GUIDELINES

TRANSITIONS TO CLASS

- Mark hallway for traffic patterns so students are all walking the same way.
- Social Distancing Dots (Floor)
- Expectation is to go directly to class.
- Observe CDC guidelines.
- May need to stagger class dismissal/start times.
- All hands-on deck. This will be revisited during the staff meeting when everyone is meeting at the start of the year.

**Alternative plans will be made for major areas of congestion.

RESTROOM BREAKS

- Encourage during class usage. QR code for sign out - will look into the possibility of a live QR code.
- During passing periods - Have an adult at the restroom door or just inside, monitoring the number of students that are in at one time.

CAFETERIA / LUNCH

- Students **MUST** wash their hands before lunch or use hand sanitizer.
- Revamp Lunch Seating. 2 students per lunch table facing the same way. There will be a seating arrangement.
- Some students will need to eat in classrooms.
- Teachers will still have to have duty- free lunches so if students eat in classrooms, we will have to look into coverage from other adults in the building, if possible or we will pay teachers for this time.
- Social Distance Markers in Cafeteria.

CLASSROOM ARRANGEMENTS

- Some furniture must be removed.
- Spread Students Out. No pair or group tables. CDC Guidelines cannot be met; however, we will spread out as far as possible.

ATTENDANCE

- On Skyward, as usual

DISMISSAL

** *Paras can help*

- Dismiss by bus.
- Anticipating a large amount of car-riders. Consider dismissing by grade level or team. We will need more supervision outside.



LANSING USD469 REOPENING GUIDELINES

- We will look at 2 exit points and car pick-up points depending on if we can make it for traffic flow.
- Encourage Social Distancing and CDC Guidelines

TECHNOLOGY HELP

- Polystudio- integrated camera and sound improvement to help with remote and in person.

[Poly Studio Promo](#)

- Training for:
 - Zoom (will have purchased)
 - Google Classroom
 - Screencastify
 - Pear Deck (will have purchased)
 - Flip Grid
 - Garageband for mp3 files helpful for accommodations
 - Increased sound capacity in classroom to help students hear due to masks/shields
- LMS Flow-Chart
 1. Teacher Troubleshoots
 2. Contact Co-Worker
 3. Grade Level Support Person:
(Rachel Szmed, Molly Lienemann, Stacey Jenkins, Vera Daniels)
 4. Chris Fletcher

BUILDING VISITORS

- No visitors to classrooms and no family coming in for lunch.
- (The Guidance Center and Cornerstones of Care/SRS)
- Must check-in, Screened for Temp, Follow CDC Guidelines and Regulations, Encourage a phone call ahead, show ID before they get into the building.
- Will use U-Visit on iPad for check-in entry way before coming into office.

MATERIAL DELIVERY

- Mail and Deliveries will be checked in at the office. Follow CDC and district guidelines.

NURSE VISITS

- Don't send down students before calling. A nurse must check-out the student before they can call/text home to be picked up.
- Mobile nursing stations so the nurse can move around the school. The isolation room will be room 191. Lunch time meds will also be distributed by the nurse coming to the classroom (given privately in hallway, away from other students.)



LANSING USD469 REOPENING GUIDELINES

- Teachers will have typical supplies and maybe a few more medical supplies.
- Follow CDC Guidelines

HEALTH PROTOCOLS – SEPARATE LOCATION

- Isolation room will be Rm 191. Kayla will do classroom visits with a mobile nursing station.
- Follow CDC Guidelines
- Will be developing a district protocol for the number of symptoms it takes for students and staff to be out for 10 days. We also need to find a way to create a list of students and staff who should not be at school due to COVID symptoms.
- Teachers will receive e-mail from Kayla or Jennifer Layton to indicate if a student has been quarantined.

ON-SITE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Try to incorporate more project-based learning.
- Regular curriculum and resources as currently established.
- Try to incorporate flipped classroom when applicable.
- Utilize Technology

TIER 2, INSTRUCTION

- Regular curriculum and resources as currently established.
- Tier 2 and 3 will be integrated as part of the schedule.

TIER 3, INSTRUCTION

- Regular curriculum and resources as currently established.
- Tier 2 and 3 will be integrated as part of the schedule.
- May utilize more on-site time for students with these needs, i.e. Fridays.

ELECTIVES (SPECIALS)

- Regular curriculum and resources as currently established.
- Electives integrated into schedule.

SPECIAL NEEDS INSTRUCTION

- Regular curriculum and resources as currently established.
- Special education services will be integrated into schedule.
- More on site time (days?) for students with these needs.



LANSING USD469 REOPENING GUIDELINES

- Make use of electronic accommodations. Paras will be utilized.

STUDENT ASSESSMENT

- Normal assessments
- Utilize project based learning, when applicable.
- Try to incorporate more tests and quizzes that are open book/open notes. The goal is to demonstrate learning.

ON-SITE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Small Group In-Person Orientation Over Several Days for an hour or so for each.
- Proceed as usual.
- Scheduled breaks for movement/ brain breaks

TIER 1, CORE

- Counseling Google Classroom via Maggie set up by each grade level.
- Advisory
- SAEBRS
- Phone Calls/Check-Ins

TIER 2 INSTRUCTION

- Maggie will do home checks or in person counseling at LMS/Zoom
- 2nd Step program

TIER 3 INSTRUCTION

- Maggie will do home checks or in person counseling at LMS/Zoom



WHAT DOES A FRIDAY LOOK LIKE?

