



WILLIAMSTOWN
Independent Schools

Back to School Plan

2020-2021 School Year



A Letter from the Superintendent



Dear Williamstown Families,

I am happy to finally be sharing our district's plan for the beginning of the 2020-21 school year. The opening of this new year presents many challenges and I appreciate your patience in awaiting this plan. This document is intended to serve as an overview and guide on how we will operate school in the midst of this ongoing pandemic. The document incorporates guidance we've received from the state level and feedback from many stakeholders.

While it is our desire to have every student back in the classroom, offering options to our families during this pandemic seems to be our best solution. Therefore, each family will choose to send their child to traditional, in-person classes 5 days a week, or choose to enroll in our Williamstown Virtual Learning Academy. Both of these models will come with expectations and guidelines to follow, which can be found in the pages following this letter. It is our hope that allowing different options will give you the best flexibility for your family.

As always, our goal is to provide a safe and healthy environment while giving our students optimal learning experiences. We are confident we are able to meet these goals with both of these options.

Online registration will take place July 30 - August 5 through Infinite Campus. During this time, you will be choosing your child's instructional model. Getting this information quickly will allow our staff to plan appropriately before August 26. Please refer to page 11 for information on how to participate in online registration.

Lastly, this document has a FAQ section that will answer many questions you may have. However, if you still have questions or need assistance, please utilize the question form in the re-opening section of our website. While we are in uncharted waters opening this school year, we are excited to welcome our students back to what will be a great year of *engaging, educating and empowering all students*.

Thank you for your patience, support, and flexibility. I know we will all pull together and work side by side to make this a great year for our students.

With Demon Pride,
Misty Middleton
Superintendent

Option 1: Traditional "In-Person" Learning



Students enrolled in traditional school will return to campus and classrooms on a regular schedule. Health and safety procedures will be enhanced and we are taking the following measures to promote student and staff safety at school.

Healthy at School Guidelines

- Masks for students and staff
- Daily temperature and symptom checks
- Social distancing
- Hand sanitizing stations and frequent hand washing
- Increased cleaning and disinfecting

Transportation

- Use of masks will be required on buses for ALL students.
- Hand sanitizer will be available on buses.
- Buses will be sanitized between routes.
- Students will have assigned seats on the bus. Household members will be required to sit together.

Health and Safety Actions on Campus

- Symptom screening for all staff and students to include daily temperature checks.
- Students with symptoms will be isolated under adult supervision and parents will be contacted.
- Hand washing will be required throughout the day. Additional hand sanitizer and disinfectant supplies will be available in all classrooms and common areas, but we also encourage parents to provide students with a small personal container of hand sanitizer to bring to school.
- Students in 1st-12th grade will be required to wear masks during transitions and in classrooms when appropriate social distancing is not possible. We ask families to provide masks for their children to ensure proper fitting. However, masks will be available in the event one is forgotten or damaged during the day.
- Increase cleaning protocols in all areas of the school.
- Signs posted to encourage the increase of hand washing and sanitizing.
- Limit group gathering (assemblies, pep rallies, etc.).

In the event we are required to implement a short or long term closure, all students will transition to our Virtual Learning Academy.₂

Option 2: Williamstown Virtual Learning Academy



Students enrolled in the Williamstown Virtual Learning Academy will receive daily virtual interaction from a staff member on a set schedule. **This option should not be confused with the non-traditional instruction (NTI) provided during the emergency school closures of Spring 2020.** NTI will be used for short-term closures such as snow days or restrictions related to public health guidelines. Additionally, paper packets will not be a part of the Virtual Learning Academy.

This option is designed for families who believe it's in the best interest for their child not to return to the school building at this time. To ensure our Virtual Learning Academy is equivalent to traditional learning, please know that the level of expectation and accountability will resemble that of a traditional classroom (see below). Our goal is to provide equitable instruction to students at home and in school.

Expectations for Williamstown Virtual Learning Academy

- Access to high quality internet (if you were able to stream videos and Google Meets consistently during Spring 2020, then your internet should work for virtual learning).
- Use of a reliable device, like Chromebook, laptop or desktop computer. Students will be provided a Chromebook for the 2020-2021 school year. Cell phones will not allow students to complete the level of work needed for this learning choice.
- Students who enroll in the Williamstown Virtual Learning Academy option will stay enrolled for the entire first semester.
- Daily attendance in online classes following a set schedule.
- Daily participation in assignments from classes on your schedule.
- Consistent communication and feedback between teacher, student, and parents.

