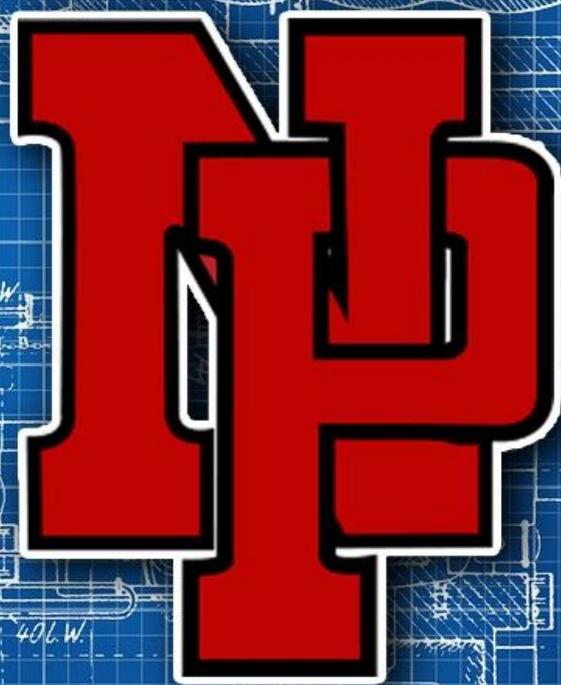


BLUEPRINT FOR REENTRY



CSC SHC
COVID-19 PLANS
2020 - 2021



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Purpose of Reentry Task Force

The purpose of the Southern Hancock Reentry Task Force is to create a blueprint plan allowing for staff and students to safely resume work and schooling in each of our facilities for the 2020-21 school year. This blueprint will be used as a guide for a safe return to our facilities and a return to our core mission of educating children.

Vision

Students will be provided with exceptional educational programming and experiences that enhance and support their individual learning needs.

Mission

Students and staff will experience a safe learning environment, both physically and psychologically, that best meets their individual needs. A choice of online and traditional models of schooling will be available for the 2020-21 school year.

Blueprint Composition

The blueprint plan contains plans, phases, and documents to guide a safe return back to work for staff and school for students. We recognize some families will need or want a virtual option. This blueprint will detail how a quality virtual program will be created, staffed, and executed. It will also detail how all teachers will be ready to teach students online for extended periods of time should school closure(s) be necessary.

Details, protocols, and guidelines within this blueprint will change as more information is available. Our district will always be in compliance with the Indiana Governor's Office, the Indiana Department of Education, the Indiana State Department of Health, and Hancock County Health Department.



Task Force Members

Lisa Lantrip, Superintendent	Bob Yoder, Asst. Superintendent
Brian McKinney, Board of School Trustees	Dan Walker, Board of School Trustees
Miles Hercamp, Dir. of Instructional Services	Rachel Briscoe, Asst. Dir. of Student Services
Christy Snyder, H.R. Coordinator	Katy Eastes, Director of Student Services
Brian Dinwiddie, Curriculum Coordinator	Chris Young, Technology Integration Specialist
Andrew Bennett, Dir. of Buildings & Grounds	Heather Haycock, Corporation Nurse
Amy Dawson, Asst. Principal, NPHS	Craig Moore, Asst. Principal, NPJH
Jan Kehrt, Principal, SCE	Kent Gish, Teacher, NPHS
Cathy Purciful, Teacher, NPE	Al Cooper, Athletic Director, NPHS
Debbie Keele, Parent	Brandon Wilson, Parent
Wes Anderson, Community Relations Dir.	Doug Brinker, Teacher, NPI
Fred Fox, Teacher, NPJH	Charissa Igo, Director of Food Service
Amy Matthews, Attorney, Church, Church, Hittle, and Antrim	Bob Martin, Director of Transportation

Educational Goals

The corporation has created nine educational goals for the 2020-21 school year:

1. To have students attend school safely
2. Maintain compliance with social distancing recommendations by limiting interactions outside the classroom
3. Focus on instruction of essential content as defined by CSCSHC curriculum maps
4. Provide for intervention and acceleration of students through quality instructional design



5. Support the social-emotional wellbeing of students as they reenter the school environment.
6. Resume face-to-face meetings for students with specialized services
7. Move seamlessly between in-person instruction and virtual programming in the event of building or corporation shut down due to COVID-19
8. Be responsive to parent, teacher, and student feedback to create a seamless instructional model conducive to engaged learning
9. Create consistency for processes and procedures of virtual learning at all grade levels

Educational Options for Families

Families will have two options for their student's education in 2020-21 at Southern Hancock:

