

Underwood High School

**Return to Learn Manual**  
**2020-21**  
**For Students and Parents**

**NOTE: Recommendations within this manual are fluid and subject to change.**

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# Onsite Learning

## Health and Safety Onsite Learning

### Health and Safety Goals

- This plan will provide a safer work environment for both students and staff in an on-site learning environment
- It will be impossible to mitigate all risk for students and staff in an on site learning environment therefore, *we will target the needs of high risk students and staff and accommodate for their needs*
- We will take common sense precautions to increase the general level of safety for students and staff without risk factors

### Helpful Precautions

- Prop open interior doors to alleviate using door knobs
- Turn off drinking fountains with the exception of bottle fillers.
- Involve parents in doing a health screening at home before their child comes to school. If the student has a temperature of 100.3, he/she should remain at home. Students are to be fever-free without medicine for 24 hours.
- Students and staff are required to wear a mask when social distancing is not possible.
- Frequent hand washing or use of hand sanitizer is recommended

### Classroom issues

The on-site instructional classroom during Covid will look very similar to classroom instruction prior to Covid with some common sense precautions.

### Why are we starting the year with a hybrid schedule?

The District Leadership Team and the administration met multiple times to discuss which method(s) of instruction would be best for Underwood Community Schools. Unlike the elementary school, where students can be kept in one classroom for their classes, middle and high school students switch classes every period. The hybrid model was chosen for the middle and high schools because it allowed for students to return to the building and still follow CDC guidelines for social distancing in most cases. The feeling was the hybrid model would allow us to stay in the classroom longer than bringing everyone back together at once.

**Will we stay with the hybrid schedule all year?**

Not necessarily. We will easily be able to switch from hybrid to either continuous/distance learning or to everyone being on campus. To come back to school with everyone, we would look at a combination of the positive Covid cases rate in Pottawattamie County and the rate of Covid cases in high school. Both would need to be declining for a fourteen day period.

**Do students need to wear a mask?**

Yes, but only when social distancing cannot be met. For the high school, that will mainly mean during passing periods (3 minutes each), but there may be a few times where social distancing is not possible in the classroom. A face shield may be worn in lieu of a mask.

**Will masks be provided for students and staff?**

Masks have been purchased for staff. There will also be some disposable ones available for students. Face shields are also available for staff. Students and staff are encouraged to bring their own if they are more comfortable with them.

**What about social distancing?**

Use social distancing when possible. This may not be possible in crowded classrooms with older students. Tables that allow students to face one another are to be avoided. Individual desks should face the same direction where possible.

**Can students share materials?**

Shared materials should be avoided as much as possible. Shared materials need to be cleaned as much as possible between users.

**Do we shorten the day or alter schedules to eliminate non-academic times?**

No. We will maintain existing schedules.

**Hybrid/Online Instruction****What will be the at-home expectations of students on their days not in school during the hybrid model?**

Students will be expected to continue to learn while at home. While students won't follow their daily school schedule under the hybrid plan, they will have homework (reading, papers, etc.) to work on during the days they are not physically at school.

**Will teachers use a common platform to post their classes' assignments?**

Yes. Teachers will all be using Google Classroom. Assignments may be on Planbook or linked to Google Calendar.

**Can students come to school to seek help on their off days before or after school hours?**

The preference is that the teacher and student try to set up a Zoom or Google Meet session for this. However, if this has to happen it should be a scheduled appointment and students not just showing up unannounced.

**How will we ensure that students have all of their materials if we switch to online learning?**

The hope is that there is enough time to ensure that students will take home all of their materials from school.

### **Cleaning Room/Hygiene**

**What time is built in for hand washing and related hygiene behaviors? Handwashing link**

Teachers will encourage frequent hand washing and/or hand sanitizer throughout the school day. Each classroom will have hand sanitizer, and students will be asked to use it as they enter/exit the room. In addition, hand sanitizer stations will be placed in the hallways to facilitate this process.

**Will rooms and desks be cleaned frequently?**

Custodians will continue to clean classrooms according to their schedule. There will be increased frequency of cleaning by custodial staff, particularly for frequently touched surfaces. We ask that teachers spray down student desks after each class. Students can help by wiping them off with a paper towel. (Custodians will provide cleaning supplies to accomplish this task.)

**While we are onsite, how will we ensure that everyone is taking the appropriate social distancing and hygiene practices?**

Health safety is everyone's concern during the Covid-19 Pandemic. Signage will be posted throughout the district identifying expectations for safety. We will also have training during August to ensure the health safety guidelines are clear to all staff members.

## Common Areas

Common areas such as the lunchroom, hallways, or waiting areas can be challenging as they contain large numbers of students. Attempts to disperse large groups of students waiting for more than 15 minutes are recommended.

