

## **Heir Force Community School**

### **Remote Learning Plan(s) for the 2020-2021 School Year**

PREFACE: All Ohio schools closed for the remainder of the school year in mid-March, by order of the Governor and State Health Commissioner, in response to the COVID-19 pandemic. The following principles will be followed by Heir Force Community School for the return of students in the 2020-2021 school year.

#### **Plan 1: Full Return to School**

1. HFCS will implement recommended safety protocols to the highest degree possible.
2. HFCS will require all staff members to wear facial covering as outlined by the Allen County Department of Health.
3. HFCS will work closely with the Allen County Department of Health to promote safety in each school building.
4. HFCS will be transparent with all stakeholders that some level of risk will always be present when students and school district employees occupy school district facilities.
5. HFCS recognizes the need for consistency in areas of operations, while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.
6. HFCS will strongly encourage daily symptom checks for staff and students. Staff and students who have symptoms consistent with COVID-19 will stay at home, and strongly encourage them to be tested as soon as possible to reduce the spread of COVID-19. Allen County Public Health will inform HFCS about current testing sites/availability.
7. HFCS will cooperate with Allen County Public Health's work in contact tracing.

#### **COMMUNICATIONS:**

When a student/staff member is diagnosed with a COVID-19 positive case:

1. Communication will be developed by the Allen County Department of Health, outlining the following actions to be taken by schools when someone is diagnosed with COVID-19.
2. A common template will be developed to include the following:
  - Specify to parents which classroom the confirmed case was found.
  - The school will work with the Health Department in contact tracing.
  - The Allen County Department of Health will determine the quarantine protocol.

- The Allen County Department of Health will write a letter for the school district to use and the letter will explain/define what is considered “exposure” to COVID-19 that will result in quarantine.

#### NON COVID HEALTH ISSUES:

1. Student health issues that are NOT diagnosed as COVID-19:
  - The duration of home stay for a child sent home with a fever is fever-free for 7 hours.
  - Temperatures will be taken upon return.
  - To return to school, the child must be transported to school by the parent/guardian/caretaker and must be checked by school personnel. Temperature and a symptom check will be taken upon return.
  - a 14-day quarantine will be required for anyone who is determined to have “close contact” with someone who has COVID-19. “Close contact” is to be determined by Allen County Public Health.

#### STUDENT AND STAFF HEALTH ISSUES ARE NOT RELATED TO COVID-19:

- Districts will follow their usual procedures for student and staff medical issues/illnesses.
- Students or employees with a fever of 100 degrees or higher will be sent home. They may not return until they are fever-free for 24 hours without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with Allen County Public Health.
- To return to school the child must be transported by the parent/guardian/caretaker and must be checked by school personnel.

#### OCCUPANCY:

- HFCS will inform parents that classroom occupancy safety protocols are in place, but any student who attends school will incur some level of risk. Districts will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated.
- Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
- Students will be spaced as far apart as possible/feasible.
- Cohort students and use seating assignments.
- Face coverings are highly recommended for all students.
- School employees are recommended to use a face covering.

#### FOOD SERVICE:

1. HFCS will offer food service.
2. Logistics will be determined by HFCS in compliance with the Allen County Department of Health based on:
  - No more than 10 students per table.
  - Tables spaced 6 feet or as far apart as possible.
  - Alternative locations for lunch might be determined by for particular grades.
  - No self-service foods or condiments.
  - Individually packaged condiments or staff add before serving.
  - Limiting capacity/occupancy of the school cafeteria.
  - Students should wash or sanitize their hands prior to eating.
  - Cohorting/assigned seating in the cafeteria is strongly encouraged to assist with contact tracing if needed.
  - Consider students eating in classrooms if need to reduce the number of students and/or mixing in the cafeteria.

#### REMOTE LEARNING

- HFCS will offer remote learning for parents who do not wish to send their child to school.
- Parents may choose from the following two options: 1. Send their child to school (assume some level of risk), or 2. Agree to work with the district to determine an alternative learning environment and for one semester at a time.
- HFCS will determine when and how often a student may switch from a traditional classroom to online and back.
- HFCS will determine what an online education system will encompass.