1. Our schools will reopen to students on August 3. The remainder of this blueprint will establish and define health and safety protocols to prevent the spread of COVID-19 at school.
2. Prior to the start of the school year, families may enroll their students in a virtual school program to receive education from home. This program is open to any family. The virtual program will be significantly different for students and parents than the E-Learning period from the spring. Unlike the spring E-Learning period, students who choose the virtual option for 2020-21 will attend a full day of instruction. Attendance will be required pursuant to the district [Policy 5200 - Attendance](#). Please see below for the structure of the virtual program at each level:

Grades Pre-K - 6:

- Students will be assigned a classroom teacher to enhance relationships between virtual students, students attending in-person, and staff.
- The Pre-K through Grade 6 virtual program will:
 - Provide instruction in the four core subjects
 - English/Language Arts
 - Social Studies
 - Math
 - Science
 - Allow students to virtually be a part of the traditional classroom environment for the four core content areas. This will provide students with the opportunity to forge relationships, collaborate, and socialize with their peers via video conferencing.
- Unified Arts will not be available for virtual students



- All homework assignments are completed as determined by the student's teacher.
- Students must attend video conferencing at the designated time to be marked "present" and receive instruction. Attendance will be required pursuant to the district's [Policy 5200 - Attendance](#).
- Students in grades Pre-K through 6 can return to their classroom in-person at any time. Upon their return to school, students will continue with the same assigned teacher from the virtual instruction period.

Grades 7-8:

- Virtual students will be assigned a schedule as if they were attending school in-person. Unified Arts classes will not be available virtually.
- Students enrolled in the virtual program will be expected to attend daily for content instruction via video conferencing software. Attendance will be taken during the video conference.
- All homework assignments are completed as determined by the student's teacher.
- Students must attend video conferencing at the designated time to be marked "present" and receive instruction. Attendance will be required pursuant to the district's [Policy 5200 - Attendance](#).
- Students can return to in-person instruction at any time.
- (Updated 11/16/2020) - Per guidance from Governor Eric Holcomb under [Executive Order 20-48](#), extracurriculars are currently occurring with limited fan attendance. Virtual students may participate in extracurriculars.

Grades 9-12:

- Students will be assigned a schedule as if they were attending school in-person. Certain electives may not be available virtually. If families elect for the virtual option during registration, their initial schedule listed in PowerSchool may need to change.
- Students enrolled in the virtual program will be expected to attend daily for content instruction via video conferencing software.
- Attendance will be taken during the video conference. Students must attend video conferencing at the designated time to be marked "present" and receive instruction. Failure to attend class online will result in an absence, per the district's [Policy 5200 on Attendance](#).
- Specific teachers will be responsible for virtual classes. One period per day of their schedule will be dedicated to virtual instruction.



- NPHS students may only return to in-person instruction at the conclusion of the nine weeks for scheduling reasons. A grace period of one week will be provided for NPHS families who may not be comfortable with their initial choice to attend the virtual program. At the conclusion of the grace period, students must remain enrolled in the virtual program until the conclusion of the current nine week period.
- If a student must leave the in-person option for the virtual option due to illness during the middle of a nine-week grading period, the student's schedule may need to be adjusted to accommodate a virtual schedule.
- (Updated 11/16/2020) - Per guidance from Governor Eric Holcomb under [Executive Order 20-48](#), extracurriculars are currently occurring with limited fan attendance. Virtual students may participate in extracurriculars.

Current and Future Phases of Reopening Schools

The corporation has created a five-phase plan for reopening schools. At this time, the district is in Phase 3 of the plan. Full descriptions of Phase 3, 4, and 5 are below. A table with information about all five phases [can be viewed in this table](#).

Phase 3 June 15-July 1

During Phase 3, Corporation-level directors, administrators, assistants/secretaries, building-level office administrators and directors, bus mechanics, and bus routing specialists return to work. Face coverings are strongly recommended.

During Phase 3, there will be continued preparation for the 2020-21 school year. Teachers will work on creating virtual programming. Curriculum and assessment design and professional learning for an online platform will be available digitally for all staff.

The development of online learning protocols, course structures, and instructional expectations will continue in collaboration with the Classroom Teachers Association. The protocols, structures, and expectations will make the online learning experience more cohesive and consistent between teachers, courses, and grade levels.

Online tutorials will be created to instruct parents and students about various programs and protocols. Online tutorials will be created for teachers and staff for induction and to provide professional training.

Data specialists will begin the process of opening online registration for new and returning students. Registration will open on July 6. High school guidance counselors will continue to



build student schedules. Administrators and data specialists will collaborate to determine students in grades K-8 that seek an alternative to brick and mortar school.

The athletic director will work with coaches, IHSAA, and other athletic directors to create processes for student-athletes, expectations of coaches for practices and will work with the Director of Buildings and Grounds on cleaning and sanitizing practice areas, weight room, and locker rooms.

