

**Western Boone County Community School Corporation
Re-Entry Plan for 2020-21 School Year**

Subject to Change

Terminology:

Remote Learning - Students who have elected to participate in online instruction for the entire semester. For elementary students, remote learning consists of a separate curriculum provided by a contracted vendor. At Western Boone Jr.-Sr. High Schools (grades 7-12), students participate with their classes in synchronously and in real-time.

Virtual Learning - Students participate in learning when at home due to quarantine, classroom closure, or school-wide closure. Virtual Learning indicates synchronous, real-time instruction for all grade-levels.

At Western Boone Jr.-Sr. High School, remote and virtual learning look the same. Virtual learning is temporary whereas remote learning is for the entire semester.

A. **2020-21 Master Calendar**

WBCCSC is delaying the start of school for all students to make the necessary adjustments needed for the implementation of a hybrid schedule at Western Boone Junior-Senior High School. This will result in 4 days being added at the end of May. School will start for students on Wednesday, August 12th. The last day is tentatively scheduled for May 27, 2021.

B. **Instructional Day Format**

Decisions on the instructional day format will be made in consultation with the Boone County Health Department and using the guidance found here:

https://www.coronavirus.in.gov/files/20_COVID%20color%20level%20recommendations_11-17-20.pdf

<https://www.coronavirus.in.gov/2393.htm>

Western Boone County Community School Corporation is currently operating on a hybrid schedule at Western Boone Jr.-Sr. High School and a traditional instructional schedule at the elementary schools.

C. **Remote Learning Guidelines**

WBCCSC will provide a 100% online instruction option based on parent concerns and/or medical need. This option requires a minimum commitment of one semester.

Registration for remote learning enrollment for the SPRING semester is now closed. Requests to enroll in remote learning indicate an understanding and agreement to adhere to the following requirements:

ALL STUDENTS K-12

- Instruction and assignments will require the student to participate during normal school hours.
- Remote learning will require attendance 5 days a week.
- Preschool students are not eligible for remote learning.
- Students must have successfully completed their most recent experience with online learning (Spring of 2020 or Fall of 2020), as determined by building administrators. Students who earned a failing grade during their most recent remote experience may not be eligible for remote learning in the Spring of 2021.
- Students should expect an equivalent workload to that which they would experience with in-person instruction.
- Students will be required to participate in local formative assessments (ie: NWEA, final exams), as well as state mandated tests (ILEARN, IREAD). State-mandated tests must be administered at the student's school.
- Students must use their district-issued device and applications. Reliable internet service is required.
- Students enrolled in the remote learning option **will** be allowed to participate in extracurricular or athletic activities.

ELEMENTARY STUDENTS K-6

- The format for elementary remote learning will consist of a separate curriculum provided by a contracted vendor. Students must have a committed learning coach at home to support them in online instruction.
- Elementary students may work ahead in the learning modules, but must meet all regular submission due dates, as assigned.

Parents of elementary students must read [this information](#), view the [introductory video](#), and indicate their understanding of their role as the learning coach when enrolling their child in remote learning.

****REMOTE LEARNING REGISTRATION FOR THE SPRING SEMESTER CLOSED DECEMBER 11, 2020****

At the elementary level, the format for students participating in Remote Learning will consist of a separate curriculum designed for online instruction and supported by a contracted vendor.

At the junior-senior high level, the remote learning will be synchronous and real-time during the designated class time. Students will be expected to participate on-line every day from 8:05 a.m. to 2:55 p.m. With a 30-minute lunch break.

D. Virtual Learning Guidelines (K-6)

- Students and teachers will maintain the same schedule as when attending school in person.
- Teachers will provide a clear schedule and assignments to parents so they know when their child must participate in live instruction or small groups. Live sessions will be recorded for students who cannot view them at the time presented.
- Students are expected to join via Microsoft Teams at the start of each subject. Lessons will be a mixture of live and recorded sessions. Teachers should have face-to-face interaction with students throughout each day.
- Students will have a designated task or assignment to complete while the teacher meets with small groups during math and literacy blocks. We will maintain the 90-minute literacy block and 75-minute math block.
- Teachers will use a variety of technology tools to demonstrate and present new material rather than simply assigning work to the students to replicate the natural interactions that would occur in the classroom.
- Students will participate in specials classes in real-time.
- Success Period will meet virtually with groups on schedule.

E. Daily Screening

Each day, parents or guardians of students in grades PK-12 will be expected to screen their student(s) prior to sending them to school. Additionally, students in grades 7-12 will answer the screening questions on Canvas during 1st period. The questions will consist of the following:

1. Have you had new onset of loss of taste or smell over the past day?
2. Have you been exposed over the past day to any person who has tested positive for COVID-19?
3. Have you developed a new cough or sore throat over the past day?
4. Have you had a fever greater than 100.4 degrees over the past 24 hours?