Extracurricular and Sports

- Students may participate in after school activities if they meet eligibility requirements.

Family Support Provided

- Partnership between parents and school staff to foster student success in virtual learning.
- Support from school staff to meet student needs during set school hours
- Parent training on tools to be frequently used by students
- Food Service will be available through pick up or possible delivery.

FAQ: Traditional "In-Person" Learning



When will school start?

The first day of school for students will be Wednesday, August 26, 2020. This will allow for greater flexibility in our school calendar and give our staff more time to prepare for this unprecedented school year. This caused other dates to change as well. Please see the newly revised 20-21 school calendar at the end of this packet.

Will instruction be in school buildings or online?

Both options will be available for families through our traditional "in-person" instruction and the Williamstown Virtual Learning Academy. Detailed information on these two models are located in the Back to School "playbook." Families will choose an option for the semester.

Will social distancing be required?

We will practice social distancing when possible. When it is not possible, students will be required to wear masks. Student desks will be arranged to all face the same direction and will be spaced as far apart as possible. Once we have an accurate count of students for in-person instruction we will be able to maximize our available space for distancing.

Will masks be required?

Masks will be required for students who ride the bus, while entering and exiting the building, during transitions from place to place, and when social distancing is not possible in classrooms. Staff will also be required to wear masks in the same manner as students.

Do I need to supply my child with a mask?

If your child will attend in person instruction, we request you supply them with several masks (CDC approved) and clean them appropriately between wear. If you need assistance obtaining masks, please contact our FRYSC office at 859-824-4184.

What if I don't want my child to wear a mask?

We know there are strong opinions about the use of masks, but it is a requirement to wear them during the times mentioned above. Students who cannot or will not wear a mask during the required times at school should consider our virtual learning academy.

Will my child get to play on the playground? What about PE classes?

We are still working through many of these details, but will do everything in our power to support physical activity in a safe environment.

FAQ: Traditional "In-Person" Learning Cont.



Can my child ride the bus to and from school?

If you live in-district, we will continue with bus transportation as usual. However, due to state guidance, all students MUST wear a mask and have their temperature taken before boarding. This may be an at-home expectation or a school employee will be taking prior to boarding. Students will also be required to wash their hands before entering and hand sanitizer will be provided. Students will be assigned seats due to the expectation of contact tracing. Students will not be allowed to change bus routes throughout the week. Students who cannot follow the safety expectations will have their bus service discontinued.

Note: Due to the expectations of sanitizing buses and limiting seating on buses, we may have to discontinue bus service for some students who live near the school. More details will follow as we gather more information about the number of students needing bus transportation.

I drop my child off at school. Will anything change?

All students, prior to entering the school, must have a temperature check. We anticipate an increase in parents dropping students off at school and may have to assign staggered times and drop off locations to manage this activity. Each school will provide more details once we have gathered more information about the number of students being transported to school.

Will my child eat in the cafeteria?

We are hopeful to feed students in the cafeteria with appropriate social distancing. Students will be assigned seats and will be spaced as far apart as possible. Masks will be required while walking to and picking up food in the cafeteria line. All students will be washing hands prior to entering the cafeteria. Students will be assisted by food service staff. Food selections may be pre-wrapped and choices will likely be reduced.

Will there be extra-curricular activities, such as sport seasons, marching band, or clubs?

We are continuing to receive guidance from the state on these areas and will follow the recommendations received.

FAQ: Traditional "In-Person" Learning Cont.



How will my child receive health care at school?

There will be a separate area created in our health clinic—one for regular care and an isolated area for anyone who presents signs or symptoms of illness. Parents will no longer be allowed to bring medications into school. If you need to provide medication for your child, the school nurse will meet you in a designated area to retrieve. More specific information will be provided by the nurse if your child has a specific medical condition.

Parents need to be attentive to the daily health of their children and ensure they are safe to attend school each day. Do not send your child to school if they any symptoms of illness, including but not limited to the following: fever, cough, vomiting, diarrhea, or rash. Also, do not send your child to school if they have been exposed to anyone with a positive COVID-19 case. Furthermore, be sure that your child's immunizations are up to date.

What will happen if someone tests positive for COVID-19?

