

**Hartley Melvin Sanborn
Community School District**



**Return to Learn Plan
2021-2022**

HMS Return to Learn Educational Plan

Return to Learn Educational Plan

In accordance with the guidance given from the Iowa Department of Education, HMS has created a comprehensive return to learn educational plan. This plan will outline three different approaches to student learning. They include

Traditional Approach - This is considered a face to face return to school with implementation of the illness mitigation strategies.

Continuous Learning (Virtual) Approach - This approach utilizes an e-learning strategy to student learning.

Hybrid Approach - This approach is a combination of both face to face and/or continuous learning (virtual) strategies. Should the need arise, our hybrid plan will be created by a district team. It will be a combination of our traditional (face-to-face) plans and our continuous learning model. Details will be communicated as needed.

Decisions will be made and communicated by building. There will not necessarily be a singular, district wide designation. For example, the elementary may maintain a traditional approach while the MS and HS are on a hybrid or continuous learning approach.

Districtwide

Communication

The district will utilize JMC email and text messaging for all announcements.

Mitigation Strategies

The following illness mitigation strategies will be utilized:

- *Stay home when sick -*
- *Stay 6 feet from others as much as possible*
- *Practice Frequent Handwashing*
- *Optional use of face coverings when able to do so safely and correctly*
- *Maintain a frequent cleaning schedule.*

Elementary Traditional Learning (face-to-face) Approach

Student Arrival

- Hand sanitizer stations will be located at every entrance to the school.
- When an adult is present, he/she will open/close the door instead of students.
- Parents that transport their child will drop him/her off at the building entry rather than escort their child into the building.

Breakfast

- Students will use every other seat at the lunch tables following the directions of the supervisors in the lunchroom.
- Students will clear their lunch tray when finished eating. Lunch supervisors will dismiss students so as to allow for reasonable social distancing when returning the tray to the cafeteria return window.
- Students will be encouraged to use hand sanitizer and or wash hands before and after eating breakfast.
- Students that plan to wear a mask will be reminded to put it on when finished with breakfast.
- Breakfast supervisors will assist custodial staff with cleaning and disinfecting the tables when breakfast is over.

Classroom Structure and Organization

- Student desks should all be facing the same direction as much as possible.
- Desks should be distanced as much as possible
- Teachers will utilize the learning space to help with social distancing.
- Students will be encouraged to wash hands or use hand sanitizer before and after any transition to or from their classroom area.
- Students will be encouraged to bring a sealable reusable water bottle. The regular drinking fountain will be closed until further notice. Students will be allowed to use only the bottle filler water station.
- Staff will do their best to limit the need for shared materials. Each student will need an individual pencil box and supplies.
- Materials that are shared will be cleaned after being used. This may include students cleaning the materials with a Clorox wipe.
- Seating Charts will be used.
- When applicable, classes can be moved outside for instruction.

Instruction

- The wearing of masks and/or shields is at the discretion of the individual - staff and students.
- Parents will be given the option of choosing in person instruction (traditional with mitigation strategies in place) or virtual learning. Virtual learning will be discussed in another section of this document.

- Small group and individual lessons will maintain social distancing when possible.
- All students will have health and hygiene instruction - proper hand washing, social distancing, coughing and sneezing, using public restrooms, using shared spaces, and appropriate voice levels.

Transitions

- Whole class transitions to and from areas other than the assigned grade level space will always be supervised/accompanied by a teacher.
- Students will walk single file and face forward.
- Assigned spot in line that corresponds to place in classroom.
- Students will be reminded to not touch, bump, or crowd the student in front of or behind them.
- Students will be reminded to not touch the walls while walking.
- Please allow additional time during transitions for cleaning when appropriate and necessary. Students may assist with disinfecting when appropriate.
- Teach students to use their arm when opening doors when a teacher is not present.

Lunch

- We will follow guidelines found in the School Nutrition COVID-19 Back to School Food Safety Resource (<https://educateiowa.gov>)
- Students will wash hands before eating lunch
- Students will follow social distancing as much as possible.
- NO sharing of food will be allowed.
- The tables will be cleaned after each class is finished eating.
- Assigned seats will be used in the lunchroom

Recess/Playground

- Students will be given time to wash or use hand sanitizer before going out to recess.
- Playground equipment that was used will be disinfected routinely during the day.