Students who answer “Yes” to any of the above questions will need to remain at home until they can provide a written form by a primary care provider, indicating they have been cleared to return to school after evaluation. Students who opt not to be seen by a primary care provider may return to school once they have been fever free without the use of medication for 72 hours, symptoms have improved, and 10 calendar days have passed since the symptoms first appeared.

See Section J – Re-entry of Negative and Positive Cases for additional clarification

F. PPE

Per Governor Holcomb’s mandate on July 22, 2020, face coverings will be required for all staff members and students in grades 3-12. Face coverings are strongly recommended for students in grades PK-2. Face coverings will also be required for co-curricular and extra-curricular activities with exceptions for strenuous physical activity. All students, per the Governor’s mandate, will wear face coverings on the school bus. The school will make cloth face coverings available to anyone needing one. Students and staff will be responsible for the care and maintenance of their own face covering.

G. Social Distancing Guidelines

WBCCSC will observe local health department social distancing guidelines to the fullest extent possible. Social distancing guidelines may be implemented differently in the various educational settings.

1. Classrooms

Size: If possible, classroom sizes will be balanced to allow for equal number of students in grade level sections and/or subject offerings.

Set Up: Classroom furnishings will be arranged to provide appropriate social distancing. Arrangements such as forward-facing student desks and designated stations that provide spacing for small groups may be employed to support social distancing.

Supplies: Students will not share school supplies.

Snacks: With teacher consent students will provide snacks for their personal consumption. Daily snacks and special birthday treats will not be allowed at this time.

2. Hallways

Passing Periods - traffic flow may be directed to minimize cross-contact between students in hallways.

Use of lockers - students will be encouraged to minimize locker stops and plan accordingly to carry necessary materials

3. Cafeteria

Lunch tables will be filled at half capacity with students being seated in every other seat. Students will have an assigned seat.

4. Playground

Classes will be assigned designated areas of the school yard and equipment will be disinfected daily. When inside recess is necessary students may remain in the classroom under the supervision of their classroom teacher.

5. Weight Room

Frequent sanitation procedures will be in place. Safety procedures and social distancing will be encouraged.

6. Office Areas

Plexiglass shields will be installed in school office reception areas to minimize contact with visitors.

7. Clinic

Students presenting with COVID-19 symptoms will be kept separate from students reporting for non-COVID-19 related needs; within the clinics, students will wear a face covering and separate to the fullest extent possible.

8. Media Center

The Media Center will be scheduled one class at a time. Furniture will be arranged to encourage social distancing. Teachers will call the media center prior to sending students to the media center for individual needs. Books returned to the library will be out of circulation for 72 hours.

9. Staff Workrooms

Staff will be encouraged to observe social distancing guidelines in common work areas. Sanitation supplies will be available to clean commonly touched surfaces, such as copiers, paper-cutters, mailboxes, etc.

10. Gym

Occupancy will be limited to provide ample space for social distancing.

11. Auditorium

Occupancy will be limited to provide ample space for social distancing.

12. Therapy

Occupancy in therapy spaces will be limited to provide ample space for social distancing. For services which require physical contact between providers and students, masks will be required for the provider.

13. Field Trips

Field trips will not be permitted until further notice.

14. Water Fountains

Water fountains will not be used. Students will be encouraged to bring their own water in a clear container for consumption. Each school will provide bottle-filling locations and water at lunch.

15. Large Gatherings

Large group activities will be limited to provide for social distancing.

16. B.A.S.E.

B.A.S.E. will be in operation in the elementary buildings. State and local safety guidelines will be followed.

H. Cleaning & Disinfecting

1. Cleaning Supplies:

- a. CDC Approved Disinfectant will be used.

2. Cleaning Protocols

- a. Custodians will clean every area every day with a focus on heavily touched areas.
- b. Student desks will be disinfected prior to use by another student.
- c. Teachers should be the only individuals to touch doors (if possible) and sanitize door handle after each use.

3. Handwashing/Sanitizing Guidance

- a. Students and staff will wash hands for 20 seconds before meals, after restroom breaks, and after activities outside the classroom.
- b. Hand sanitizer will be available in all classrooms and common areas throughout the school buildings.
- c. Students and staff will sanitize hands after blowing nose, coughing, and/or sneezing.

I. Staff/Student Training

Staff Training/School Procedure-

When: First Staff Day

Where: Individual Buildings with school nurse and building administration

How: Presentation with possible use of Safe School Training

Student Training/School Procedures-

When: First student day – shared during first hour (7-12), early on day 1 (elementary)

Where: First hour/homeroom

How: Presentation or locally recorded video

J. Re-entry of Negative & Positive Cases

Health Protocol for Schools

It is essential for the school community to work together to prevent the spread of COVID-19 in the school environment and in the community while still providing a quality education program. Please note that WCCSC may be required to close based on county and state health mandates.