If we have a confirmed case of COVID-19, we will follow direction from the Health Department. This may include closing a classroom or the school for a period of time and shifting quickly to online learning at home for all students or those who are impacted. Our new procedures are designed to assist the Health Department in contact tracing should a confirmed case occur.

Will these procedures be in place all year?

This pandemic continues to be a fluid situation and there are still many uncertainties. Families need to have back up plans in the event the school has to close which would force us to implement online learning for all students. However, if the situation improves, we may be able to move to a more normal routine.

Will the building be clean and sanitized?

Our custodians work hard to keep our schools clean each year, but this year, extra precautions are being taken. We will be disinfecting more often in common areas like hallways, cafeterias, bathrooms, and buses, as well as high-touch surfaces like door handles and desks. We will also be using "fogger type" machines inside our buildings and buses which will allow for intense after-hours cleaning and sanitizing.

Will back-to-school events be happening?

Our annual Open House is cancelled, but small gatherings are still being evaluated and will be communicated by each school at later dates.

FAQ: Traditional "In-Person" Learning Cont.



Will counselors be available?

We recognize the importance of providing students with social and emotional support whether they choose in-person or virtual learning. Our counselors will be available on-site and through teleconference to meet students' needs. We also know the manner in which we have to begin school this year presents a challenge on building relationships with new teachers and establishing new routines and procedures. We will be ready to assist and support our students in this area to allow them to ease back into a very different looking year.

Will I be allowed to volunteer at the school?

We love our volunteers and appreciate all they do to support our students and staff, but unfortunately, at this time, we are restricting all visitors to the building. If you must come to school, you will remain in the vestibule waiting area where you will be assisted.

Will my child have to self-quarantine if we travel to a "COVID hotspot"?

We have seen the virus spread in our state due to vacation travel to areas with high positivity rates. We respectfully ask all families to limit out of state travel to the high risk areas before school begins. If this is not done, it will lead us to require a quarantine upon return to secure a safe learning environment for all students. During the quarantine, students will be instructed virtually.

FAQ: Williamstown Virtual Learning Academy



When will school start?

The first day of school for students will be Wednesday, August 26, 2020. This will allow for greater flexibility in our school calendar and give our staff more time to prepare for this unprecedented school year. This caused other dates to change as well. Please see the newly revised 20-21 school calendar at the end of this packet.

How will the virtual learning option work?

Virtual learning will be facilitated through our school staff or through an online platform. Students will have access to school staff during normal school hours. Students will be expected to attend classes online at certain times during the school day. Attendance will be taken and students who do not show up for class will be counted absent. The same attendance policies are in effect for either in person or online learning.

Grades K-5

Students who do not attend school in person will be enrolled in virtual learning facilitated by a Williamstown Independent Schools teacher via the Learning Management System of Google Classroom and using tools such as Class Dojo, Fast Forward, Flocabulary, etc. Students will receive virtual instruction (class meetings, small group, and one-on-one) daily, but may also receive instruction through pre-recorded lessons that focus on essential standards in core subject areas. In addition, readings, practice exercises and other activities may be given.

Grades 6-12

Students who do not attend school in person will receive instruction via an online learning platform such as Edgenuity, ALEKS, or Google Classroom. Students' progress will be monitored by a licensed teacher(s), and course content will be delivered online through videos, live virtual instruction, or through other activities as deemed appropriate by the teacher. In addition to online readings and practice exercises, instruction and assignments may include video tutorials and projects. The time needed to complete coursework varies for each student but should be comparable to requirements for in-person learning.

Will the curriculum of distance learning mirror traditional school?

No matter which option is chosen, all students will be exposed to the appropriate grade level content with rigorous instruction. All staff in Williamstown Independent Schools will follow the district level curriculum maps and pacing guides to provide smooth transitions between in-person and virtual learning when needed.



Will parent meetings, such as ARC meetings, still take place?

As we are limiting visitors to our campus, ARC and parent meetings will be held through Google Meet.

Will distance learning students still have to participate in state testing (KPREP, ACT, etc.)?

Students will have to participate in required state assessments if they choose virtual learning.

Will students be able to transition between the Virtual Learning Academy and Traditional School if needed?

A continuous and consistent learning environment is best for student success. However, we understand that parents and students might have compelling reasons to seek a transition from one option to another, so we will provide opportunities to do so when available. Unique circumstances will be handled on a case-by-case basis in partnership with the assigned school.