Band and choir directors will work with the athletic director and high school principal to create the processes for the students during their summer camps and practices. Many of the protocols for practice will be the same or similar to athletic procedures.

Phase 4 July 1- August 1

During Phase 4, all building-level administrators, counselors, social workers, and assistants/secretaries will continue to work at the building levels. Teachers will be allowed to prepare their classrooms in preparation for students. Face coverings are strongly recommended.

Administrators should, when possible, continue to have staff meetings via Google Meet. Teachers should not congregate with others and stay in their classroom areas.

Visitors to the buildings will be limited and by appointment only. Visitors must report to the office and not go out into the building. Vendors should not be in the buildings.

Student registration will be open on July 6 for parents to enroll their student(s) in in-person school or the virtual school program.

Final cleaning and sanitizing of all buildings and buses will be completed during this phase.

Due to our inability to maintain social distancing and appropriate hand washing during our Traditional Back To School Night, there will not be the Traditional Back to School night prior to the first day of school. Alternative plans are being discussed at the building level and will be shared with parents soon.

Transportation routes and new student expectations will be communicated to parents.

Phase 5: August 1-Return to School

Phase 5 is the return to school. Students will return on August 3, 2020, to school either to the building or via the virtual school program. Parents of students attending school in-person must



complete a daily health screening certifying that their child does not have COVID-19 symptoms and is fever-free. Virtual students will follow the schedule their teacher provides.

Students in grades 3-12 are required to wear a face covering at school for the full day. All desks will face the same direction and will be spaced apart. Upon entering the classroom, students should not congregate and immediately sit at their assigned desk.

There will not be community school supplies. All students must have their own school supplies. Supplies will be kept in the student's desk or backpack.

The desks in the classroom will be washed and disinfected, at a minimum, daily in classrooms where students do not change rooms. At NPJH and NPHS, desks will be disinfected after each class.

School cafeterias will be open at limited capacity. Lunch periods will be staggered when possible. Some students at the elementary level may eat lunch in their classrooms. NPJH and NPHS students may be assigned alternate places or rooms to eat lunch.

Visitors will not be allowed into the school building when students are present. Appointments are required for parents who need to meet with a teacher or administrator. If visitors are dropping off something for a student, they should ring the doorbell. When possible, someone will go to the door to retrieve the item(s).

When dropping off or picking up their students, parents should remain in their cars. Parents should not come into the building or congregate outside of the building. Social distancing must be maintained as much as possible.

Parents or guardians should make alternative child care plans for potential school closures. It may be necessary to close one or more schools for cleaning or if there is an outbreak, as defined by Governor Eric Holcomb, the Hancock County Health Department, Indiana Department of Education, and/or Indiana State Health Department. Parents should have a plan for student supervision and virtual learning if or when school is closed.

If one or more schools close down during the school year, all students in those schools will move to the online learning platform for the duration of the closure.



Plan for Shutdown and Reopening of Schools or Corporation During the School Year

Goals

Each school and the corporation may potentially experience periodic shutdowns due to the COVID-19 pandemic. Shutdowns may be required due a COVID-19 spike at one or more schools or evidence of community spread in our schools. Due to the possibility of shutdowns, the corporation, schools, teachers, and students have created a plan that provides an easy transition between traditional school programming and virtual programming, which will allow all constituents to be nimble to change.

As this plan was created, responses from parent and teacher surveys were taken into consideration. Much of the feedback we received was focused on a reduction in coursework, a tighter focus on curriculum, and improved contact between teachers and students. Another consideration from the parent survey was to provide greater consistency across the district and from school to school. As a result of your feedback, schedules, plans, and procedures will be more consistent across the corporation. This consistency will support parents as they work with students in multiple grades and schools.

Shut Down

Schools may be shut down due to a spike of COVID-19 cases or evidence of community spread. If this were to occur, a deep clean and sanitization of the school(s) would be necessary. If there is an outbreak, the Hancock County Health Department may shut school(s) down for up to 14 days. Parents should also be prepared for the potential of statewide closures by Governor Holcomb in the event of a statewide outbreak, similar to the spring of the 2019-20 school year.

Plan for Shut Down

When a school or the corporation is shut down for any duration, all students and teachers will move to virtual school programming. As mentioned above, this is significantly different from the district's E-Learning assignments from the spring of 2020. The curriculum will narrow to only core subjects in grades K-8. These subjects will be:

- Reading/Language arts
- Math
- Science
- Social Studies



Teachers will instruct via video conferencing software during each day of the shutdown. This focus on core curriculum is in direct response to teacher, parent, and student survey feedback.

In all grade levels, student activities and assignments will be assigned and due per the traditional schedule. Student attendance will be taken each day (in each class at NPHS) as would occur in the traditional school setting. Attendance procedures and practices will be consistent across the district and in compliance with the probation department and prosecutor.