All students will follow an abbreviated version of their regular schedule.

8th Grade	7th Grade	6th Grade
1st – 8:15-8:45	1st – 8:15-8:45	1st – 8:15-8:45
2nd – 8:45-9:15	2nd – 8:45-9:15	2nd – 8:45-9:15
3rd – 9:20-9:50	3rd – 9:20-9:50	3rd – 9:20-9:50
4th – 9:50-10:20	4th – 9:50-10:20	5th – 9:50-10:20
5th – 10:25-10:55	6th – 10:25-10:55	6th – 10:25-10:55
7th – 10:55-11:25	7th – 10:55-11:25	7th – 10:55-11:25
8th – 11:30-12:00	8th – 11:30-12:00	8th – 11:30-12:00

Students are to use the afternoon to work on assignments and class work.

Study hall will be available for students that need extra help. This may be student-initiated where the student seeks help or may be teacher-directed where the instructor requires a student to attend to give him/her further assistance.

All Staff at Lansing Middle School

12:00-12:30 – Lunch

12:30-1:30 – Office Hours – Individual Contact with Remote-Only Students, Done by Advisory Classes

1:30-2:45 – Remote-Learning Planning

2:45-3:20 – Study Hall – Available for students to get extra help – done via Zoom

- Teachers have flexibility during the daily schedule
 - Attendance must be taken each class period
 - May choose to keep all students (standard practice); however, may keep a smaller group (less likely)
- Individual contact with remote-only students through office hours will be scheduled ahead of time. These meetings should last 5-10 minutes. This is done to provide support for the student and to also build a relationship between the teacher and the student.
- Remote-Learning Planning – This is solely preparation for teachers for the likelihood that a remote-only setting will be necessary for all students at some point.

PLAN FOR REMOTE LEARNERS

At Lansing Middle School, remote learning for the 2020-2021 school year will look quite different than the 4th quarter of the 2019-2020 school year. The 4th quarter of last year was “crisis” teaching. Our intent for the 2020-2021 is to ensure more



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normalcy through a consistent schedule, traditional grading methods, and a standard curriculum.

HOW IT WILL LOOK FOR A REMOTE STUDENT

SCHEDULING AND ATTENDANCE

- All remote learners will follow their regularly assigned class schedule.
- They will check in at the beginning of each class period via Zoom.
 - Attendance will be taken.
- Codes for each class will be given to students as well as a password document to help with organization.

INSTRUCTION

- Classroom instruction will be provided by the Lansing Middle School teacher assigned for that specific class and will consist of the district core curriculum.
 - This will be done primarily with a “synchronous” approach where the student is on Zoom with his/her classmates that are in-person. This allows for consistency in instruction for all students – the remote-only students and the students that are in-person.
 - There will be times when instruction is provided in an “asynchronous” manner. This would entail pre-recorded lessons and additional supporting items that may not be necessary or available for students that are in-person. This would also occur for instruction that may be hard to follow via Zoom.
- When students are doing synchronous learning on Zoom, it does not necessarily mean they will stay on Zoom for an entire class period.
 - The idea is that a student will need to be on Zoom to get the instruction for the class and then it is possible the student will not need to stay on for a longer period of time. However, it is possible that a student will stay on for a discussion or the start of homework.
 - The bottom line is that there is flexibility. It is quite feasible that a student may only need 15 minutes for one class and 30 minutes for another class. The time needed will vary from lesson to lesson, class to class, and day to day.
- All special education and intervention services will be available and utilized as well as paraprofessional support, if/when necessary.

HOMWORK AND GRADING

- Homework will be self-paced and will follow the time constraints issued by the teacher.



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- There may be time during a class session when a student is on Zoom for work to be started or even completed. There may be cooperative opportunities with other students during a Zoom session.
- Assignments not completed during class can be finished outside of class.
- Traditional grading practices will be used, i.e. grading scale of A, B, C, D, and F.
- Due dates will be observed, and late work may result in a lower grade.

OFFICE HOURS/EXTRA HELP

- An individual check-in (office hours) each Friday will occur with the student's Advisory Teacher.
- A study hall time for extra help will be available for all students each Friday.

EXTRA-CURRICULAR ACTIVITIES

- Remote learning students will be able to participate in all extra-curricular activities at LMS.

DAILY LEARNING LOG

- The student and a parent will be required to fill out a daily learning log that indicates the amount of time spent on each subject area and the correspondence that the student had with a teacher.
- The district will provide the learning log form and information about how to submit.

REMOTE LEARNING NON-INSTRUCTIONAL GUIDELINES

Fully online learning

- Attendance would be taken.
- Grading system in place.
- Student contact required. (Each day - student must be on Zoom or a teacher must make contact with the student by phone.)

ATTENDANCE

- Teachers need to check students in. On Zoom you can take attendance and then start class.

TECHNOLOGY

- Need access to Zoom
- Training for:
 - Zoom
 - Google Classroom
 - Screencastify



LANSING USD469 REOPENING GUIDELINES

- Pear Deck
- Flip Grid
- Garageband for mp3 files helpful for accommodations
- Increased sound capacity in classroom to help students hear due to masks/shields
- LMS Flow-Chart
 1. Teacher Troubleshoots
 2. Contact Co-Worker
 3. Grade Level Support Person:
(Rachel Szmed, Molly Lienemann, Stacey Jenkins, Vera Daniels)
 4. Chris Fletcher

MATERIAL DELIVERY

- Mail and Deliveries will be checked in at the office. Follow CDC and district guidelines.

