

Orchard Hills Elementary (2nd/3rd)

Return to Learn Plan

Norwalk Community Schools Return to Learn Plan DRAFT

Daily Guidelines:

- Parents screen and self-report student [symptoms](#) and fever
- If sick, stay home!
- Encourage distancing (two arms length - “airplane”)
- Staff are required to wear masks or face shields
- Students will wear face coverings when physical distancing (6 ft.) cannot be maintained.
- Frequent hand-washing and sanitizing

COVID-19 policies are intended to mitigate, not eliminate, risk. There is no single action or set of actions that will completely eliminate risk, but we can work together to reduce the risk.

Expectations for All Three Scenarios

(#1 Normal w/ Modifications, #2 Blended, #3 Remote)

- We are committed to building supportive, connected classroom environments in which **we value each student's academic and social-emotional growth and wellness**. Relationship and community-building activities will take place in all settings.
- Learning provided to students during in class and remote virtual instruction will be **required**.
- Attendance will be taken** during the class meeting each day, whether in-class or remote.
- Teachers will be expected to provide instruction, feedback and targeted supports to students.
- Students will be expected to participate in instruction and share evidence of their learning.
- Teachers will gather evidence and determine proficiency on priority standards on a trimester basis via the report card.
- Remote learning will consist of both **synchronous (live)** and **asynchronous (on demand)** learning.
- Each classroom teacher will maintain an active Google Classroom throughout the school year. PLCs will collaborate to ensure access to remote learning opportunities through Google Classroom.

By August 1st, families will complete the Google form for Required Remote learning. Any required medical forms will be dropped off at the district office. The superintendent will be approving requests.

Scenario #1 - Normal with Modifications: typical learning options will be available for all students. Students will be in the general classroom and social distancing will be emphasized (3-6 ft. apart) facing forward. Masks will be required when students are not able to maintain appropriate social distancing (6 ft; about 2 arms' length). Teachers will teach students in person with face shields (least restrictive). Waivers of these requirements may be granted for religious and medical reasons as required by law.

Important things for parents to consider regarding Scenario #1:

- Our school has carefully planned and will be implementing many detailed health and safety mitigation strategies to do our best to keep student's safe. Please [review those plans in detail](#) for more information.
- Should an individual student or a whole classroom be under quarantine due to COVID-19 based on WCPH guidelines, the quarantined individual or classroom will all engage in Scenario #3, Remote Learning, for the duration

of the quarantine. If a student is ill and unable to participate in Remote Learning, they will need to report each day of illness as an absence to the school (per DE guidelines).

- Should a parent opt to change enrollment to Remote Learning during the school year, they may be moved to another section of the grade level that is a full year, fully Remote Learning environment.

Scenario #2 - Blended Model

This scenario will only be implemented when “normal with modifications” is not recommended based on COVID-19 data or state, local or district guidelines. **This is not currently an option parents may choose for the beginning of the year.** In the event Governor Reynolds, the IDPH, DE and /or Warren County Health Services provide a mandate to reduce the group size or increase social distancing, the Norwalk CSD will reduce the number of students in each classroom. A reduction in class size will require students to attend fewer days per week for in-person instruction. The district will employ an alternating day hybrid model where one group of students attends school on “Purple Cohort” days and one group of students attends school on “Gold Cohort” days. District staff members will make every effort to assign students in the same household to the same cohort. Students with special needs (IEPS, 504 plans, ELL, and at-risk students, may continue to attend daily). An example is listed below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Purple - Week 1	In-Person	Remote	In-Person	Remote	In-Person
Purple -Week 2	Remote	In-Person	Remote	In-Person	Remote
	Monday	Tuesday	Wednesday	Thursday	Friday
Gold - Week 1	Remote	In-Person	Remote	In-Person	Remote
Gold - Week 2	In-Person	Remote	In-Person	Remote	In-Person

Scenario #3 - Remote Learning:

Important things for parents to consider regarding Scenario #3:

- Selecting the Remote Learning option is a trimester commitment. (Trimester 1: Aug. 24-Nov. 6)
- Remote Learning with elementary students will still require a significant amount of adult support to manage whether in the home or at a child care location. Students will need to log-in at certain times, interact with their teacher remotely, and submit work electronically via SeeSaw & Google Classroom.
- Should a parent opt to change enrollment to Normal with Modifications at the change of a trimester, they may be moved to another section of the grade level that is a full year, in-person environment.
- Remote Learning is considered a required option for the state of Iowa that meets academic standards for the grade level. **Families opting to have their students engage in Remote Learning for the 2020-21 school year will not be automatically eligible to enroll in the same grade level for the 2021-22 to repeat the year in-person.** This would constitute grade-level retention, and all retention decisions are individual, data-based decisions at the discretion of the district.

Monitoring & Implementation:

- The OH RTL committee will meet monthly to monitor the data (student data; observations; feedback; survey input; notes), communicate with stakeholders, and make recommendations.
- OH RTL committee: Heather Scott (2nd); Janet Weber (3rd); Kyle Ford (SPED); Dyann Vilez (specials); MaryAnne Kessler (Title; Labor Relations); Kathie Phillips (coach); Sonya Chittenden (counselor); Kara Greenlee (nurse); Rodney Martinez (assistant Principal); Sheila Taylor (principal)
- The “data collection” column of the OH RTL plan for staff addresses how we will collect data and monitor our plan: [OH Return to Learn](#)

Location	Detailed Plans for All Students Returning to School with Modifications
After School	<ul style="list-style-type: none"> → Teacher/class buddy system for dismissal. One teacher monitors bus students for both classes & one teacher monitors car riders. → Will dismiss out of multiple doors to assist with social distancing. → Markings for safe distance (for bus & car riders) → Cadence students go to lunchroom (Cadence staff monitor) → Stagger classes getting things from lockers so not in hall when classes dismissing → Students and staff will be required to wear face coverings during dismissal.
Assemblies	<ul style="list-style-type: none"> → No nonessential visitors or speakers until further guidance → Avoid mass gatherings in large groups → Virtual assemblies
Before School	<ul style="list-style-type: none"> → Markings on ground as come in to school (door 1 & 15); where to stand; coming in single file with spacing → When students enter building wash hands/use hand sanitizer → Students put things in locker then go to classroom → Breakfast will have students spread out with spots on floor to keep them spaced out as they come through the line & leave cafeteria; will have identified places where they can sit to eat (keep them spread out) → Student leaders helping with doors; wearing masks and gloves (automatic door opener so multiple students aren't opening doors) → Bathroom monitors (adults in halls & by bathrooms); markings on floor to indicate where to stand & how many can be in restroom at a time → Students will come into school wearing masks. → Adults in halls to assist students and help with new routines.
Buses	<ul style="list-style-type: none"> → Capacities of the transport service will follow public health guidelines: <ul style="list-style-type: none"> ◆ Number of students permitted to ride at any time ◆ Symptom screening protocol enforced for all bus riders ◆ Cleaning and disinfecting protocols following student pick up and drop offs → Scheduling dependent on ridership and capacities → Students will be required to wear face coverings unless they have an approved religious or medical waiver
Classrooms	<ul style="list-style-type: none"> → Desks facing forward with spacing (3-6 ft) (no grouping of desks) Here is an example of a room set-up: RTL classroom set-up → Student masks/face coverings are required if social distancing is not able to be maintained → Staff face coverings required (mask or face shield) → Create markings for one way traffic in rooms → Create seating chart with IC so easy to trace who is next to any student who gets sick