Symptoms Impacting Consideration for Exclusion from School

Students and employees should be trained to recognize the following COVID-19-related symptoms:

- A fever of 100.4 ° F or greater when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty (for students with chronic allergic or asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with fever
- Loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained and documented by a primary care provider.

Close Contact Impacting Consideration for Exclusion from School

Students and employees should be excluded from school if they have been in close contact (within 6 feet for more than 15 minutes) of someone with positive confirmed case of COVID-19. An asymptomatic close contact with someone who has been tested doesn't require a quarantine until a positive confirmed case has been established. A symptomatic close contact should quarantine for 14 days. Students and staff do not need a note to return to school and should be allowed to return at the end of the 14 day quarantine. **Additionally, students should be kept home from school when any member of the household presents with COVID-19 symptoms until a diagnosis is made by a primary care provider.**

Quarantined students who participate in virtual instruction provided by WBCSC staff will be counted as present.

Return to School After Exclusion

Once a student or employee is excluded from the school environment for symptoms not otherwise explained, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms not otherwise explained may return if the following conditions are met: An untested person will need to provide a written form by a primary care provider indicating that the symptoms were not related to COVID-19 or will need to meet the following requirements.

1. Untested person has not had a fever for at least 24 hours without the use of medicine that reduces fever; and
2. Other symptoms have improved (for example, cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since your symptoms first appeared.

If the symptomatic person is diagnosed with another condition that explains the symptoms, then no quarantine for close contact is necessary.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

1. The individual has gone without a fever for 24 hours (without the use medicine that reduces fevers); and
2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since onset of symptoms.

*Household members must quarantine for 14 days from the last day of exposure to the person with the confirmed case. If the confirmed case is isolated from the household, the last day of exposure and first day of quarantine can begin immediately. If unable to isolate in the home, this would be 14 days after the individual with the confirmed case finished their 10-day isolation.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return to school when the following conditions are met:

1. Asymptomatic person may return 10 days from the date that the sample was collected.

*Household members must quarantine for 14 days from the last day of exposure to the person with the confirmed case. If the confirmed case is isolated from the household, the last day of exposure and first day of quarantine can begin immediately.

Tested Negative- Symptomatic

Persons who experience symptoms but test negative for COVID-19 may return to school when ALL of the following conditions are met:

1. Fever free for 24 hours without fever-reducing medications;
2. Other symptoms are resolved;
3. AND is not a close contact of a confirmed case (within 6 feet of a confirmed case for more than 15 minutes).
4. A doctor's note is no longer required.

*Household members do not need to quarantine.

Tested Negative- Asymptomatic

Persons who have not had symptoms and test negative for COVID-19 may return to school when the following conditions are met:

1. An asymptomatic person may return to school immediately unless she/he is a known close contact (within 6 feet of a confirmed case for more than 15 minutes).

Upon receiving a positive COVID-19 result, it is the responsibility of the parent or staff member to immediately notify the school nurse and provide a copy of the positive test.

K. Contact Tracing

Parents and staff members will be contacted by a school representative if they are believed to have been exposed to COVID-19 by another student or staff member. Upon notification, the student or staff member along with any family members in the same household that attend or work at any WBCCSC school would be expected to follow the guidelines below.

If a student or staff member is considered to be at high risk of COVID-19 due to exposure based on the primary care provider or contact tracing recommendation, the student or staff member must quarantine for 14 days.

L. Clinic Guidelines

1. Teachers who have students who present with COVID-19 symptoms will call the nurse to report the student's symptoms. Students who presents with COVID-19 symptoms will be

- met at the classroom by an adult. The nurse will determine if the student requires further assessment for COVID-19. Students who presents with COVID-19 symptoms will be treated in a separate location from asymptomatic students. Students and adults will follow social distancing guidelines and wear a mask while in the COVID-19 treatment room. Parents will be contacted to pick up their child immediately.
2. Students will continue to report to the clinic for treatment of all other health needs not related to COVID-19. While in the clinic students will wear a face covering and adhere to social distancing guidelines to the greatest extent possible.

M. Signage

1. Building Entry signage will document symptoms for COVID-19. Signage will require individuals who have symptoms or have been exposed to COVID-19 to not enter.
2. Signage will be provided to encourage handwashing, hand sanitizing, social distancing when possible, and face coverings.
3. Food Service signage provided by the Boone County Health Department and Indiana Department of Education will be posted.

N. Community Usage of Buildings & Visitors

Any person with COVID-19 symptoms, should not enter our school buildings. Upon entering, visitors will be asked screening questions when checking in with the Safe Visitor check-in process. If the visitor answers “Yes” to a screening question they will not be admitted inside the building and will be directed to see a healthcare provider. Future re-entry will require written clearance from a healthcare provider.