Considerations:

How will we get materials coming in to the necessary teachers?

REMOTE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Students will follow a consistent regular schedule.
- Try to incorporate more project-based learning.
- Regular curriculum and resources as currently established.
- Try to incorporate flipped classroom when applicable.

TIER 2, INSTRUCTION

- Regular curriculum and resources as currently established.
- Tier 2 and 3 will be integrated as part of the schedule.

TIER 3, INSTRUCTION

- Regular curriculum and resources as currently established.
- Follow regular schedule; Tier 2 and 3 will be integrated as part of the schedule.

ELECTIVES (SPECIALS)

- Follow regular schedule; electives will be integrated into schedule.

SPECIAL NEEDS INSTRUCTION

- Follow regular schedule; special education services will be integrated into schedule.
- Make use of electronic accommodations. Paras will be utilized.



LANSING USD469 REOPENING GUIDELINES

STUDENT ASSESSMENT

- Utilize project-based learning, when applicable.
- Unless absolutely not possible, all tests and quizzes are open book/open notes. The goal is to demonstrate learning.

REMOTE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Small Group In-Person Orientation Over Several Days for an hour or so for each.
- In-person office hours, if possible.
- Proceed as usual.

TIER 1, CORE

- Counseling Google Classroom via Maggie set up by each grade level.
- Advisory
- SAEBRS
- Phone Calls/Check-Ins

TIER 2 INSTRUCTION

- Maggie will do home checks or in person counseling at LMS/Zoom
- 2nd Step program
- Office Hours/In Person Office Hours

TIER 3 INSTRUCTION

- Maggie will do home checks or in person counseling at LMS/Zoom
- Office Hours/In Person Office Hours

FREQUENTLY ASKED QUESTIONS

Q. What are my options for enrolling my student?

A. Currently, there are two options –

- 1. An in-person 4-1 plan
- 2. Remote Learning Only

Q. When do I need to decide which option I want?

- The deadline to choose is Monday, August 10. Here is a link to on-line registration: [USD 469 Registration](#)

Q. Can I choose one option, and then switch to another?

A. If you choose the in-person model, and after school starts, feel like your student would be better served as a remote learner, you may make that change. Once



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that change is made you may not return to in-person learning. However, if the student temporarily needs remote instruction due to an illness, he/she may return to in-person learning once they are able. If you choose the remote option, your student must remain a remote learner throughout the rest of the semester.

Q. What is a 4-1 option?

A. Students will attend four days per week, in person, and receive 1-day a week of remote learning. Right now, students will attend Monday through Thursday, in-person, and receive remote learning on Fridays.

Q. Why are students only attending 4 days a week? I know some districts are offering 5 days in person.

A. In the spring, when the state closed schools and the main responsibility of teachers was to provide continuous learning opportunities that were designed to maintain a student's academics. This was very different from the in-person learning that was happening before the closure. Now, we will be providing the same robust learning opportunities for our remote learners that our in person learners will be receiving to make sure all students make academic growth. It is vitally important that our remote teachers and in-person teachers plan together to create lessons that provide those same standards, to all students. While the lessons may look slightly different in their presentation for remote-only students, they will be learning the same competencies and skills. Teachers will need time to analyze student data to adapt lessons to meet students' needs. Additionally, teachers will utilize the time to plan for the likelihood that we will have to go to a remote-only setting for ALL students at some point.

This four-day schedule will also allow custodians to deep-clean and sanitize beyond their daily cleaning.

Q. If I choose remote learning, will my student have 5 days of remote learning?

A. Yes. If remote-only is chosen, it will be the method Monday through Friday.

Q. Will my in-person student have a different teacher on his/her remote day?

A. The same in-person teacher will teach on the remote day, as long as this is possible. If an illness, or absence occurs, the teacher's sub may teach the in-person class, but not the remote class. At that time, there may be a different teacher assigned. Primarily, however, the teacher should remain the same all five days.

Q. Will my remote student have the same teacher all-five days?

A. Remote students, like in-person students, will have the same teacher, unless there is a teacher absence. At that time, another person may take-over the class. Primarily, however, the teacher should remain the same.

Q. How many hours of learning will my remote learner be required to complete?



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A. The state is requiring remote learners to have 6 hours of learning activities per day. This does NOT mean 6 hours of screen-time. Just as it is not best practice for an in-person student sit at a desk for 6 hours straight, it is also not best practice for a remote learner to be on a screen for 6 hours. Rather, like in the classroom, a student will have a mix of teacher instruction, work time, and activity time.

Q. How will the school know if my student completes six hours of learning activities?

A. Each student will need to complete a daily log of time spent on activities. The parent will signoff on the log.

Q. What if my student finishes all the activities in either less time, or more time than the required six hours?

A. As in the classroom, there will be students with a variety of learning styles. If your student is quickly going through all the activities, please check them for accuracy. If the work is done well and is complete, your student may need assignments adjusted to better fit his/her needs. The same thing is true for students taking more than the allotted time. A starting would be to look at whether or not your student is using his/her time wisely. This can be difficult to do from home with distractions. However, if your student seems to be struggling through the lessons, and they are taking much longer to complete, please contact the teacher.

