

Keystone Families,

Thank you for your generous flexibility and continual support during this continually evolving and unpredictable school year. I would like to address questions concerning the necessity of the proposed three staff workdays that will precede the start of Semester II. It is important for us to transparently report how we will utilize the time and why the additional time is necessitated.

Firstly, as we have experienced as educators and you as parents and community members, this school year is far from normal. More preparation has been required than ever before. Much of this centers around the fact that we chose to give parents/students the option to engage in remote or face-to-face learning. In doing this, we knew we would have to allocate staff for specifically remote purposes and that many of our teachers would be teaching both virtual and face-to-face classes.

Secondly, teachers, paraprofessionals, and administrators have been giving up their planning time, lunches, and thus extending their work hours to cover staffing shortages, from filling in for other teachers to monitoring buses, lunches, and covering all areas needed for us to be able to keep our buildings open for face-to-face learners.

We appreciate your time as you review the information below that outlines the duties and responsibilities of Keystone staff from January 20-22.

### **Wednesday, Jan 20**

#### *Keystone Elementary School*

- Staffing has been adjusted and plans made to accommodate returning students.
- Depending on the grade level, teachers need to meet with an online teacher to discuss the needs of students who are returning and share data on students current level, progress, and more.
- Other grade levels need to finalize schedules between teachers to make sure students are in core contents as well as in specials they have not already received.
- Maintenance staff will use this time to work with teachers to set up classrooms without students being in the classroom.

### *Keystone Middle School*

- This is the building that has the most amount of full classrooms because of the significant number of students returning face-to-face.
- We will be adding 50 more students. Thus, 50 new schedules need to be put into PowerSchool for students who are changing their platform to face-to-face learning. This cannot be done until grades are finalized on Tuesday, Jan 19.
- For those classes that are only a semester long, materials need to be collected for the remaining online students to pick up.
- Mr. Trego and a team of classified staff have worked on creating plexi-glass dividers and delivering them to rooms for every other seat.
- Once new numbers for classes are entered in Powerschool, additional dividers, tables, and desks will need delivered or switched from other rooms. This cannot be done currently during the day as we are in session.

### *Keystone High School*

- Adjustments will be made to course schedules for students returning to face-to-face learning.
- Additional barriers, similar to KES and KMS, will be constructed and placed in appropriate classrooms.
- Educator planning time, as most teachers have multiple preps and are doing both online and face-to-face classrooms.

### *Transportation*

- New bus routes will be finalized ahead of time; however, drivers will practice the routes and time them so that pick-up/drop-off times can be provided for students/families.
- After solidifying the timing, transportation staff will contact parents and inform them of changes to their pick-up and/or drop-off times.
- Normally, this is done at the beginning of the school year and does not change at the semester like it is this year.

### *Food Service*

- Will be preparing for food distribution on Thursday and Friday of this week (Jan 21 & 22).
- Students will still be provided free school meals regardless of the calendar change.

## Thursday, January 21, 2021

### *Keystone Elementary, Middle, and High School*

- All new students need to be added to Google Classrooms for specials and core classes as well as for semester courses.
- Teachers will meet as teams to reflect on Semester I, look at data, and determine what changes can be made for Semester II for all and/or individual students.
- Teachers in a normal year meet at least once a week during their common planning period. However, due to the online learning schedules this year, most teams of teachers are not able to meet as a group to address concerns, analyze data, and plan cross-curricular lessons.
- Finish gathering materials for each online student and contact them for pick up on Friday
- All elective teachers teaching semester courses will have all new students the second semester.
- The Maintenance Department will continue to construct and place social distancing barriers as necessary.

### Food Service

- Distributing breakfasts and lunches

### Transportation

- Contact families with new pick-up/drop off times based on the route runs.
- Continue to drive the routes if necessary

### Special Education/Pupil Services

- Students with special needs can meet with their teachers in person to discuss their transition to face-to-face learning.
- Physical changes in the buildings will be made to prepare for the return of our students with special needs.

## Friday, January 22, 2021

### *Keystone Elementary, Middle, and High School*

- Teachers will adjust curriculum maps per the content they were able to cover for Semester I.
- Teachers will identify the changes in instruction or curriculum that must be made for Semester II.
- Teachers will address standards and make sure appropriate pacing is taking place to ensure students are prepared for the next grade level
- Normally, teacher teams are given in-school professional development time for this and a substitute is provided. We have not been able to do this due to the sub shortages and the uncertainty of what each day will bring.
- We have staff that are not teaching their normal content/grade level. They are learning the standards and teaching the content for the first time.
- Teachers are planning multiple preps for both in person and online instruction. This time is needed for them to put together effective and engaging lessons and instruction for both our in person and online students.
- We have over **50 sections of semester only courses district-wide**. This means materials and new google classrooms need to be set up. Teachers that are teaching both in person and online will use this time to create curriculum units.

### Transportation

- Transportation staff will be driving alternate routes to prepare for staffing shortages.
- Drivers will use this day to work through staffing shortage scenarios to help us have empirical evidence on how to double a route if/when it is needed.

### Food Services

- Distributing breakfasts and lunches