The high school will be switching to a Block Four schedule for the 2020-21 school year. This will allow students to transition easily between in-person school and a virtual program. Students will attend the same four classes each day regardless of whether they attend in-person or virtually. The Block Four schedule will be discussed in greater detail on page 18 of this document.

When school resumes, those students who have chosen to attend school in-person will return to the classroom.

School Day Schedule

Start times for 2020-21 have changed slightly due to the high school's schedule change and the potential for transportation delays due to staggered dismissal to and from buses.

Brandywine Elementary:	8:55 a.m. - 3:40 p.m.
New Palestine Elementary:	8:50 a.m. - 3:35 p.m.
Sugar Creek Elementary:	8:50 a.m. - 3:35 p.m.
New Palestine Intermediate:	8:00 a.m. - 2:40 p.m.
New Palestine Junior High:	7:55 a.m. - 2:25 p.m.
New Palestine High School:	7:55 a.m. - 2:20 p.m.

Masks and/or Face Coverings

Indiana State Health Commissioner Dr. Kristina Box and the Hancock County Health Department have issued the following guidance regarding masks and/or face coverings at school:

- Face coverings will be required for all students at all time in grades 3-12.
- Face coverings will be required at certain points during the school day for students in Pre-K-2. These situations include, but are not limited to:



- Any situation where close contact may occur and/or social distancing is not possible
- While in hallways
- While elementary students walk to various parts of the building as a group
- A cloth mask will be on your school supply list for the upcoming school year. The district has a supply of paper masks and limited supplies of alternate face coverings. Masks will be provided to students who don't have one or lose theirs throughout the course of the school day.
- The district understands that not all students can comfortably wear a mask. A variety of face coverings, including clear face shields, will be permissible. The district will have a limited supply of alternate face coverings for students who may not be comfortable with wearing a mask.
- Any face coverings brought from home must comply with the district's [Policy 5511 on Student Dress and Grooming](#). Any face covering that is offensive, insensitive, or inappropriate will be confiscated. The student will be given a mask to replace it.

Classroom Environment

As mentioned in the Educational Goals section on page 4 of this document, the district strives to keep students safe while maintaining social distancing guidelines at all times.

All student desks will face forward district-wide and be socially distanced from each other to the extent each classroom will allow. These practices are in line with the [Indiana Department of Education's IN-CLASS document](#)'s social distancing guidelines in the document's instructional environment section.

In order to contact trace any possible positive cases of COVID-19 in our schools, seating charts and assigned seats will be mandatory in all classrooms, cafeterias, and on school buses in all grades. The Hancock County Health Department has advised all county schools that an inability to contact trace positive COVID-19 cases would result in additional and potentially longer school closures.

Student Health and Wellness

The health and wellness of students is our top priority. As we prepare to start school, we must take students' physical, mental, social, and emotional health into consideration. The district recognizes parents may be concerned about the safety of their children and could decide to switch their children to virtual school programming sometime during the 2020-21 school year.



These procedures enacted by the district are created with the intent of keeping all children and staff safe and healthy.

Immunizations

All students must have their immunizations current by Monday, August 3, 2020. Students who do not have current immunizations will be excluded from school until they have provided the school with proof of the updated immunizations, proof of an upcoming doctor's appointment to receive immunizations, or an exemption is filed with the school.

Daily Temperature and Health Screening

Parents will be requested to take their student's temperature and follow the symptom screenings each day to ensure that their student is not ill when they are sent to school. Parent education for signs and symptoms of COVID-19 will be provided by the Corporation Nurse in school communication before school begins.

Health Clinic

The school health clinic will have additional procedures and precautions to keep students safe. Students that are medically fragile and have specific health-related needs (such as tube feeding) will not have these needs met in the clinic. An alternate place will be determined to meet these individual student needs.

We ask all families who have students with morning or afternoon medications to give them at home if possible. This will decrease student traffic in the clinics and reduce the number of otherwise healthy students from interacting with students who are ill.

Students who come to the clinic exhibiting symptoms of COVID-19 and/or a fever over 99.5 will be placed in a quarantine room in the office area. Parents will be called to pick their child

with a recommendation to contact their health provider. Students may not return to school until they are fever and symptom-free for 72 hours without medication. If the parent reports a positive case of COVID-19, the Hancock County Health Department will be contacted. Contact tracing information will be provided to the Hancock County Health Department.

Only one child (or staff member) will be allowed in the school health clinic at a time. The school health clinic will be sanitized after each child or staff member.

Medically Fragile Students



Medically fragile students will require a review of the individualized health plan. It may be necessary for these students to receive their education through homebound or remote learning. For those students who are able to attend school, specific health accommodations will be made by the case conference committee.