Q. Must my remote learner complete all activities and work within the time of a traditional school day?

A. Remote learners will follow their regular set schedule at LMS. Attendance will be taken for each class period. However, your student has more freedom about when to complete work. Keep in mind, it is always a good idea to maintain a set routine at home, and some independent work is best completed directly following the lesson while the concept is still fresh in a student's mind.

Q. Will my remote learner receive grades?

A. Yes. Work will be assessed and graded. Remote learners will receive grade-cards, as well.

Q. Will USD 469 ever offer an A-B hybrid plan or remote-only plan?

A. An A-B hybrid plan (half of students attend in-person learning on days A and B, and receive remote instruction on days C, D, and E, while the other half receives in-person learning on days D and E and remote instruction on days A, B and C), or a remote-only plan will depend upon the government, our local health department, and the ability to safely instruct the number of in person students.

Q. How will social distancing be maintained?

A. As with all schools in this pandemic, we are following safety precautions to the best of our ability. While wearing masks, social distancing will be at least 3 feet, and will be 6 feet where possible.



LANSING USD469 REOPENING GUIDELINES

Q. Will students be required to wear a mask while in school?

A. ABSOLUTELY! In accordance with the state mandate, students will be required to wear a mask while in school. If a student does not have a mask, one will be provided, however, the school does not have an unlimited supply and all students are encouraged to provide their own masks. If a student refuses to wear a mask, the student will not be allowed in the classroom, and a parent will be called to pick-up the student.

Q. Are there any exceptions to students wearing a mask?

A. Yes, students will not be required to wear masks under the following conditions...

1. Due to a documented disability or health condition (a doctor's note may be required).
2. While eating.
3. During certain outdoor physical activities in PE class.
4. Students may be taken outside for a mask-break while being socially distanced.

Q. What will breakfast and lunch look like?

A. The cafeteria at LMS will be set up with all tables facing one direction. Tables will have a maximum of two students. For breakfast, students will eat in the LMS cafeteria. Immediately when done, students will go to their 1st period classroom. For lunches, students may eat in a classroom or in the lunchroom and it might vary from day-to-day. A seating arrangement will be used in the lunchroom to discourage grouping.

Q. What about students with allergies?

A. Because classroom spaces are smaller with less open space, students with allergies may eat their breakfast at designated tables in the cafeteria. Just like in previous years, at lunch, students with allergies will sit at tables designated allergy free.

Q. How will exploratories look?

A. Art, computers, technology, and Spanish classes will look like other classes. PE teachers are still determining locker room set up to maintain social distances. Activities in PE will be modified to ensure more spacing and classes will go outside when feasible. Choir students will wear masks and will social distance in the classroom and/or the auditorium. Band classes will utilize the auditorium and outdoor spaces when possible. There will not be an introductory 6th grade band class this year; instead, a general music class will be offered.



LANSING HIGH SCHOOL

For all areas, we will try to follow CDC guidelines; however, there are some instances where that may not be possible.

ON-SITE LEARNING NON-INSTRUCTIONAL GUIDELINES

4-1 Model

- Monday – Thursday, In person starting at 8:00am and dismissing at 3:10pm
- Students will follow the same 8 period schedule every day.
- Friday, Virtual Learning Day
- Students must “check-in” on the days that they are online.

TRANSPORTATION

- Bussing decided by the transportation department at the district level.
- Enforce social distancing in parking lots before and after school.

ARRIVAL PROCEDURES

- Suggestion of an earlier time to open the door for students to stagger their arrival in the building.
- Remind students to spread throughout the building once breakfast is complete.

TRANSITIONS TO CLASS

- Cleaning materials and hand sanitizer are available in the class for students and staff to use on entry.
- Teachers will monitor hallway movement and congregation.
- Tape off movement areas to keep students to the right side of hallways and stairs.
- Teachers discuss with their classes where to stand if the teacher has not arrived in the classroom.

RESTROOM BREAKS

- Students are allowed to take restroom breaks during class to space out how many students are in a restroom at a time.
- Water fountains will be turned off. Water bottle fillers will remain on, and water vending machines will remain on. The high school would benefit from placing water bottle fillers in more locations.

CAFETERIA / LUNCH

- Rolling lunch schedule to be announced. Tables may extend down the hallway next to the gym in order to limit seats at each table.



LANSING USD469 REOPENING GUIDELINES

- Booths will be removed from the cafeteria and soft seating removed from the library.
- Establish an entrance and exit flow for the cafeteria and academic areas.

CLASSROOM ARRANGEMENTS

- Wherever possible, teachers arrange furniture with social distancing in mind.
- Removal of excess desks.

ATTENDANCE

- Hourly attendance will be taken.

DISMISSAL

- We would encourage students to maintain social distancing and mask wearing requirements on school grounds until they reach their mode of transportation.

TECHNOLOGY HELP

- Mr. Gray will manage technology help, and tech hours with Dr. Stevenson will be available before school and during scheduled hours. Students need to use the tech help app to minimize movement.

BUILDING VISITORS

- No additional visitors are allowed. Exceptions determined by building administration.
- Guest speakers can meet over Zoom.

MATERIAL DELIVERY

- Following normal procedures.

NURSE VISITS/ GUIDANCE OFFICE VISITS/ LIBRARY VISITS

- Determined by the building nurse.
- Guidance Office visits by appointment on the online form or email to Guidance Counselor.
- Library visits as needed.

HEALTH PROTOCOLS – SEPARATE LOCATION

- Determined by the district nursing staff.