Dismissal

- Students that are picked up by a parent will be escorted to the main entrance and lined up to maintain social distancing. Family groups should be together.

Restroom Breaks

- Students will be given instruction on appropriate social distancing in the public restrooms and proper hand washing.

Learning Commons

- Grade level teams must collaborate to create a schedule of use for the common learning space so that the number of students allows for social distancing.

Lockers

- When dismissing students to get things from lockers allow extra time so that students are not together at an adjacent locker at the same time. (Aim to start at 3:10)
- Custodians will disinfectant spray lockers daily
- Magnetic locker name plates with colored note cards have been ordered for each student.

- On the last day of the week lockers will be emptied and locker doors left open.

Snacks/Birthday treats

- No homemade snack or birthday treats at this time.
- Students should wash or sanitize hands before eating snacks.
- Morning milk/snack - the cooks will prepare the snack. Please wear gloves and a mask when passing out the snack and milk to students.
- Afternoon snack - Only a teacher or associate will follow food distribution protocol.
- Snacks can only be placed on the desk when put on a clean napkin or paper towel.
- Students can not share snacks.
- Any uneaten snacks must be thrown away.

Sick Students/ Sick Staff

- We will follow the guidelines provided to schools from the Department of Health.

Students with Special Needs

- Accommodations will be agreed upon with the IEP team.

Elementary Continuous Learning (Virtual) Approach

Parents may request a virtual learning format by contacting the elementary school.

Whole class lessons will be recorded and posted to Google Classroom. When appropriate lessons may be viewed in real time using Google Classroom. Parents are responsible for ensuring their child watches the video lessons and completes the required assignments. Parents are responsible for returning completed work to the school at least weekly. Parents will also identify work completed independently from work completed with parent support. Parents are responsible for creating a routine and schedule for the child so that they are actively involved in the virtual learning activities each day. The district will provide a computer to students that select the virtual learning option.

TK/Kindergarten

- 60 - 90 minutes of screen time/day
- 20-30 minutes recorded whole class literacy lesson (Phonological awareness and phonics lesson)
- 20-30 minutes recorded whole class math lesson
- 20 minutes Lexia
- 10 min social facetime with classmate(s)
- Weekly learning packet of required activities for parent to complete with child.
- Differentiated lessons will be planned and scheduled as needed.

1st Grade

- 90 -120 minutes of screen time/day
- 20-30 minutes recorded whole class literacy - reading lesson (Phonological awareness and phonics lesson)

- 20-30 minutes recorded whole class math lesson
- 10-15 minutes recorded literacy - writing lesson
- 20 minutes Lexia
- 10 min social facetime with classmate(s)
- Weekly learning packet of required activities for parent to complete with child.
- Differentiated lessons will be planned and scheduled as needed.

2nd Grade

- 90 -120 minutes of screen time/day
- 20-30 minutes recorded whole class literacy - reading lesson (Phonological awareness and phonics lesson)
- 20-30 minutes recorded whole class math lesson
- 10-15 minutes recorded literacy - writing lesson
- 20 minutes Lexia
- 10 min social facetime with classmate(s)
- Weekly learning packet of required activities for parent to complete with child.
- Differentiated lessons will be planned and scheduled as needed.

3rd Grade

- 150 - 180 minutes of screen time/day
- 30 - 40 minutes recorded whole class literacy - reading lesson
- 30 - 40 minutes recorded whole class math lesson
- 10-15 minutes recorded literacy - writing lesson
- 30 min recorded science lesson when applicable
- 20 minutes Lexia
- 10 min social facetime with classmate(s)
- Weekly learning packet of required assignments for students to complete.
- Differentiated lessons will be planned and scheduled as needed.

4th Grade

- 150 - 180 minutes of screen time/day
- 30 - 40 minutes recorded whole class literacy - reading lesson
- 30 - 40 minutes recorded whole class math lesson
- 10-15 minutes recorded literacy - writing lesson
- 30 min recorded science lesson when applicable
- 20 minutes Lexia
- 10 min social facetime with classmate(s)
- Weekly learning packet of required assignments for the child to complete.
- Differentiated lessons will be planned and scheduled as needed.

