

Return to Learn Manual

2023-2024

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

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 (<5%) and the rate of Covid cases in high school. Both would need to be declining for a fourteen day period.

Do I 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.

There has been a lot of talk about student comfort and safety. Do we have something in place for teachers (dress code, etc.)?

Dress code for the school year will be discussed at the faculty meeting at the beginning of the school year.

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.

There are concerns about some classes having as few as one student in them with our hybrid model. What are some ways that we can help teachers ensure that authentic learning will take place in this environment?

Schedules can still be changed, so class sizes are subject to change up through the first week of school. The instructional coaches (Andy & Lois) have offered to help teachers come up with strategies to help teachers learn new strategies to teach in smaller classes. Teachers should contact an instructional coach with this concern.

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. A suggestion would be to only have them turn in assigned work on days that they are attending school in person. However, they should have learning opportunities on the days they are not physically at school.

How will we be able to adequately cover the course content with instruction only happening every other day?

Teachers will need to prioritize what material should be learned in person and what material students can learn at home. Teachers are encouraged to meet with instructional coaches, other teachers who teach similar content, or administrators to help with planning needs. Focusing on power standards is also important as you work on your planning.

If we need to record lessons, will we have adequate technology to make this happen?

Our bandwidth will be fine for recording and live streaming. We will access individual technology needs during our professional development in August.

Are we going to use Google Classroom as a platform? If yes, will there be training on how to use it?

Yes. PD focus will include online platforms.

Will there be adequate PD to help with changes in learning this year?

The DLT has decided to simplify PD this year to include strategies for online learning and MTSS. Contact a DLT member or an instructional coach if there is some training you would like to help you with online learning. Other PD topics such as the Writing Revolution, Growth Mindset, etc. will be reserved for when we are back to a normal school schedule.

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.

Will the school be willing to pay for subscriptions to online learning sites (i.e. Screencastify) if we have to go-to online learning?

This will vary depending on factors such as cost, how many teachers will use the platform, etc. If you are interested in a subscription you should seek out your building administrator so they can look into the subscription.

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.

What about cleaning my room?

Custodians will continue to clean your classroom 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.)

What supplies need to be ordered for all buildings?

Hand sanitizer will be provided in each classroom and throughout buildings as well as necessary PPE equipment. PPE equipment will include masks, gloves, and face shields as needed or requested by staff.

What cleaning protocols will be in all buildings?

All areas of each building will be cleaned daily according to regular schedules. Frequently touched surfaces will be cleaned multiple times per day by custodial staff.

While we are onsite, how will we ensure that staff 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. 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 are to 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. Hamilton.

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 it has the least definitive answer. 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.

What happens if I think a student is sick with Covid-19?

Report the student to the nurse. Students demonstrating positive symptoms of Covid will be quarantined in a separate space outside the nurses office to wait until parents can pick up their child. Nurses will wear PPE when assisting the student in question. Parents will be encouraged to take their child for testing and to contact the school with the guidance given by Pottawattamie County Health.

What will the protocol be if a staff member's family tests positive? Sick days? Required to go home?

Any Covid-related health issues will be discussed with the Pottawattamie County Health Department and the school district will follow their recommendation. As far as the use of sick days and how those will work, if a staff member must stay home with a quarantined child, the days gone will not count against his/her sick days.

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.

If a staff member is fearful of their health, how do we respond? What are our expectations for them?

PPE will be provided to staff members as needed to allow them to complete their job. Each staff person provides a valuable service to our district which can only be fulfilled when the employee is present at work. If an employee displays symptoms, they need to stay home and inform their supervisor. Staff members need to share concerns with their direct supervisor.

How will we support staff members with compromised immune systems?

High risk staff members should consult their doctor for guidance on working in a child centered environment. Staff members with identified risks will be supported with PPE and other doctor-advised accommodations.

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 will be our consistent expectation and response when an employee has informed their supervisor of a health concern?

Employees who have informed their supervisor of a health condition can expect a prompt response within 24 hours.

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?

Inform the supervisor of the issue, and they will meet with those involved to seek a solution.

Who communicates health and safety protocols and how are they communicated?

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

What is the system for staff to communicate exposure, positive test results or other health updates?

Staff should report to their supervisor.

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

Health and Safety Offsite Continuous Learning

The Continuous Learning format changes significantly for Health and Safety as students are removed from the building. Safety plans for staff only in the school building are greatly reduced.

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, planning time, professional development, and time for students to work on their assignments.

May I be in my classroom during continuous learning?

Yes. Being in your room gives you access to your materials which facilitates planning and carrying out of online learning for students.

Do I need to social distance?

Yes. Be mindful of others in your area of the building. Teachers can collaborate and plan together using proper social distancing.

Will my room be cleaned?

The room cleaning schedule will change during continuous learning somewhat. We recommend using hand washing and hand sanitizer frequently as a precaution to being in a building with others.

How will we assess our current inventory of resources/support within the district?

The school nurse in conjunction with the administration and maintenance department and will inventory all PPE needs and supplies in the district.

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.

How will we monitor that while staff are onsite, they are practicing appropriate social distancing and hygiene practices?