HALLWAY FURNITURE

- Removal of soft seating. Locking think tanks to reserve for instructional needs. Tables and chairs will remain for teacher and staff use.
- Plexiglass dividers can be provided for small group instruction.

ON-SITE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION



LANSING USD469 REOPENING GUIDELINES

In person instruction continues as normal. The teacher uses the necessary instructional techniques for the lesson while observing expectations for safety.

TIER 2, INSTRUCTION

Tier 2 instruction occurs within the classroom with Math and SEL. Reading will utilize a CCR pullout for students.

TIER 3, INSTRUCTION

We are basing our decision on the District decision about the screening window and data usage. If students are not in a scheduled class, the interventionists will push into the classes containing students with the highest need.

ELECTIVES (SPECIALS)

Specific needs will be addressed and approved between teachers and administration. This includes plans for other areas and equipment used by elective classrooms: locker rooms, band lockers, weight room, auditorium, etc.

SPECIAL NEEDS INSTRUCTION

- Minutes and services count and must be met across all three models of education.
- Our SE students will need to have contact with teachers, Jake, etc. to meet their needs.
- The district is looking at purchasing masks with windows due to the number of students with deaf and hard of hearing issues and speech developmental problems across the district.

STUDENT ASSESSMENT

- Continue assessments as planned.

BELL SCHEDULE

- We expect students to follow their daily schedule so they ensure access to all seven teachers.

COLLEGE AND CAREER READINESS

- CCR operates on routine expectations.

ON-SITE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Teachers are going to make connections with students and maintain a uniform approach towards building values.

TIER 1, CORE

- CCR teachers continue to teach and monitor self-regulation skills. Instruction can be connected to self-regulation in response to the unique



LANSING USD469 REOPENING GUIDELINES

needs of the school year.

- Core and elective teachers identify needs for routine social and emotional curriculum. Examples can include weekly check-ins, entrance surveys, team building activities, ice breakers, and communication boards.
- The building is structuring and training (in tiers 1-2) around using positive interactions with students and student opportunities to respond.

TIER 2 INSTRUCTION

- The building is structuring and training (in tiers 1-2) around using positive interactions with students and student opportunities to respond.

TIER 3 INSTRUCTION

- Four classes have been added for freshmen and sophomores students identified by grades, attendance, discipline, SAEBERS, and the connections list.

FRIDAY SCHEDULE

- All students will be expected to check in remotely via Zoom with their CCR teacher at 9:15 am.
- This meeting will last until 9:40.
- The rest of the day students will be expected to complete the assigned work/tasks for the 7 other classes.
- Each teacher has been asked to provide approximately 50 minutes of work to their students to be completed on Friday.
- Students will need to complete at least 360 minutes of work that day and be present in the CCR zoom to be considered in attendance.
- The Kansas State Department of Education (KSDE) has determined that parents will need to verify students have met this time allocation. There will be further tips and guidelines released concerning this time verification before students begin this year.

REMOTE LEARNING NON-INSTRUCTIONAL GUIDELINES

This applies to both situations where the entire school is remote and to specific families who choose to have their students learning from home.

We will expect all remote students to be present via Zoom at the start of each class period. They will then follow the instructions from the instructor of the class for the rest of the hour. Lunch will be taken at the same time as the lunch period of their fellow classroom students. Failure to appear on zoom will result in an absence for the class period.

TRANSPORTATION



LANSING USD469 REOPENING GUIDELINES

If students need access to the building, parents provide transportation for summer school procedures for students entering at main entrance and using Pride Rock.

ARRIVAL PROCEDURES

Use summer school procedures for students entering at main entrance and using Pride Rock.

TRANSITIONS TO CLASS

Teachers will follow the scheduled four-minute passing period.

RESTROOM BREAKS

- As needed

CAFETERIA / LUNCH

- Students will need to follow the teacher's designated lunch times to not miss instruction.

ATTENDANCE

- Documentation of students checking in with teachers on a daily basis.

TECHNOLOGY

- Email classroom teachers for Canvas/classroom issues or Mr. Gray if you have iPad or connectivity issues.

REMOTE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Teachers can set up ipads or use provided Zoom classrooms to record lessons to post to Canvas or meet students in a Zoom session. Remote students will need to follow a seven hour schedule.
- Students can take assessments in the building during scheduled hours following summer school procedures.
- It is possible to teach a full section of a class in a remote setting if enough students are receiving remote instruction.

TIER 2, INSTRUCTION

- To be determined on an individual basis. Feedback is needed from reading and math intervention teams as well as TASN.

TIER 3, INSTRUCTION

- To be determined on an individual basis. Feedback is needed from reading and math intervention teams as well as TASN.

ELECTIVES (SPECIALS)



LANSING USD469 REOPENING GUIDELINES

- Teachers create instructional opportunities for a robust educational experience.

SPECIAL NEEDS INSTRUCTION

- Minutes and services count and must be met across all three models of education.
- Our SE students will need to have contact with teachers, Jake, etc. to meet their needs.
- Core and elective teachers need to work with special education staff to meet student accommodations and modifications for remote learners.

STUDENT ASSESSMENT

- Course assessments taken in the building in the evening with a proctor (summer school procedures).

BELL SCHEDULE

- We expect students to follow their daily schedules, so they ensure access to all seven teachers.

COLLEGE AND CAREER READINESS

- CCR meets or checks in every learning day. This holds students accountable to daily attendance.