### Where will students wait before school starts?

The school building will open at 8:00 for students unless a prior arrangement has been made. Students will report to their first period class at 8:05 or upon arrival after that.

### What about passing times in hallways?

Students are to wear masks during the three-minute passing periods.

### Do we need to alter schedules and passing times to reduce people in the hallways?

No. Be mindful of others in your area of the building.

### How will lunch be handled?

Under the hybrid plan, the high school will have two lunch periods, and students will be socially distanced. If all students are in the building, a third lunch period will be added so that social distancing can be achieved. All food will be placed on the tray by the kitchen staff, and students will only touch the tray after they have all food, silverware, and condiments placed on it. Students will sit at the same seat each day. The use of hand sanitizer or hand washing before lunch is recommended.

### What about assemblies or field trips?

Trips or assemblies will be limited during this time as it increases levels of exposure due to outside influences and/or large groups of people in one place.

### Can water fountains be switched to the bottle filler option?

The water fountains will be shut off. The bottle fillers will stay on. As of this time, no new ones will be installed in the high school.

## Extracurricular activities

### What will be the expectations of students attending their extracurricular practices on days that they are not in school?

Students will be able to attend practices on days when they are not in school. For more specific policies based on your activity, you should contact Mr. Jacobsen.

**If a student/parent decides to do online learning only, can they be in extracurricular activities?**

Yes. This is a statewide decision that was made.

## **Transportation**

The current guideline from the CDC suggests allowing only 13 students on a bus designed to carry 77. This is not feasible for our district to sustain. Buses will run their regular routes during on-site instruction and will utilize common sense precautions. These precautions apply to all modes of district transportation. [Transportation guidance link](#)

**Will riders have to wear masks?**

Bus riders and drivers must wear masks.

**Will the district vehicles be cleaned?**

District vehicles will be cleaned at the end of their shift daily.

**What about social distancing?**

When a smaller number of students are on the bus, social distancing will be possible.

**Are there other safety procedures on the bus?**

The seat directly behind the driver should remain open to provide some safety for the driver. Some windows will be open (weather permitting) to create increased air flow during the bus ride.

## **Health/Nursing Issues**

**What happens if there is a positive case in a school building?**

This is the number one question, and its answer is dependent upon the case. The Pottawattamie County Public Health Department (PCPHD) will be contacted. They will inform us of next steps. With information given to them by the school, PCPHD will determine which students, if any, need to quarantine. Keep in mind that they may decide that only part of a classroom needs to be quarantined, for example. Communication about positive cases will be determined after consultation with PCPHD.

**Will we take student temperatures each day?**

No. The logistics of taking temps of over 800 students daily makes this impossible. We are asking parents to do a health screening each morning and keep students home who exhibit unhealthy indicators. We do recommend checking with students each morning to see how they are feeling physically and involve the nurse if you have concerns about a student. If a student has a fever of 100.3 or higher, they are to stay home.

**Will the school nurse wear full PPE during the day?**

The school nurse may choose what level of protection she deems necessary based on the students she serves and their own safety needs. The district will provide full PPE (masks, gloves, face shields and gowns) for the nurse.

**Can nurses help students with masks?**

The district cannot require an adult to assist a student with their mask due to contagion issues. Students will need to be responsible for their own masks.

**How will we support needs of students who have identified chronic health needs that present higher risk?**

The school nurse will communicate with families of high risk students to determine the safety of them attending school. If it is determined that the risk is too high to attend on site, online learning will be made available to the student.

**Who and what will determine when a staff member can return after they have been sick?**

We will follow public health guidelines for Covid-related illnesses as well as other illnesses that may necessitate an employee absence.

**What will be our expectation for parents when there is a concern about a student's health?**

Parents should follow normal procedures when communicating a health concern for their child - contact the school office or nurse.

**Who or what will determine when a student can return after they have been sick?**

We will follow public health guidelines for when a student may return to school. The school nurse will be in charge of communicating this information to families.

**What procedures will be built to monitor people as they enter the building?**

There will be signage at the entrances requesting people who show positive symptoms to not enter.



## General Issues

**Will students be allowed to switch days (A-B) if parents request?**

No, unless there is an extreme circumstance as determined by the building administrator.

**What training will students/families need in the safe handling of school materials?**

Our goal is to minimize the use of shared materials. This may mean modifying class supply lists. When using shared materials, increased cleaning will need to happen preferably between users. Teachers will be responsible for knowing which materials need to be shared and thus cleaned more often.