If my child is out of district do I still have to pay tuition if choosing the virtual learning academy?

Yes, students in the virtual learning academy are enrolled Williamstown students and all applicable board policies apply, including tuition.

How Can Families Assist with the 20-21 School Year?



- First and foremost, we need your support. We know this year presents many challenges. Your child will take their cues from you. If you are upset or anxious about things at school, they likely will be too. Please communicate with school staff if you have specific questions, but understand we have certain guidelines and expectations we must follow that are non-negotiable. We encourage parents to talk with their children about the changes they will see this year and the importance of social distancing and wearing masks.
- Patience and flexibility. The pandemic shifts rapidly and we don't know what the rest of the school year may bring. We adequately communicate as new regulations arise.
- Be positive and upbeat about your child's learning experiences. Our staff will work diligently to support student growth and learning through these difficult times. We expect you to remain in communication with your child's teacher(s) if there are any issues or concerns. Please be our partner in making this the best year possible for your child.
- Keep your child home if they aren't feeling well. If their temperature is over 100.4 degrees, they should stay home. Please do not utilize medication to reduce the fever and then send them to school. Students should be fever free for 24 hours without the use of medication before returning.
- Help reinforce the importance of the safety rules. Let your child(ren) know they need to wear a mask when told, use proper hand washing techniques regularly, and practice social distancing as much as possible. We can all remind our students of our HEAT Expectations:
 - Have Respect
 - Follow the directions of all school staff as they work to keep everyone safe and healthy
 - Everyone's a Leader
 - Be aware and intentional about following safety protocols and help remind your fellow classmates as well.
 - Act Kindly
 - Extend grace to all during these uncertain times.
 - Take Responsibility
 - Follow all safety procedures throughout the school day.
- Keep the lines of communication open with school staff. We strive for a positive experience for all students this school year and that is best achieved when staff and families work together. Please reach out to us if your child needs assistance with their emotional, social, or academic progress.
- We ask for your confidence in our handling of sick staff or students. We will follow the proper protocols when there has been a positive case or possible exposures and will communicate appropriately. We promise that the safety of our students and staff will be a top priority.

Choosing Your Child's Learning Option through Online Registration



Why Do I Need to Choose Now?

In order to make further preparations for this school year, we will need to know the numbers for each learning option. This will provide us with important information to help us determine school space, transportation, meal options, and staff schedules. Every child is unique and a family does not have to choose one option for their family. Please choose the best option for each child.

How Will I Choose the Option?

You will register your child(ren) through our online registration platform (OLR). New to the Williamstown Independent School District, OLR is an automated registration/enrollment process provided by Infinite Campus. OLR uses pre-populated household/student/family information for individuals returning to our district from last year. The system allows a parent/guardian to register and add/update all student, household, contact information at one time eliminating duplicate forms for each student. Each registration application is unique to each user, which allows security of your family/personal information.

Go to our website at www.williamstown.kyschools.us to complete your registration.

Preparing for Online Registration

It is recommended to use a computer or laptop to complete our registration application.

2020-2021 School Calendar



2020-21 School Calendar



July						
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Important Dates	
Aug 10-13	Prof Dev. Days
Aug 14-24	Staff Work Days
Aug 25	Opening Day
Aug 26	First Day: Students
Sept 7	Labor Day: Closed
Oct 9	Fall Break: Closed *
Nov 3	Election Day
Nov 25-27	Thanksgiving: Closed *
Dec 21-Jan 1	Christmas Break: Closed *
Jan 18	MLK Day: Closed
Feb 15	Presidents Day: Closed *
Mar 19	School Closed *
Apr 5-9	Spring Break: Closed *
May 20	Last Day: Students
May 21	Closing Day: Staff Only

September						
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Cancellation Make-up Days

Emergency school closures will be made up using Non-traditional Instruction.

Contract Days

- 77 1st Semester Days
- 91 2nd Semester Days
- 168 Total Instructional Days
- 4 Professional Development
- 1 Opening Day: Staff Only
- 4 Holidays
- 1 Closing Day: Staff Only
- 7 Staff Work Day
- School Closed
- 185 Total School Days

Instructional Time Calculations

- 390 Elm Instructional Minutes
- 0 Early Release Hours
- 1092 Instructional Hours
- 30 Total Banked Hours
- 4.615384615 Total Banked Days