#### VISITORS/VOLUNTEERS/PARTIES:

There are different levels of school visitors. Therefore, HFCS will make decisions based on the particular situation. However, the following guidelines are recommended:

- Visitors are generally discouraged from being in HFCS facilities.
- Safety protocols, such as taking temperatures, screening for symptoms, requiring face coverings, washing and/or sanitizing hands upon arrival will be implemented for all visitors.
- Volunteers should be assigned one consistent work area rather than “floating” or rotating between classrooms or areas of the building.
- If food is provided for students, it should be pre-packaged.

## TRANSPORTATION:

- Lima City and Elida School Districts will allow two students per seat and in some instances three students if the children are younger and therefore smaller.
- Lima City and Elida School Districts will attempt to seat siblings together.
- Assigned seats/seating charts should be used to assist with contact tracing if that is needed.
- Buses should be loaded back to front and unloaded front to back to reduce exposure to others.
- Face coverings are required for drivers and highly recommended for students. If a district requires students to wear a face covering, the district may refuse to transport a student who refuses to wear one.
- Windows may be slightly opened to allow for fresh air ventilation.
- In the event that State policies require school districts to use alternative schedules, districts may adopt minimum requirements for transportation to reduce the number of students who are eligible for school district transportation.
- Plan for the least amount of mixing and/or bus transfers, especially when transporting students to other schools.
- School districts will establish cleaning and sanitizing protocols for buses including frequently touched surfaces.

## RECESS:

- HFCS will make every effort to maintain consistency with other safety procedures.
- This may mean that HFCS may limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- HFCS will work toward “structured” recess activities, such as nature walks that limit students’ physical contact with others.
- Students must wash or sanitize their hands before and after recess.
- Parents may “opt out” of recess.

## OTHER CONSIDERATIONS:

- Dismissals: Considerations/variables to think about when deciding about illness-related dismissals
- Absenteeism rates will be monitored through daily electronic reporting and coordinated with the Allen County Public Health epidemiologist (through spring 2020, this was monitored through the SUDS program)
- HFCS will establish a criteria for illness-related dismissals,

- HFCS will respond to the recommendations by Allen County Public Health and/or the Ohio Public Health Advisory System
- Coping and resilience: HFCS will encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- HFCS will designate an area where students who are ill with COVID-19 related symptoms are held until they are picked up that is separate from other students who are ill
- HFCS will assure that they have at least a 3-week supply of cleaning and disinfecting products and supplies
- HFCS will post signage throughout the buildings and grounds to remind everyone of social distancing requirements

**Plan 2: Full Remote Learning: Teacher Led Full Digital Instruction:**

In the event that school is closed, all instruction will take place using a digital platform:

- Full digital instruction
  - HFCS will provide Chromebooks or tablet devices for all students.
  - HFCS will provide workbooks and printed materials as needed to supplement digital instruction
  - Teachers will design the sequence of learning based on where they left off and what their students are working to learn.
  - Instructional resources will be housed in Google Classroom (e.g. videos, live instruction, pear deck, assignments)
- (1) Description of student instructional needs will be determined and documented:
- (a) Full digital instructional by teachers. Both asynchronous and synchronous instruction will be used.
  - (b) Weekly teacher lesson plans will be submitted using Google Docs and monitored by administrative personnel.
  - (c) Students will receive printed copies of the workbook/instructional materials to use with the digital instruction.
  - (d) Instructional materials will be collected each Friday with parents bearing the responsibility for dropping off materials at each location. A drop box will be available.
  - (e) Students on IEP will receive additional individualized digital instruction based on their IEP goals.
- (2) Method to be used for determining competency and promotion.
- (a) Formative/summative assessment to monitor student progress in Math and ELA will be completed through STAR