Social/emotional check-in (any virtual learner)- weekly 15 minute check in via Google Hangout with school counselor ensure social/emotional needs are being met

Middle School Traditional Learning (face-to-face) Approach

General Guidelines

- Students need to bring reusable water bottles to reduce contact with water fountains. Eliminate use of regular water fountains.
- When students need to borrow supplies (i.e. a pencil) have them return to a designated spot so it can be disinfected before being used again, or not allowed. This should be kept to a minimum.
- Keep students in homeroom groups as much as possible.
- Limit group sizes where possible.
- Seating charts are required in all instructional spaces.
- Open windows, when able, the more fresh air the better. Ideally, try to move air out of the building.
- When applicable, classes can be moved outside for instruction..
- Maximize space in classrooms and face the desks in the same direction.
- Maloney/Holst homeroom will meet in Mrs. Holst's room, so there is less movement, and less contact between 5-6 and 7-8.
- Teachers will utilize google classroom and post lessons for students who are sick, quarantined, or attending virtually.

Hallways/Transitions

- Teachers will determine where kids line up and social distance when moving classrooms.
- Spread out lockers as much as possible. Spread homeroom groups as well.
- Stagger transition times to maximize social distancing.
- Students enter and leave the school using the exit closest to their OREO room as determined by staff.
- Teachers, for efficiency, will determine what to bring to classes and how to do that so that we minimize transitions.
- Students who use the restroom before or after school, during transition times, or during lunch are expected to social distance and not congregate in the restrooms.

Lunchroom

- In the lunchroom, OREO sections stay together. Seats will be assigned 4 to a table.
- We will follow guidelines found in the School Nutrition COVID-19 Back to School Food Safety Resource (<https://educateiowa.gov>)

Dismissal

- Students are expected to leave the building once the school day is over unless they are staying for an afterschool activity.
- Hallways will be supervised by staff to ensure students are social distancing and not congregating in large groups after the school day has concluded.

Sick Students/Staff

- HMS will follow public health recommendations when addressing students or staff members who are exhibiting symptoms, sick, or have been exposed to a confirmed illness.

Students with special needs

- Accommodations will be agreed upon with the IEP team.

Parent-Selected Virtual Learning:

- Students and their parents may request a Virtual Learning format from the Middle School Principal.
- Students who voluntarily elect to enter into Virtual Learning may do so prior to the start of each quarter and may return to In-Person Learning at the start of a new quarter if desired.
- Students who are sick or are required to quarantine may enter into virtual learning at any time. They may return to In-Person Learning in accordance with public health guidance.
- Teachers will utilize Google Classroom and post recorded lessons for Virtual Learners.
- Virtual Learners will be required to complete all coursework and assessments that In-Person Learners are expected to complete, only remotely.
- Proactive communication by Virtual Learners with their Teachers will be crucial to the success of Virtual Learners.

Middle School Continuous Learning (Virtual) Approach

In the event of a required school face-to-face closure, the continuous learning mode (all students are virtual), the following schedule will be utilized:

- Students will be required to join hangouts during the following times and attendance will be taken. Teachers will be expected to provide instruction during the google hangout and assign reasonable reinforcement work for students to work on in the afternoons. Teachers will also be available to answer questions in the afternoon via google hangouts.
- The schedule would be:
- 1st Period – 8:30 – 8:55
- 2nd Period – 9:00 – 9:25
- 3rd Period – 9:30 – 9:55
- 4th Period – 10:00 – 10:25
- 5th Period – 10:30 – 10:55
- 6th Period – 11:00 – 11:25
- 7th Period – 11:30 – 11:55
- 8th Period – 12:00 – 12:25
- Student and Teacher Lunch from 12: 25 – 1:15

- Teacher's available for individual or group hangouts as needed for help and reinforcement from 1:15 – 4:00

High School Traditional Learning (face-to-face) Approach

Student Arrival

- Students will arrive no earlier than 8:00 AM unless they are involved in an extracurricular activity that starts before 8:00 AM.
- Students will enter through the main High School entrance and are expected to social distance once in the building.
- Students who sit in the lunchroom are expected to social distance and not congregate in groups for more than 15 minutes at a time.
- The lunch room will be supervised by staff to ensure social distancing.
- Students who eat breakfast are expected to social distance and not sit next to other students for more than 15 minutes.
- Hallways will be supervised by staff to ensure students are social distancing and not congregating in large groups prior to the start of the school day.