	<ul style="list-style-type: none"> → Horseshoe table- only 1 or 2 students at a time; students & staff wear face covering → Will not bring whole class to carpet for whole group time (adequate spacing) → Individual snacks; no shared snacks → No celebrations with shared treats/snacks → Will have doors propped open during transitions to avoid multiple students touching door → Direct instruction will be live and taped (Foundations; ELA instruction; math instruction; Number Corner; classroom meetings) on Google Meet. → Students will have own supplies; no sharing of supplies
Equity & Special Populations	<ul style="list-style-type: none"> → Intentional focus on access to core curriculum and resources for specific populations → Student Support Team monitors data bi-weekly → Overcome access barriers (technology, hotspots) → Continue to utilize Student Support Team processes in online/distance environment → Counselor, AP, Principal - regular family check-ins → Partner with community services for outreach (Ministerial Association, AEA, etc.)
Field Trips	<ul style="list-style-type: none"> → Cancelled until further guidance → Encourage livestream of speakers; virtual field trips
Instruction	<ul style="list-style-type: none"> → Teachers will teach lessons with social distancing practices (face shields worn) → Google Classroom will be used as a tool for students (will provide monthly tutorial and instructional resources for caregivers) → Regular Classroom instruction and strategies will occur → Direct instruction will be live and taped (Foundations; ELA instruction; math instruction; Number Corner; classroom meetings) on Google Meet. → Students expected to be live during direct instruction, but can watch taped lessons if not able to watch live (will be expected to watch live or taped instruction).
Lunch	<ul style="list-style-type: none"> → Lunch times will rotate classes in and out to allow spacing → Tables by class (assigned seats; every other seat) & spread out class tables → Stagger times to come through lunch line → Each student has lanyard with ticket that can be scanned as go through line (no exchange of tickets) → Give enough time for dismissal → Markings on floor for traffic flow, where to stand & dismiss single file → One way entrance/exit → No visitors to eat lunch with students → Students use hand sanitizer/ wash hands before & after lunch
Nurse	<ul style="list-style-type: none"> → Norwalk Student Illness Guidance for Parents → If there is a case in the school, we will coordinate with local health officials and each scenario will be individualized depending on exposure. We follow the recommendations of Warren County Health Department and the CDC to respond to COVID-19 cases within the school. CDC Guidance for Schools → Suspected/Confirmed COVID-19 Cases - School Decision Tree <ul style="list-style-type: none"> ◆ Symptomatic staff and students in the building will need to go to an established isolated space “isolation room” (not the health room, as this must be kept available) until they can safely leave the building. ◆ Coordination with Warren County Health Services (WCHS) regarding suspected and confirmed cases. ◆ WCHS will direct the district on steps to determine a course of action on a

	<p>case by case basis.</p> <ul style="list-style-type: none"> → Nurse will work with teachers and parents of students with compromised health conditions → Nurse will help educate and take temperatures if needed for employees who might have compromised health → Handwashing will be priority and scheduled throughout the day. Nurse will provide instruction through video → Inhalers & nebulizers will need to be used in the nurse's office → Two areas will be created for the students <ul style="list-style-type: none"> ◆ Sick Area (D102F) ◆ Medicine Area
Office	<ul style="list-style-type: none"> → Plexiglass for front office staff → Nonessential visitors will not be allowed in building → When in office, social distancing will occur
Open House	<ul style="list-style-type: none"> → No Open House at OH → Virtual tour of OH & staff → Set up appts to tour school if new to district → Set up appts to bring medications in & see the nurse → Set up appts to bring students with special needs in building if requested (anxiety,etc)
Parent Communication	<ul style="list-style-type: none"> → Building administration will share weekly communication (parent messenger; Facebook; Twitter) with information, celebrations and announcements → Classroom teachers will communicate weekly with parents/guardians through email information that is helpful such as: weekly schedule, student learning, celebrations, and announcements. → Staff will respond to parent emails within 24 hours → Messenger header will indicate in the title where the message is coming from to make it easy for parents (Orchard Hills; teacher; office; PTO; etc)
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> → Face coverings (nose and mouth) are required for students, if social distancing can't be maintained, and required for staff and visitors. Waivers of these requirements may be granted for religious and medical reasons as required by law. <ul style="list-style-type: none"> ◆ Guidance and recommendations on face coverings can be found on the CDC Cloth Face Covers webpage. ◆ Warren County Health Services has informed this recommendation using guidance from the American Academy of Pediatricians → Several opportunities throughout the day for hand hygiene, promoting hand washing will be provided. → The district will have signage in each building identifying the requirements for face coverings. → Students in grades Pk-12 will be responsible for providing their own mask or face shield → Students in grades Pk-12 will be responsible for daily cleaning of cloth masks and/or face shields → Staff members are required to wear a mask or face shield, unless the staff member has a note from the superintendent or designee waiving this requirement → Staff members will be responsible for daily cleaning of cloth masks and/or face shields → Please note that local medical professionals have informed the district that face masks are helpful in preventing the spread of COVID-19 while face shields are helpful in preventing being infected by COVID-19