**What happens when people refuse to follow safety protocols?**

The last thing anyone wants is for not wearing a mask or complying with other safety protocols to become a disciplinary issue. However, if students refuse to follow safety protocols after a warning, it will become one (insubordination) for refusing to comply with the district rules and the direction of an adult (administrator). Insubordination is an offense listed under Suspension in the student handbook (p. 21). Therefore, continued failure to wear a mask after a warning would result in suspension. Masks or face shields are required for short periods of the day for the safety of students and staff. Failure to wear them jeopardizes the health of those in the school building.

**How are health and safety protocols communicated?**

We will use the school website, JMC Message Center (emails/texts), and other forms of media.

**Who monitors and enforces safety protocols at each building?**

The building principals will be watching over this area. Teachers will assist in monitoring the hallways and their classrooms.

**Who is responsible for being informed of CDC and state recommendations and other health issues?**

The school nurse and the administrative team.

**What is the protocol for visitors/deliveries on our properties?**

Deliveries will check in at the door. Visitors will call in advance to schedule a visit.

# Offsite Required Continuous Learning

**If we have to go to all online learning again, what will that look like?**

The teachers and students will follow the 2:30 dismissal schedule on Monday, Tuesday, and Thursday. Teachers will set up online learning with their classes during this time. Wednesdays and Fridays will be reserved for office hours where teachers can set up virtual appointments to meet with students, have planning time, professional development, and time for students to work on their assignments.

**Will we have a lead emergency operations team to plan and assess district resources and response?**

Each building will have two representatives on the District Leadership Team whose purpose is to provide input/feedback to administration. The school nurse will also provide input, and Pottawattamie County Public Health will be consulted.

## Meeting the needs of students with IEP

**How will IEP students be supported if we go to a continuous learning format?**

Special Education teachers will provide lists to teachers of students with IEPs that includes their learning needs and supports. Special education teachers will meet weekly with SPED colleagues via Google Meet or Zoom to discuss student progress, instructional strategies and student engagement. SPED teachers will connect with regular education teachers individually via Google Meet or Zoom to provide accommodations/modifications described in the IEP and to check on student progress.

## Meeting the needs of students with 504 Plans

**How will students with 504 Plans have their needs met?**

The Underwood Community Schools will address the accommodations related to 504 Plans on a case-by-case basis. The team of school personnel responsible for the review of the plans will collaboratively work with families to make sure each student's access to instruction is maintained during off site required continuous learning.

## Assessing Student Social Emotional Behavioral Health (SEBH) Needs

What methods will be used to assess the SEBH needs of students?

Engagement & Participation; Virtual check-in

Check-in samples:

Emoji check-in

Google form check-in

What method will we use to monitor the SEBH needs of students?

Besides using the check-in, student progress will be tracked by teachers and administration. This will be monitored by homeroom teachers as well as our faculty Multi-Tiered System of Supports team. The guidance counselor will be involved on a case-by-case basis.

## Meeting Student SEBH needs

What will be done if a teacher suspects a student is struggling with social and emotional problems?

- All staff will monitor and respond to students that appear to be struggling with the SEBH, and when students need further support, a school counselor will be consulted to support them in a case-by-case scenario.
- Homeroom teachers will be asked to call students as needed.
- Team meetings will be used to connect, support, and provide tools to support students.

How will staff respond to the needs?

- For students who express concerning language or behaviors while remote, staff will follow these steps.
  - Teacher contact
  - Counselor/SAT contact if no response
  - Administrator contact after one week with no response

What will be done to ensure needs are being met?

Staff will monitor student participation, engagement, language, body language, and behaviors of students. For students expressing concerning language or behaviors while in their school building or remotely, the teacher will be in contact with them.

The counselor will be consulted if there is a continued need or the counselor already has an established relationship. Communication with the student and parent will involve phone calls, email, and/or Google Meet/Zoom meetings.

## COMMUNICATION OVERVIEW

### What should be expected of external communications?

External communication will be situationally responsive. Major announcements and day-to-day messaging for the community (families, students, employees, community members, media, elected officials, and others) will include emails, newsletters, phone and text messaging, websites, media engagement and news coverage, social media, and video. Highlights of key communications tools to support the Return to Learn model:

- **School Website**-This will contain links to teacher pages, resources for students, teachers, and parents, plan information, schedules, student expectations, FAQs, community resources and supports
- **Newsletters** - A regularly scheduled newsletter which provides critical updates and information for all stakeholders. Specific information for each learning mode will be highlighted as needed.
- **Social Media** - Maximize the use of our district social media channels to provide content that encourages interaction and participation with external audiences.
- **Voice & Text**- The district and all schools provide important updates and crisis alerts utilizing our broadcast platform. With the potential for fluctuating schedules and plans in the hybrid model, these immediate contact tools become increasingly important.