REMOTE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Teachers are going to make connections with students and maintain a uniform approach towards building values.

TIER 1, CORE

- CCR teachers continue to teach and monitor self-regulation skills. Instruction can be connected to self-regulation in response to the unique needs of the school year

TIER 2 INSTRUCTION

- To be determined on an individual basis. Feedback is needed from reading and math intervention teams as well as TASN.

TIER 3 INSTRUCTION

- Four classes have been added for freshmen and sophomore students identified by grades, attendance, discipline, SAEBERS, and the connections list.



LANSING SPECIAL EDUCATION ADMINISTRATION BUILDING PROGRAMS

For all areas, we will try to follow CDC guidelines; however, there are some instances where that may not be possible. Special education administrative building programs will observe the KSDE Navigating Change document.

ON-SITE LEARNING NON-INSTRUCTIONAL GUIDELINES

4-1 Model

Monday – Thursday, In person

Friday, Virtual Learning Day

Students must “check-in” on the days that they are online.

TRANSPORTATION

- Business as usual with social distancing for students riding buses.
- Parking on the north side of the building for ease of entrance into the northwest door for bus riders.
- Temperatures checked before boarding busses for each session.
- Temperatures checked for car riders upon exiting vehicles for each session. Parents will take students out of the car and stand on the sidewalk in front of the vehicle. Staff members will take student temperatures.
- Usually no walkers or bike riders. Walkers will have temp taken at the door/sidewalk.

ARRIVAL PROCEDURES

- Staff members will enter through main doors and will have temperature checked and use hand sanitizer. Hand sanitizer will be used at each entry into the building.
- Staff members stationed at each entry point to assist parents and children with arrival procedures.
- Northwest side door for PreK buses and west side EC door entrance for car riders.
- Main doors on the west side for 4-year-old no fee and fee based PreK car riders.
- All secondary students enter through the north east doors.
- Temperature checks, hand washing or hand sanitizer upon classroom entry and per executive order 20-59.



LANSING USD469 REOPENING GUIDELINES

- Students are immediately escorted to the classroom by a staff member to prevent crowding at the doorway and in the hallway. Arrival may begin at 7:45 am and 11:45 am for afternoon classes.
- Masks provided if a student doesn't have one.
- All bookbags cleaned with a Clorox wipe.
- No outside toys, books, technology or materials allowed in any room.
- All thermometers thoroughly cleaned.
- Classrooms and therapy spaces will have sign in and sign out logs that are date and time stamped for all individuals.

TRANSITIONS TO CLASS

- Students will stay in their home classroom.
- Transitions to the gym – students will be escorted to the gym by staff while observing the district social distancing policy. Transitions to the playground – students will be escorted to the playground by staff while observing the district social distancing policy.
- Social distancing will be employed as students walk along the right side of the hallway.
- All staff and students will wear a mask during gym and/or playground time. No masks needed when involved in strenuous activities
- Custodians notified that children will be out of the classroom so staff can sanitize the classroom. Custodians will be given classroom schedules that will be strictly followed.
- Arrival back to the classroom – custodians notified that playground equipment needs to be sanitized before the next group of students and staff enter those areas.
- Para educators will assist with sanitizing gym items/toys after use before the next group of students arrive.
- All students and staff use hand sanitizer upon entrance back into the classroom environment.
- Equipment sanitized before being returned to the front office.

RESTROOM BREAKS

- Small groups, each classroom scheduled at a different time. Students will wait in the hallway with 6' between. Decals will be placed on the wall/floor as a visual reminder.
- Staff doing diaper changes will wear plastic gloves and properly sanitize the changing table after each student. Staff assisting with toileting will also wear plastic gloves.



LANSING USD469 REOPENING GUIDELINES

- All students and staff accessing the restroom will immediately wash their hands for 20 seconds after a restroom break.
- Students will not access water fountains in the hallway. Students may access water in the classroom. Students will be given a disposable cup that will be thrown away after each use if necessary. Students will be asked to bring a water bottle/cup each day. The bottles will be sanitized upon arrival.
- Restrooms will be sanitized periodically throughout the day.

CAFETERIA / LUNCH

- Social distancing will be required.
- Students may sit at a “family” table with social distancing for 3-4 students.
- Custodial staff will sanitize tabletops and chairs after each usage.
- Markers will be placed on the floor so that students will social distance while waiting to pick up their meal.
- Dismiss one at a time to return their tray to the counter at the end of mealtime.

CLASSROOM ARRANGEMENTS

- Social distancing of tables and chairs.
- Seating arrangements for story time indicated by floor markings.
- All toys and play related items sanitized after each use.
- Unnecessary furniture removed from the room to allow more movement without direct interaction.

ATTENDANCE

- Taken daily in the classroom

DISMISSAL

- Wash hands or use hand sanitizer before dismissal.
- Staggered dismissal, one class at a time.
- Students will exit from their same entry point into the building.
- Dismiss one bus at a time. A staff member will call on the walkie talkie indicating which bus number has arrived.
- Continue to utilize masks until disembarking from the bus.
- Flow of traffic in one direction only down the hallway to limit interaction.

TECHNOLOGY HELP

- All i-pads or technology thoroughly disinfected within the classroom.
- Technology will be sent home daily with cord/charger in the event that remote learning begins the next day.
- Walkie Talkies sanitized and returned to the front desk.