Masks and Other Personal Protection Protocols

The school nurse will wear face masks at any time a student or staff member is present and may also utilize face shields and isolation gowns. The nurse will utilize gloves while working with a child. Gloves will be thrown away after treating each individual student.

Grade Pre-K - 6 Building Procedures (BWE, NPE, SCE, and NPI)

The following procedural changes have been made in the three elementary schools and intermediate school:

Reentry to Traditional School Programming:

- Staff and all students in grades 3 and up are required to wear face coverings while at school. Students in grades Pre-K-2 will not be required to wear a mask for the full day, but should expect a mask to be worn at any time a student is away from their desk. Students will be required to have a mask or face covering with them at all times.
 - Teachers will be provided with masks or clear face shields
 - Masks will be provided to students who do not have one
- Classrooms will be configured in accordance with social distancing recommendations as much as possible
 - Desks will be spaced further apart and all facing the same direction
 - Partitions will be installed in shared spaces and tables
- Student desks will be cleaned daily
- Markers will be placed on floors in common areas for students to maintain proper social distancing while outside the classroom.
- School supply lists will be created without shared or communal supply requests. Each family will provide supplies for their own child.
- Students will be provided with hand sanitizer before leaving the classroom and upon reentering the classroom in order to safely put on and take off their face coverings.
- Families will be asked to provide a water bottle for students. Bottle filling stations will be provided. Water fountains will be turned off.



Building Level Procedures

- Visitors will be permitted by appointment only and must remain in the lobby of the school.
- Visitors must maintain proper social distancing. Markers will be placed on the floor in all front offices to ensure a distance of six feet.
- All visitors to CSCSHC buildings must wear a mask or face covering.
- Visitors will not be permitted in any CSCSHC classrooms.
- Parents/guardians must remain in their cars during student pickup or dropoff.
- Parents/guardians will not be permitted to walk their students inside the building.
- Item pickup and dropoff will be conducted with no contact between parents and CSCSHC staff.

Food Service

- Students will eat breakfast in their classrooms.
- Lunch will be provided to students in multiple areas, including the cafeteria and classrooms, to maintain social distancing.
- Visitors will not be permitted during lunch.

Clinic Procedures

- Each elementary school will create a quarantine location for students who show symptoms of COVID-19.
- Minor issues or injuries will be resolved with the student's teacher. The clinic will be reserved for major illnesses or injuries.
- Parents will be requested to administer student medications before arriving at school.

Student Arrival and Dropoff

- Students will be dismissed to and from buses sequentially to provide for proper social distancing.
- Students will be required to wear masks while on the bus.
- All parents must use the car rider line for student pickup and drop off. Walking students to the front door during arrival or dismissal will not be permitted.
- Multiple entrance/exit points will be utilized to maintain social distancing. These changes will be communicated by your building principal in July.

Grade 7-8 Procedures (NPJH)

The following procedural changes have been put in place at New Palestine Junior High:



Reentry into Traditional School Programming

- Instruction will be delivered in classrooms in a traditional format.
- Current bell schedule already allows for staggered passing periods, reducing the number of students in halls at one time.
- A sanitizing station will be installed in each classroom.
- Teachers will spend time each day reinforcing school and health procedures.

Classroom Procedures and Protocols

- Students and staff are required to wear face coverings while at school.
- Teachers will be provided with masks or clear face shields.
 - Students will be given a mask if they do not have one.
- Classrooms will be configured in accordance with social distancing recommendations
 - Desks will be spaced further apart and all facing the same direction
 - Visitors will not be permitted in any CSCSHC classrooms
- Student desks will be cleaned at the end of each period.
 - Rugs, lamps, or other items that take up seating space in rooms will be removed.
- Students will not be permitted to use their lockers. Backpacks are recommended.
- Markers will be placed on floors in common areas for students to maintain proper social distancing.
- Students will walk on the right side of the hallway.
- Teachers will monitor hallways and bathrooms between periods.
- Students will be provided with hand sanitizer before leaving the classroom and upon reentering the classroom to safely put on and take off their face covering.
- Families will be asked to provide a water bottle for students. Bottle filling stations will be provided. Water fountains will be turned off.
- Restroom breaks will follow social distancing guidelines.
- Teachers will be encouraged to take classroom breaks following social distancing guidelines.

Building Level Procedures

- Visitors will be permitted by appointment only and must remain in the lobby
- Visitors must maintain proper social distancing in the building lobby. Markers will be placed on the floor in all buildings
- All visitors to CSCSHC buildings must wear a mask
- Parents/guardians must remain in their cars during student pickup or dropoff
- Parents/guardians will not be permitted to walk their student inside the building
- Item pickup and dropoff will be conducted with no contact between parents and CSCSHC staff

Lunch Procedures

- Students will use sanitizing stations and/or restrooms to wash before lunch.