1. Outside Organizations/Community Use of School Facilities

To help mitigate risks associated with the spread of COVID-19, community use of school facilities will not be allowed until further notice.

2. Parent Volunteers and Classroom Helpers

To help mitigate risks associated with the spread of COVID-19, parent volunteers, classroom helpers, and lunch guests will not be allowed until further notice.

3. Delivery Protocol

Delivery drivers should only enter the building if they can answer “NO” to all screening questions.

O. Food Service

Food Service Staff

Food service staff will self-screen daily before coming to work.

1. Food service staff will be screened daily with the screening questions before entering the food preparation area. Data will be logged by the kitchen manager.
2. Any staff member answering yes to any of the questions will be referred to a healthcare provider for instructions on return to work.
3. Upon successful entry, food service staff will wash hands and be equipped with PPE. HACCP binders with instructions on proper techniques will be available.
4. Food service staff will be retrained on cleaning, disinfecting, and sanitizing all areas.
5. Food service staff will be encouraged to practice social distancing when possible.
6. Food service staff will wash hands and change gloves every twenty minutes while working, or sooner as work necessitates.
7. Food service staff will be checked out at the end of each shift to ensure work areas have been properly cleaned, disinfected, and sanitized, through SMART System protocols.

Breakfast

Elementary: Students wanting to eat breakfast will get the meal in the cafeteria and take it to the classroom to eat.

Jr-Sr High School: The cafeteria will open at 7:45 a.m. Students will eat breakfast in the cafeteria at a safe distance.

Lunch

a. Elementary

1. Students will not serve themselves, reducing unnecessary touching.
2. Students will be seated with their homeroom class and sit in assigned seats.
3. Students will be seated in every-other seat at the lunch tables.
4. Other locations in the building will be utilized to foster social distancing.
5. Sharing of food between students will not be allowed.
6. Students and staff will utilize a card for touchless pay.

b. Jr-Sr High School

1. Students will not serve themselves, reducing unnecessary touching.
2. Students will sit in assigned seats.
3. Students will sit in every-other seat at the lunch tables.
4. Other locations in the building be utilized to foster social distancing.
5. Sharing of food between students will not be allowed.
6. Students and staff will utilize a card for touchless pay.

P. Transportation

1. Bus drivers will self-screen each morning answering the screening questions.
2. Any driver answering "YES" to any question in the screening will be required to see a healthcare provider before returning to work.
3. Buses will be cleaned and sanitized after each route using approved cleaning techniques.
4. Bus drivers will wear a face covering while transporting students.
5. All students will wear face coverings while on the bus.
6. All students will be assigned seats and spaced as far apart as possible. Students living in the same home may be seated together.

Q. At-Risk/Medically Fragile

1. Staff members who believe themselves to be medically fragile will be required to fill out a medical history form.
2. Staff members with pre-existing health conditions and/or are 65 years of age will wear a face covering and keep socially distant from others when possible. They should also wash hand every hour or more often if possible.
3. Students having a medical condition that raises the risk for contracting COVID-19 may choose an online option. Medical documentation should be presented to building administration to qualify for this option. If the in-person option is chosen, the student will be encouraged to take extra precautions such as wearing a face covering, frequent hand washing, no face touching, and social distancing when possible.
4. Students and staff members who are at high risk for contracting COVID-19 should provide a list of health recommendations from their primary care provider. Once the plan is developed, the plan should be shared with building administrator and the school nurse.

R. **Corporation Reporting Guidelines**

All positive COVID-19 test results will be reported to county health department. All positive COVID-19 test results will be reported to Principal or school nurse by county health department. Guardians/Family of all students and staff members who are deemed to be high risk for COVID-19 exposure will be directly contacted by county health department or building administration as per contact tracing protocols. Names of students or staff members deemed at high risk of documented COVID-19 exposure will be reported to county health department/state health department by the school nurse, appropriate health care system representative, and/or school administration.

S. **Special Education Students**

Student services, annual case reviews, and evaluation timelines will be observed and provided as required by law and written in Individual Education Plans and Consent for Evaluation forms, either in person or remotely.

T. **Professional Development Plan/Staff Meetings**

Per IN-CLASS recommendation, WBCSC will follow social distancing guidelines and sanitation protocol when conducting staff meetings. When necessary, alternative meeting formats will be utilized.

U. **Social-Emotional Needs/Lessons**

1. School-based mental health services will continue in person or remotely to social/emotional needs of students.
2. Staff will be trained to recognize and refer students who need social/emotional support
3. Teachers and staff will continue to employ neuroscience strategies to address acute social/emotional needs in the classroom.