LANSING USD469 REOPENING GUIDELINES

- Early childhood programs will utilize SeeSaw app for parent contact.
- Secondary programs will contact Dr. Malcolm for assistance with Edgenuity and remote connectivity.

BUILDING VISITORS

- Itinerant staff and community providers-follow district procedures for social distancing and sanitizer.
- Parents-early dismissal: parents should call the special education administration front desk before entering the building at (913) 727-1755. Special education administration front desk staff will meet the parent at the door and check ID. Then the front desk staff will request the child from the classroom. The student will be taken to parent by one staff member for release.
- Masks must be worn and temperature taken in the instance that entry is warranted for an emergency. Hand sanitizer used upon entry and exit. Parents must sign in.
- Classroom volunteer participation: suspended at this time.
- Classroom parties: suspended at this time.
- Snacks must meet building guidelines, individually and commercially packaged.
- All toys and books from the front waiting area have been removed.
- Front waiting area is disinfected daily after parents leave. Parents will not be allowed to sit in this area.
- No outside unauthorized children in the waiting area.
- Parents will wait in their car and be notified by the receptionist when the student is available for pickup.
- IEP meetings: Zoom only at this time. Teams must maintain confidentiality

MATERIAL DELIVERY

- All materials delivered to the front office staff.
- Front office staff will ask recipients to immediately remove their materials from the front office to a proper location.

NURSE VISITS

- The nurse will be required to wear a mask, PPE, and use hand sanitizer.

HEALTH PROTOCOLS – SEPARATE LOCATION

- Nurse's office.
- Isolation room will be available if necessary.
- No loitering of staff in nurse's office



ON-SITE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Per MTSS guidelines. Early childhood following Scope and Sequence for Big Day at PreK and Second Step.
- Secondary students will follow district curriculum and IEP guidelines.

TIER 2, INSTRUCTION

- Per MTSS guidelines. embedded interventions in daily learning activities.
- Co-teaching with related service providers inside the classroom in a designated area.
- Or, small group/cooperative learning, with related service providers inside the classroom in a designated area.
- Secondary students will follow district curriculum and IEP guidelines.

TIER 3, INSTRUCTION

- Per MTSS guidelines. With district social distancing and hand sanitizer practices.
- Individual instruction provided in the classroom or in the therapy room for targeted instruction.
- Secondary students will follow district curriculum and IEP guidelines.

ELECTIVES (SPECIALS)

- All items such as toys and PE related equipment will be sanitized after each usage.

SPECIAL NEEDS INSTRUCTION

- IEPs will be followed for on-site attendance.
- Remote learners will have a contingency plan developed with input from families and IEP teams.

STUDENT ASSESSMENT

- IEP goals monitored by quarterly progress reports and annual review, and 3-year re-evaluations when due.
- MyIGDIs for four-year-olds: pre-literacy and pre-numeracy.
- ASQ SE-for kindergarten bound 4-year-olds.
- Secondary students will progress through online learning modules taking assessments on site as scheduled.



ON-SITE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Early childhood programs will utilize SeeSaw app for parent contact.
- Remote learner parents are encouraged to contact their classroom teacher or Dr. Malcolm for assistance.

TIER 1, CORE

- Per MTSS guidelines. Second Step. Big Day Pre-K. Follow scope and sequence.
- Provide direct instructions of expectations related to COVID-19 (mask wearing, hand washing, etc). Modifications to Positive Behavior Intervention Supports (instead of hug use kind words, etc).
- Secondary student positive behavior supports will be observed along with IEP related services and supports.

TIER 2 INSTRUCTION

- Per MTSS guidelines. Embedded skill development.
- Co-teaching, with related service providers inside the classroom in a designated area.
- Or, small group/cooperative learning with related service providers inside the classroom in a designated area.
- Secondary student positive behavior supports will be observed along with IEP related services and supports.

TIER 3 INSTRUCTION

- Per MTSS guidelines. With district social distancing and hand sanitizer practices.
- Individual instruction provided in the classroom or in the therapy room for targeted instruction.
- Secondary student positive behavior supports will be observed along with IEP related services and supports.

RECESS PLAN

- Rotated play schedule.
- Students access in reduced numbers through “family grouping”.
- Playground sanitized periodically.
- Students will carry masks.



LANSING USD469 REOPENING GUIDELINES

- Hand sanitation after gym time or play.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL:

- Staff members will enter through main doors and will have temperature checked and use hand sanitizer. Hand sanitizer will be used at each entry into the building.
- Staff members stationed at each entry point to assist parents and children with arrival procedures.
- Northwest side door for PreK buses and west side EC door entrance for car riders.
- Main doors on the west side for 4 year old no fee and fee based PreK car riders.
- All secondary students enter through the north east doors..
- Temperature checks, hand washing or hand sanitizer upon classroom entry and per executive order 20-59.
- Students are immediately escorted to the classroom by a staff member to prevent crowding at the doorway and in the hallway. Arrival may begin at 7:45 am and 11:45 am for afternoon classes.
- Masks provided if a student doesn't have one.
- All bookbags cleaned with a clorox wipe.
- No outside toys, books, technology or materials allowed in any room.
- All thermometers thoroughly cleaned.
- Classrooms and therapy spaces will have sign in and sign out logs that are date and time stamped for all individuals.