Health safety is everyone's concern during Covid-19. Signage will be posted throughout the district identifying expectations for health safety as well as initial training in appropriate health protocols.

Meeting the needs of students with IEPs**How will we develop a comprehensive list of students with an IEP, including learning needs and supports?**

Special Education teachers will provide lists to teachers of students with IEPs that includes their learning needs and supports.

How will SPED teachers collaborate with colleagues?

SPED 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.

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 and Meeting Staff's Social Emotional Behavioral Health (SEBH) Needs

How will we assess our teacher/staff SEBH needs?

Require a weekly check-in method. A simple click to measure how staff is feeling. Possibly a selection of reasons why.

How will we monitor our teacher/staff SEBH needs?

Reference weekly measure of how staff is feeling.

How will we respond to needs as they arise?

Reach out to your building counselors; Promote interactive communication process with Supervisor/Principal and H.R.

How will we coordinate and communicate resources that will assist teachers/staff with SEBH needs?

- Monitor weekly surveys to determine level of needs/resources.
 - Get to the root of the cause and address
 - Be transparent with the data/results but keep personal information confidential
- Reminders for staff
 - Emails reference Promote possible Wellness Program resources relative to survey response.
- Promote self-care resources such as [Tips for Taking Care](#)

Assessing Student Social Emotional Behavioral Health (SEBH) Needs

What method will we use 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?

Daily formative check (see above) monitored by MTSS, FAC, DLT, Homerooms

How will surveys be delivered to students if we are in an off-site setting?

9th - 12th online surveys; Daily checks by teachers

Engagement & Participation

What groups or staff will break down the data gathered from a student survey?

Teams: MTSS, FAC, DLT, Counselors

Meeting Student SEBH needs

How will we meet the needs?

- 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 we 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

How will we 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 for internal communications?

Communication provides crisis and regular updates to all employees via multiple channels including internal website, email, newsletters, social media channels, video, face-to-face, or virtual meetings.

- **Employee Check Ins** - This happens weekly at the building and district level. The employees are able to receive information and ask questions relevant to their area.

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.

9-12 Teacher Guidelines for Offsite Required Continuous Learning

Content Focus:

- All classes will continue to take place to meet graduation requirements
- Power Standards will be the focus for each class

Delivery platform: (live, recorded, and independent):

- Google Classroom.
- Will use Google Meet/Zoom. A minimum of three live/recorded sessions on Monday-Tuesday-Thursday with students. Teachers can add additional live or recorded sessions as needed.
- Practice Opportunities (Wednesday and Friday)
- Projects/Assessments (Wednesday and Friday)

Where to find postings:

- Google Classroom, School Website (teacher pages)

Communication tools and frequency:

- Planbook and/or Google Classroom-weekly lesson plans
- Emails or Google Classroom automated emails.
- Planbook or Google Classroom will be posted by Monday morning.
- Office Hours
- Google Calendar

Instructional Guidelines

Method(s) for determining student learning needs	Examples: Discussion, Assignments, Assessments, Observation, Survey, Pre-Test
Expectations for ongoing assessment and grading (formative, summative)	Formative=practice Summative=Grading Retakes-Work with individual teachers 1-2 graded pieces of work per week, minimum Late work will follow handbook policy
Expectations for live interaction (student/teacher and student/student)	A minimum of three live/recorded sessions a week with students. Teachers can add additional live or recorded sessions as needed. Live interaction can include 1 on 1, small group or full class settings via Google Meet/Zoom.
Providing feedback	Feedback will include written or verbal comments/suggestions. Students will have an opportunity to get feedback during office hours or small group instruction. Students will also receive graded feedback in JMC.

Fostering student engagement	Students will have interactions with teachers and classmates via small group discussion, group work on projects, meeting during office hours and utilizing interactive technology tools.
PD / professional collaboration expectations	Weekly (1 day set aside)-Wed <ul style="list-style-type: none"> • District professional development & meetings • Instructional Planning
Monitoring student participation	JMC--Attendance taken weekly from a formative taken at the end of a live/recorded session -Monitor assignment completion in JMC Gradebook When students do not participate/engage at all throughout a full week's time: <ul style="list-style-type: none"> • Teacher contact student/parent If no response to initial teacher contact <ul style="list-style-type: none"> • Administration contact
<i>9-12 Student Guidelines</i>	
<ul style="list-style-type: none"> • Attend learning sessions on time; will be on 2:30 schedule on Monday-Tuesday-Thursday • Engage in lessons and discussions created for classrooms • Act and dress appropriately for online learning sessions • Practice effective communication with your teachers and fellow students • Turn in assigned work on time • Complete work with academic integrity • Follow district technology acceptable use policies 	
<i>9-12 Family Guidelines</i>	
<ul style="list-style-type: none"> • Establish consistent daily routines for students • Establish a location for appropriate online interaction • Engage with your student(s) to assure completion of assigned work • Provide information for parents on how to access assignments and assist your students with technology • Monitor and help your student adjust to stress and anxiety • Contact your student's teachers when a session is not attended due to illness (assure he or she watches the session at a later time) • Monitor the JMC gradebook for assignment completion 	