<p>Recesses</p>	<ul style="list-style-type: none"> → Rotation schedule: one class per day has access to equipment → Assign classes to zones each day (field; walking laps; equipment) → Teach games/activities for field such as shadow tag → Students use hand sanitizer/wash hands when come back inside → Markers for classes to line up when done with recess → Specific doors for coming in & going out for recess → Masks are required for recess times if not able to social distance → Prop doors open during transitions so multiple hands don't touch doors
<p>Restrooms</p>	<ul style="list-style-type: none"> → Markings for standing in line (1 out; 1 in) → Markings for handwashing stations → Teach students proper hand washing routine → Specific times for class restroom breaks → Routines for individuals going to restroom → Water fountains covered (no use) → PTO purchased water bottle for each student; will refill using water stations → Students and staff will wear face coverings in the halls and restrooms
<p>Safety Drills</p>	<ul style="list-style-type: none"> → Students and staff wear face covering → Drills practiced as true emergency → After drill students & staff will wash hands/use hand sanitizer
<p>Small Group Support (title; GT; SPED; ESL; speech)</p>	<ul style="list-style-type: none"> → SPED needs larger space & desks; move to classroom not being used (do not use horseshoe tables) → Spread out desks facing one direction with spacing (3-6 ft.) → Desks moved into title & GT rooms → Monitor & teach students how to come in & leave with proper spacing
<p>Social Emotional Behavioral Learning(SEBL)</p>	<ul style="list-style-type: none"> → Explicitly teach in person routines for Warrior Way expectations, physical distancing and health/safety to students (before school; after school; recesses; lunch; classrooms; bathrooms; etc.) → Daily morning and afternoon meetings within classroom (in person & virtually) → Signs and videos for routines and procedures → Lighthouse committee will structure and create calendar for teaching the First 8 Days → Tier 1, 2 & 3 MTSS structures with full time counselor and share Orchard Place therapist → Utilize AEA resources (for students & staff) → Leadership & Personal WIGs for every staff and student → Teach and monitor emotional intelligence with Mood Meter & colored bracelets → Monthly family time/ passion projects
<p>Specials</p>	<ul style="list-style-type: none"> → Plexiglass at the desk of the library → Classes go to specials (have individual desks in STEM & art instead of tables) → Students spaced out and maintain traffic patterns → Have time between class leaving & next class coming → Spray down surfaces & shared materials between classes → Students wear face covering when singing
<p>Technology & Books</p>	<ul style="list-style-type: none"> → Each student will have a Chromebook and will be instructed how to use Google Classroom and SeeSaw → Each student will wipe down textbooks prior to using unless they have their own. → Library books will be wiped down between usage

Transitions	<ul style="list-style-type: none">→ Stagger times for classes in halls→ Markings in hall identifying traffic flows→ Student leaders help with keeping shared surfaces disinfected (have gloves for students)→ Doors propped open during transitions to avoid multiple students touching door→ Expectation for students & staff to wear face covering in halls when cannot properly social distance.
Visitors	<ul style="list-style-type: none">→ No nonessential visitors or speakers until further guidance→ Parents will not be able to come into building unless have permission from principal→ Face coverings required (will have disposable ones available)→ Symptom screening (ask each visitor questions about symptoms)