- Teachers will walk students down to the cafeteria for lunch.
 - Teachers may opt to have students eat in the classroom (lunches delivered).
- Students will sit at assigned tables in the cafeteria for social distancing and contact tracing purposes.
- Tables will be spread out in the cafeteria and on the stage with students facing the same direction. Students will be socially distanced at tables.
- Meals will be pre-bagged and provided to students in a grab-and-go fashion.
- Students will remain seated for the entire lunch period.
- Teachers will meet students and escort the students from lunch back to the classroom. Students may then get their computers/bags before switching classes.
- Tables will be thoroughly cleaned after each lunch period.
- Visitors will not be permitted during lunch.

Clinic Procedures

- NPJH will create a quarantine location for students who show symptoms of COVID-19.
- Minor issues or injuries will be resolved with the student's teacher. The clinic will be reserved for major illnesses or injuries.
- Parents will be requested to administer student medications before arriving at school or after they arrive home.

Student Arrival Procedures

- Student car riders:
 - Students report directly to the gymnasium and sit on marked bleachers that follow social distance recommendations.
 - Administrators and office staff will help monitor students before the morning bell.
 - The release of students will be staggered to maintain social distancing.
 - Students will report directly to class.
 - Administrators and front office staff will help monitor release.
 - Teachers and other staff will help monitor halls.
 - Students will maintain social distancing.
 - Bleachers will be thoroughly cleaned after the morning arrival.
- Bus riders:
 - Buses will be released individually to maintain social distancing.
 - Students report directly to class.
 - Tape and/or signs will be placed in halls indicating for students to walk on the right side and keep distance.
 - Administrators and office staff help monitor the bus release.
 - Students will maintain social distancing.
 - Teachers will help monitor halls.

Student Dismissal Procedures

- Bus riders staggered release by building quadrants during Period 12.



- Students will be dismissed to and from buses sequentially to provide for proper social distancing.
- Students will be required to wear masks while on the bus.
- Car riders staggered release by quadrant.
 - All parents must use the car rider line for student pickup and drop off. Walking students to/from the front door during arrival or dismissal will not be permitted.

Grade 9-12 Procedures (NPHS)

Reentry into Traditional School Programming

- Instruction will be delivered in classrooms in a traditional format.
- A sanitizing station will be installed in each classroom.
- Teachers will spend time each day reinforcing the school procedures.
- Due to the ongoing renovation, once the fieldhouse is completed, passing periods may be changed to be staggered.

Classroom Procedures and Protocols

- Staff and students are required to wear face coverings while at school.
 - Teachers will be provided with masks or clear face shields
 - Students who do not have a mask will be provided with one.
- Classrooms will be configured in accordance with social distancing recommendations
 - Desks will be spaced further apart and all facing the same direction
 - Visitors will not be permitted in any CSCSHC classrooms.
- Student desks will be cleaned at the end of each period.
- Students will not be able to use their lockers. Backpacks are recommended.
- Students will walk on the right side of the hallway.
- Teachers will monitor hallways and bathrooms between periods.
- Students will wear face coverings during passing periods.
- Students will be provided with hand sanitizer before leaving the classroom and upon reentering the classroom to safely put on and take off their face coverings.
- Families will be asked to provide a water bottle for students to drink from. Bottle filling stations will be provided. Water fountains will be turned off.
- Restroom breaks will follow social distancing guidelines.
- Teachers may take classroom breaks following social distancing guidelines.

Building Level Procedures

- Visitors will be permitted by appointment only and must remain in the main office.
- Visitors must maintain proper social distancing while in the office. Markers will be placed on the floor in all buildings.
- All visitors to CSCSHC buildings must wear a mask or face covering.
- Parents/guardians must remain in their cars during student pickup or dropoff.
- Parents/guardians will not be permitted to walk their students inside the building.



- Item pickup and dropoff will be conducted with no contact between parents and CSCSHC staff.

Lunch Procedures

- Students will use sanitizing stations and/or restrooms to wash hands before lunch.
- Students will remain seated for the entire lunch period.
- Students will sit in an assigned seat for social distancing and contact tracing purposes.
- Backpacks will not be permitted in the cafeteria. Safe storage spaces for backpacks will be provided.
- Tables will be spaced out based on room availability.
- Alternate spaces will be provided for students to eat lunch. This will reduce the number of students in the cafeteria at one time.
- Tables will be thoroughly cleaned between lunch periods.
- Meals will be pre-bagged and provided to students in a grab-and-go fashion.
- Visitors will not be permitted during lunch.

Clinic Procedures

- NPHS will create a quarantine location for students who show symptoms of COVID-19.
- Minor issues or injuries will be resolved with the student's teacher. The clinic will be reserved for major illnesses or injuries.
- Parents will be requested to administer student medications before arriving at school.