- (b) All classroom based formative/summative assessments will be used to determine student competency and grade promotion.
  - (c) Individual student progress will be recorded and measured in the online Progress Book tool which allows parent access to student progress.
  - (d) IEP student competency will be measured through the Dibels formative assessment.
  - (e) Student promotion will be based on HFCS promotion guidelines.
- (3) The school's attendance requirements, including how the school will document participation in learning opportunities.
- (a) Digital homerooms will record student attendance daily.
  - (b) Homeroom teachers will be required to submit daily student attendance to the central office.
  - (c) Attendance for required subject synchronous online learning activities will be recorded by the classroom teacher. Asynchronous learning activities will be monitored through Google Classroom.
- (4) A statement describing how student progress will be monitored.
- (a) Individual student progress will be recorded and measured in the online Progress Book tool which allows parent access to student progress.
  - (b) IEP student competency will be measured through the Dibels formative assessment.
  - (c) Student promotion will be based on HFCS promotion guidelines.
- (5) A description to how equitable access to quality instruction will be ensured.
- (a) HFCS will provide students with equitable opportunities to continue their trajectory of learning scope and sequence. This will consist of providing students with access to content, support and feedback.
  - (b) HFCS will maintain a focus on continuous improvement.
  - (c) HFCS will provide all teachers with the resources, support and flexibility needed to promote best practices for online learning.
  - (d) HFCS will make the best attempt possible to provide equitable access for students with disabilities.
- (6) A description of professional development activities that will be offered to teachers on Friday during the school week.
- (a) Ongoing teacher professional development will be provided through Google classroom.
    - (i) Community School leadership meetings conducted monthly
    - (ii) PBIS monthly meetings
    - (iii) Teacher Based Teams bi-weekly meetings
    - (iv) RTI/IAT meetings

- (v) Instructional training webinars on and as needed basis

### **Plan 3: Remote Learning/Classroom Instruction Cohort**

In the event of Social Distancing: In order to provide 6 feet between individuals in all school areas, a Cohort plan will be followed. Each cohort will attend the school campus physical classroom environment two days a week. The other three days will follow the online guidelines.

#### **Cohort 1**

- Attend on campus classes on Monday and Wednesday
- Cohort placement will be based on student past achievement scores

#### **Cohort 2**

- Attend on campus classes on Tuesday and Thursday
- Cohort placement will be based on student past achievement scores

#### **Physical Classroom Description**

1. Students will follow a daily schedule of classes.
2. Teachers will present new materials for students to practice when working virtually
3. Teachers will review problem areas as needed.
4. Utilize feedback to support the mastery of essential skills.
5. Utilize ongoing formative assessments

#### **Virtual Classroom Description**

1. Students will follow the daily classroom schedule found in Google Classroom
2. Student work will focus on practice and extension of content covered in the physical classroom setting from the day before.
3. Friday - Students will join in synchronous classroom events scheduled by the teacher. Teachers will use the Tech Tool platform to view students' screens and give feedback.

Board Approved: 7/28/2020

## **Heir Force Community School Remote Learning Plan Guidelines/Expectations**

Parents and Students will be responsible for attending one of the following required meetings. Please call HFCS to schedule your date of attendance.

- Wednesday, August 12, 2020 (1pm at Grand Avenue)
- Thursday, August 13, 2020 (1pm at Grand Avenue)

Adult supervision will be required for monitoring students that participate in the Remote Learning format.

Parents/guardians will be responsible for notifying HFCS of the best available time and method for daily/weekly communication.

Chromebooks will be provided by the school and contracts will be signed by both parent and student. Parents will be responsible for obtaining high quality internet services.

Families that have chosen the remote learning option will be required to stay in this format for the entire quarter. Families may choose to return to school for the next quarter.

Students that fail to meet the expectations of remote learning will be required to return to the school setting at the end of the quarter.

Remote Learning Students expectations:

- Attendance will be taken daily based on student login information.
- Students are required to show evidence of participation of 32.5 instructional hours on a weekly basis.
- Evidence of participation may include but is not limited to:
  - Daily logins to ProgressBook
  - Daily interactions with the teacher to acknowledge attendance
  - Daily interactions between teachers and students will also include messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students.
  - Google classroom completion of daily assignments by scheduled due date
  - Students in grades 3-8 will be required to attend a GoogleMeet daily for Science and Social Studies
  - Attendance to required virtual meetings
- Students will be responsible for taking STAR assessment on a monthly basis in the school setting (scheduled dates will be assigned throughout the quarter).
- Students will be responsible for turning in weekly assignments that are not on-line every Friday.
- Students will be responsible for taking part in Accelerated Reading. Books can be requested online using the Surpass Library System or through the Lima Public Library.

- Accelerated Reading test will be taken at the school setting each Friday between 1:30 – 3:00pm at Grand Avenue.

I have read and understand the Remote Learning Plan Guidelines and Expectations and will comply with the above requirements. Thanks for your continued commitment toward enhancing your child's development.

Parent/Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Executive Director

Date

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July 21, 2020