Classroom Structure and Organization

- Student desks should all be facing the same direction as much as possible.
- Student desks will be distanced as much as possible.
- Teachers will utilize the learning space to help with social distancing.
- Students will be encouraged to bring a sealable reusable water bottle. The regular drinking fountain will be closed until further notice. Students will be allowed to use only the bottle filler water fountain.
- Staff will do their best to limit the need for shared materials.
- Materials that are shared will be cleaned after being used.
- Each class will have a seating chart and students are expected to be in their assigned seat during class.
- Large classes that can be moved to a larger available space to better social distance should do so.
- When applicable, classes can be moved outside for instruction.
- Teachers will utilize google classroom and post lessons for students who are sick, quarantined, or attending virtually.
- Student desks will be sanitized at the end of each class period prior to the arrival of students in the next class.

Instruction

- The wearing of masks and/or shields is optional and at the discretion of the individual - staff and students.
- Parents will be given the option of choosing In Person Learning (traditional with mitigation strategies in place) or Virtual Learning. Virtual Learning will be discussed in another section of this document.

- All students and staff will have health and hygiene instruction - proper hand washing, social distancing, coughing and sneezing, using public restrooms, and using shared spaces.
- In the event of a sneeze or coughing attack, the student will be asked to wash their hands and sanitize.

Lunch

- We will follow guidelines found in the School Nutrition COVID-19 Back to School Food Safety Resource (<https://educateiowa.gov>)
- Students are expected to social distance while in the lunch line
- Lunch tables will be socially distanced.
- A seating chart will be used during lunch.
- Hand sanitizer will be available at the beginning of the lunch line.
- Students are expected to stay at their table once they have their lunch tray and until they are ready to dispose of their tray. Students will return to their tables once they dispose of their tray.
- Tables will be cleaned and sanitized before each lunch section.
- No sharing of food will be allowed.

Restroom Breaks

- Students who use the restroom before or after school, during transition times, or during lunch are expected to social distance and not congregate in the restrooms.
- When class is in session, only one student will be permitted to leave class at one time.

Lockers

- Custodians will disinfectant spray lockers daily
- On the last day of the week lockers will be emptied of personal items and textbooks. School supplies may remain, and locker doors left open.

Dismissal

- Students are expected to leave the building once the school day is over unless they are staying for an afterschool activity.
- Hallways will be supervised by staff to ensure students are social distancing and not congregating in large groups after the school day has concluded.

Sick Students/Staff

- HMS will follow public health recommendations when addressing students or staff members who are exhibiting symptoms, sick, or have been exposed to a confirmed illness.

Students with special needs

- Accommodations will be agreed upon with the IEP team

Parent-Selected Virtual Learning:

- Students and their parents may request a Virtual Learning format from the High School Principal.
- Students who voluntarily elect to enter into Virtual Learning may do so prior to the start of each quarter and may return to In-Person Learning at the start of a new quarter if desired.
- Students who are sick or are required to quarantine may enter into virtual learning at any time. They may return to In-Person Learning in accordance with public health guidance.
- Teachers will utilize Google Classroom and post recorded lessons for Virtual Learners.
- Virtual Learners will be required to complete all coursework and assessments that In-Person Learners are expected to complete, only remotely.
- Proactive communication by Virtual Learners with their Teachers will be crucial to the success of Virtual Learners.

High School Continuous Learning (Virtual) Approach

In the event of a required school face-to-face closure, the continuous learning mode (all students are virtual), the following schedule will be utilized:

- Students will be required to join hangouts during the following times and attendance will be taken. Teachers will be expected to provide instruction during the google hangout and assign reasonable reinforcement work for students to work on in the afternoons. Teachers will also be available to answer questions in the afternoon via google hangouts.
- The schedule would be:
 - 1st Period – 8:30 – 8:55
 - 2nd Period – 9:00 – 9:25
 - 3rd Period – 9:30 – 9:55
 - 4th Period – 10:00 – 10:25
 - 5th Period – 10:30 – 10:55
 - 6th Period – 11:00 – 11:25
 - 7th Period – 11:30 – 11:55
 - 8th Period – 12:00 – 12:25
 - Student and Teacher Lunch from 12: 25 – 1:15
 - Teacher’s available for individual or group hangouts as needed for help and reinforcement from 1:15 – 4:00

Transportation

- Buses will have seating charts
- Buses will be loaded strategically to limit as much as possible the amount of time in close proximity
- Siblings will be asked to sit in the same seat
- Parents are encouraged to transport their children when possible
- Buses will be disinfected frequently