Student Arrival Procedures

- Student Drop-Off
 - Students report directly to the main or auxiliary gymnasiums and sit on bleachers marked to follow social distance guidelines.
 - NPHS staff will help monitor students during their time in the gymnasiums.
- Release of students will be staggered to help maintain social distancing:
 - Students report directly to class.
 - The use of lockers will be prohibited.
 - Staff will help monitor the release from gymnasiums.
 - Staff will help monitor halls.
 - Students will wear a face covering while in the hallways.
 - Students will maintain social distance when possible.
 - Bleachers will be thoroughly cleaned after morning arrival.

Student Dismissal Procedures

- Students will be released from school at the end of the day in stages based on how they plan to get home:
 - Bus riders will be released at 2:20 p.m. to allow buses to begin afternoon routes.
 - Car riders will be released a few minutes later.



- Student drivers and anyone staying after school for activities will be released last.

Block Four Schedule

- NPHS has changed to a Block Four schedule for 2020-21.
 - Students will take four classes per day instead of the traditional seven. Each nine week period is its own semester, meaning students will take 16 credits per year instead of the traditional 14.
 - Four periods per day instead of seven reduces the number of times students are in the halls each day.
 - Should a closure occur, the transition between in-person and virtual learning will be easier and more consistent for students and staff.
 - At this time, the Block Four is only temporary. Based on feedback from students, parents, and staff, the spring E-Learning period was difficult due to the seven period day and uncertainty on which days were block days. In the event of another closure, students will have the same four virtual class periods each day.

Parent and Visitor Expectations and Procedures

The health and wellness of staff and students is a top priority. The following procedures are being implemented to help keep staff and students healthy. Each school will work to create an environment that is clean, sanitized, and safe for students and staff. Our schools have always welcomed parents and visitors to our buildings. Due to COVID-19, procedural changes are necessary to reduce the access of visitors to our buildings.

All visitors must:

- Make an appointment prior to coming to the school
- Complete a School Visitor Intake Form confirming they are feeling well
- Wear a mask or other face covering
- Comply with temperature screening requirements

Visitors may not go beyond the front office of the school. They may not visit classrooms or eat lunch with students.

Parents or Guardians

Parents or guardians are considered to be visitors to the school. If a parent would like to talk with an administrator, social worker or counselor, or teacher, they must have an appointment. The parent or guardian must complete the School Visitor Intake Form prior to entrance in the building. Parents or guardians will not be allowed beyond the front office of the school.



If parents or guardians need to drop off an item for their students, they must call ahead to the front office. Every attempt will be made to conduct contactless drop off of items for the student. There will be times that the parent will need to enter. The parent must ring the doorbell and state their purpose.

If a student needs to be picked up from the school clinic, the nurse will make arrangements with the parents. There may be times when the parent will need to come into the office to pick up their child. All efforts will be made to have the child meet the parent in the parent's car. Parents will need to call the office when they arrive to pick up their child from the clinic.

Parents may not walk their students to the front doors of our buildings or to their student's classroom. Parents must drop off the student in the car-rider drop off line. The staff member on duty will ensure that the student arrives at the appropriate classroom.

Transportation

The goal of the CSCSHC Transportation Department is always to transport students safely. With that in mind, the following changes have been made for 2020-21:

Procedures and Protocols:

- Masks or face coverings will be required for everyone riding a bus. This includes normal daily home-to-school and school-to-home transportation. Masks will also be required on extra-curricular field trips, including travel to athletic events and band/choir competitions.
- Each bus will be equipped with a supply of masks. If a student does not have a mask or face covering when they attempt to board the bus, the student will be provided a mask and will be permitted to board.
- All students will have an assigned seat.
- Students living in the same household should sit together.
- Eating will be prohibited on the bus during normal home-to-school and school-to-home transportation.
- Buses will be cleaned and disinfected twice daily.

Food Service

The Aramark team has instituted the following procedural changes to serve meals to students safely while adhering to social distancing guidelines in food service lines and cafeterias:



Food Service Staff Procedures

Aramark staff will adhere to similar precautions as CSCSHC employees. Temperature checks will be required upon entry to the cafeteria. PPE will include face coverings and gloves. Frequent hand washing during food preparation will be required.

Serving Line Procedures

Markings will be placed on the floor in service areas for students to maintain proper social distancing. Only three students will be permitted at the point of service / serving line at one time. Students will be instructed to use hand sanitizer before entering the service line.

Meals

Meals will be pre-bagged and provided to students in a grab-and-go fashion. Breakfast will be limited to three options. Lunch will be condensed to “portable” main items. Additional pre-packaged cold items will be included. Disposable products, including condiments, utensils, and pre-packaged napkins will be used in place of communal items.