DISMISSAL:

- Wash hands or use hand sanitizer before dismissal.
- Staggered dismissal, one class at a time.
- Students will exit from their same entry point into the building.
- Dismiss one bus at a time. Staff member will call on the walkie talkie indicating which bus number has arrived.
- Continue to utilize masks until disembarking from the bus.
- Flow of traffic in one direction only down the hallway to limit interaction.

MISCELLANEOUS:



LANSING USD469 REOPENING GUIDELINES

- Sticker on the floor for visual reminders during restroom breaks and in the cafeteria.

FRIDAY SCHEDULE

- Early childhood observing students' 2, 3, 4, and 5 day schedules, unless, the entire district is remote only.
- Secondary students will receive contact and instruction from their classroom paraeducator/teacher.

PLAN FOR REMOTE LEARNERS – MONDAY THROUGH THURSDAY

HOW IT WILL LOOK FOR A REMOTE STUDENT

SCHEDULING AND ATTENDANCE

- Attendance is required.
- Parents will assist with daily attendance logging to list learning activities.
- Weekly attendance will be turned in to the special education administration registrar.

INSTRUCTION

- Remote learning will coincide with each students' on site classroom.
- Remote learners will be assessed on the same standards and competencies as on site learners.
- Remote learners will be expected to progress in academics and social emotional skills at the same rate as their on-site learners.

OFFICE HOURS/EXTRA HELP

- Special education administration building hours are 7:30 am-4:00 pm.
- Teachers are on site from 7:30 am to 3:15 pm.
- You may contact Dr. Malcolm, Assistant Director of Special Education at 913-727-1755, or ext. 1570, or Mary Alice Schroeger, Director of Special Education at 913-727-1100, or ext. 1500.

DAILY LEARNING LOG

- Parents will assist with daily attendance logging to list learning activities. Detail is encouraged so that meaningful conversations will be held with the remote learning teacher/provider.
- Weekly attendance will be turned in to the special education administration registrar.

REMOTE LEARNING NON-INSTRUCTIONAL GUIDELINES

ATTENDANCE



LANSING USD469 REOPENING GUIDELINES

- Remote Learning Log
- Daily connection with a teacher (telephone or video conferencing). Parents will maintain a daily log of activities, sign documents and submit to the special education administration building registrar.

TECHNOLOGY

- All families will need internet access.
- Tech support provided by Lansing tech team for connection or other technology issues.
- Hot spots available throughout the district.

MATERIAL DELIVERY

- For families without means of transportation, curbside no contact material delivery available once a week.
- For families with means of transportation, no contact material pick up is available once a week.

REMOTE LEARNING INSTRUCTIONAL GUIDELINES

TIER 1, CORE INSTRUCTION

- Following Scope and Sequence for Big Day at PreK and Second Step.
- Videos with Play Based Learning for EC themes.

TIER 2, INSTRUCTION

- Embedded interventions in daily learning activities.
- Videos and small group video conference sessions for targeted skill development.
- Parent coaching model.

TIER 3, INSTRUCTION

- Videos and 1:1 video conference session for targeted skill development.

SPECIAL NEEDS INSTRUCTION

- IEPs will be followed for on site attendance.
- Remote learners will have a contingency plan developed with input from families and IEP teams.

STUDENT ASSESSMENT

- IEP goals monitored by quarterly progress reports and annual review, and 3-year re-evaluations when due.
- MyIGDIs for four year olds: pre-literacy and pre-numeracy.



LANSING USD469 REOPENING GUIDELINES

- ASQ SE-for kindergarten bound 4 year olds.
- Secondary students will progress through online learning modules taking assessments on site as scheduled.

REMOTE SOCIAL EMOTIONAL LEARNING

MAKING CONNECTIONS

- Early childhood programs will utilize SeeSaw app for parent contact.
- Remote learner parents are encouraged to contact their classroom teacher or Dr. Malcolm for assistance.
- Special Education Administration Building 913-727-1755.

TIER 1, CORE

- Following Scope and Sequence for Big Day at PreK and Second Step.
- Videos with Play Based Learning for EC themes.
- Parent coaching model.

TIER 2 INSTRUCTION

- Embedded interventions in daily learning activities.
- Videos and small group video conference sessions for targeted skill development.
- Parent coaching model.

TIER 3 INSTRUCTION

- Videos and 1:1 video conference session for targeted skill development.

Parents and guardians are encouraged to maintain good communication with their primary provider or teacher on a weekly basis. Problems should be addressed as they occur so that timely collaboration and guidance may be offered.



TRANSPORTATION PROCEDURES

It is the policy of Lansing USD 469 to keep our buses in a clean and sanitary condition.

In an effort to increase the enforcement and consistency of our cleaning measures, especially during this time, our transportation staff will implement the following procedures:

- All bus drivers/monitors will wear masks while around the students.
- All students will wear masks.
- Students will apply hand sanitizer as they enter bus.
- Student temperatures will be taken as they get on the bus.
- If a student has a temperature, and a parent or guardian is not present, the student will be placed in the front of the bus with a face shield and taken straight to the nurse upon arrival at the school.
- Limit 2 students per seat - families will be kept together.
- There will be no shuttle to the Intermediate school - all buses will take their own students.
- Overflow buses will be on standby in afternoon at the Middle School.
- Only Bus riders will be allowed to ride the bus from the Middle School to the Elementary School in the afternoon - exceptions will be the Teacher's kids. Parents who pick up their students will have to go to that building to pick up their students.
- No friends riding home with friends. Students will have to ride the bus that they are assigned.
- Buses will be disinfected after every route.