Cafeterias

Students will be instructed to eat breakfast in their classrooms. Capacities in cafeterias for lunch will be reduced. Alternating lunch schedules will be created to reduce the number of students in the service line to a minimum.

Those students eating in cafeterias will be assigned seats with students whom they already interact throughout the day (share a classroom at K-6 or share a lunch class period 7-12). Seating charts will be required for social distancing and contact tracing. Alternate eating areas, in classrooms, gyms, media centers are also being created

Operations (Registration, Schedules, Orientations)

As the district begins the process of opening school, there will be new procedures in place to support the operations of the Corporation. These procedures are intended to create a safe re-entry into school and respect social distancing measures.

Registration

Registration will be fully online for the 2020-21 school year. There will be no in-person registration. Registration will open for all families on July 6, 2020. When parents open



PowerSchool to register their children, they will be required to choose whether their student child is returning to school in-person or enrolling in the virtual school program.

School Schedules

Schedules are being modified in all buildings to reduce the frequency and length of time where students will be in hallways or other common areas. At the K-6 levels, classrooms will be separated from each other as much as possible to help with contact tracing and social distancing.

Student Orientation

Student orientation and many traditions surrounding back to school time will take different forms during the 2020-21 school year. Events like Back to School Night, Ice Cream Socials, and the NPJH Hotdog Social will not happen in August. Each school building is working to provide modified back to school events. Parents should monitor their email for back to school information from their school.

Facilities (Cleaning and Disinfecting Procedures)

The following procedural changes will be made in all buildings:

- High-touch areas and common spaces will be cleaned and disinfected frequently throughout the day.
- High-traffic areas will be vacuumed using machines with HEPA filters installed.
- Additional locations for hand sanitizing stations will be identified and installed.
- Bottle-filling stations will be used in place of traditional water fountains. Guidance from the CDC and Indiana Department of Education indicate that shared water fountains should not be used to help stop the spread of COVID-19.
- Cordless electrostatic misters will be used in all schools. The misters allow one custodian to disinfect large areas and multiple surfaces quickly and safely. The misters allow our staff to move through large sections of buildings efficiently while still completely disinfecting areas.
- A backup sanitization company is being sourced. This backup company would complete sanitization of all schools in the event of a major outbreak of COVID-19 in our schools and/or among our custodial staff.
- Additional training and education will be provided to all custodial staff on new expectations and CDC guidelines for proper sanitizing of schools.
- Plexiglass sneeze guards have been installed in high-visitor areas in the corporation office. Similar guards will be installed in the front office of all CSCSHC buildings prior to the beginning of school.



- Additional supplies, including hand sanitizer and disinfectant, will be provided to each classroom across the district. Staff will be asked to periodically clean high-touch surfaces in their classrooms.

Athletics, Co-Curriculars, and Extracurriculars

(Updated 11/16/2020): In accordance with Governor Holcomb's [Executive Order 20-48](#), all extracurricular activities may continue at all Indiana schools. Per the order, fan attendance is restricted at all CSCSHC events. Some events may be restricted to parents and guardians only.

Child Care Options

Through our partnership with the YMCA, we aim to continue to provide safe, engaging, and educational childcare opportunities throughout the summer, once school reopens, and during any potential school closures due to COVID-19.

Before and after-school care will resume on Monday, August 3, from 6 a.m. until the start of school and from the end of school until 6 p.m. at all CSCSHC K-6 buildings

YMCA staff members are expected to follow all previously discussed district procedures for employees and students while operating camp in one of our schools. In addition to those procedures, the YMCA has set the following guidelines:

- **Smaller Group Sizes:** Children will stay in small groups throughout the week to avoid unlimited contact.
- **Scheduled Hand Washing Breaks:** Children will wash hands throughout the day to keep germs away.
- **Sanitizing Spaces & Supplies:** All program spaces and equipment will be disinfected regularly.
- **Curbside Drop-Off & Pick-Up:** Contact will be at a minimum as children enter and leave the program.
- **Lowered Program Capacities:** To ensure social distancing, the number of children and staff in a space will be smaller.

The YMCA is working with local churches and other facilities to create alternate sites for childcare should one or more of our buildings need to close due to COVID-19. We are collaborating with them to provide childcare options to all CSCSHC families should a closure of any length arise.



Conclusion

As with any blueprint in the construction world, changes to this plan have already occurred throughout this school year. These changes are always communicated through our normal channels - email, the [district website](#), [Facebook](#), and [Twitter](#).

On behalf of our entire district team, I want to thank our community for their flexibility and support during the COVID-19 pandemic. We all feel incredibly grateful for an engaged community committed to exceptional public education and the safety of everyone involved in our schools.

Dr. Lisa Lantrip
Superintendent
Community School Corporation of Southern Hancock County