



Centerville High School
Fall 2020 - Return to School Planning Guide
On-Site, Hybrid, Remote

The guidelines in this plan are accurate as of October 29th, 2020, but may be subject to change. This plan was developed using COVID-19 Guidance and Information from the Iowa Department of Education, updated July 30, 2020.

Centerville High School: Fall 2020 Safety Protocols for On-Site Learning

Health & Disinfecting Procedures:

- Masks are **required** for students, staff, and visitors. We wear protective face coverings to protect others. This is especially important for people who are at higher risk for severe illness from COVID-19.
- Coughing/sneezing in the arm will be taught through posted visuals.
- Handwashing steps will be taught through posted visuals.
- Students, faculty, and staff are asked to self-monitor temperatures at home and not come to school if exhibiting symptoms of COVID-19.
- Face coverings will be **REQUIRED** on all buses.
- Face coverings will be **REQUIRED** in all band, choir, and drama classrooms per guidelines issued by the IHSMA for band, orchestra, and choir.
- Face coverings will be **REQUIRED** in all athletic and PE locker rooms per guidelines issued by IHSAA and IGHSAU.
- **Hand sanitizer will be provided and temperatures will be taken upon entering the building in the morning.** There will be an adult at each door who will assist in taking temperatures and providing hand sanitizer. If a student is running a temperature, they will be escorted to the nurse's office for further examination.

CDC Watch for Symptoms:

Fever

According to the CDC and American Academy of Pediatrics, a fever is 100.4° F or greater.

Cough

Rash

Sore throat

Shortness of breath

Diarrhea

Nausea or vomiting

Fatigue

Headache

Muscle pain

Lack of appetite

Loss of taste or smell

- All classrooms will enforce assigned seating, and all students will face the same direction when possible.

- Students will be provided instruction on classroom disinfecting procedures.
- Cleaning will take place between class periods. Students may be assigned some duties on a rotating basis.
- Hand sanitizer will be supplied to each classroom, and all will use it upon entry each period.
- Visitors to the high school will be limited to **ESSENTIAL VISITORS ONLY** (No food delivery, etc.). Parent meetings will be scheduled as needed.
- Signage will be created and posted throughout the school to illustrate specific procedures such as one-way stairwells, hallway traffic, social distancing, etc.
- Outside venues at the school may be utilized for class activities, whenever possible, to allow for more social distancing.
- In the event of a positive test, the school will cooperate with the Appanoose County Health Department to make a “contact trace list” of all possible exposures to the positive case.

Morning and Transition Procedures:

- Students will not be allowed in the building until 7:35 am.
- Once students enter the building, they must either report to their first period class, or go to the cafeteria for breakfast should they need to eat.
- Students will be allowed in the cafeteria from 7:35 - 7:50. Students may only sit in designated, spaced seats to eat their breakfast. Overflow, spaced seating may be opened in the gymnasium if necessary.
- At 7:50 students will proceed directly to their 1st-hour classes and remain there until the class begins. Should students arrive after 7:50, but still need school breakfast, they may purchase the breakfast and take it to their first period class.
- Students will not be permitted to linger in the hallways.
- Students will be discouraged from congregating in parking lots and common areas.
- Unnecessary physical contact between individuals, such as handshakes, high fives, fist bumps, and hugs, will be discouraged.
- Students will not be using hallway lockers. They will be expected to have all necessary materials in their backpack to start the day.
- Teachers will do daily screening 1st hour using the CDC list of symptoms.
- Any students or staff exhibiting symptoms of COVID-19 will be directed to the nurse’s office, where they wait for pick up.
- During passing time, students will be expected not to linger or congregate in the hallways as well as follow all signage and protocols developed for moving about the building.
- Dismissal from school will be staggered for different areas of the building.

Lunch Procedures:

- Lunch will be served in four lunch shifts.
- Tables will be cleaned and sanitized before and after each lunch shift.
- Students will be assigned to eat lunch either in the cafeteria or gymnasium. Social distancing will be enforced during lunch.
- Sharing of food will be prohibited.
- Juniors and seniors will still have open campus lunch as an option; however, they may only re-enter the building using the doors in front of Simon Estes Auditorium and will not be allowed to enter the building until their lunch is over. Students will be expected to hand sanitize and will be temperature screened upon reentry to the building.

Bus Procedures:

- Afternoon bus loading will be designated, by bus, to provide as much social distancing as is possible between bus cohorts.
- Afternoon release times will be staggered to allow for more physical distancing.

Clubs and Activities:

- Any clubs or activities not operating under IHSMA, IGHSAU or IHSAA guidelines should use the protocols defined for regular school day.

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Safety Protocols for Hybrid Learning

All procedures and protocols for on-site learning will remain in place.

In addition, the following safety measures will be implemented:

- Please note that Hybrid Learning is not a family choice. Hybrid learning would only be implemented school/district-wide should circumstances lead to that decision.
- Students and Families who elected to participate in Remote Learning will continue Remote Learning through the end of 1st semester.
- Students will be divided into two cohorts. Half of students will attend high school on assigned days:
 - **Cohort A:** On site Monday, Tuesday, and Remote Learning on Wednesday, Thursday and Friday
 - **Cohort B:** On site Thursday and Friday and Remote Learning on Monday, Tuesday and Wednesday
 - This pattern will repeat until the district changes delivery models.
- Instruction will occur during all On-site and Remote Learning days and assigned work posted in Schoology.
- Teachers will be available for student contact during regularly scheduled office hours and through electronic correspondence.
- Technology resources will be provided as requested. The building office will work with our technology personnel to help students access the internet, should they not have it.

2020-2021 Daily Hybrid Learning Schedule

<u>Regular Schedule</u>			
<u>Period</u>	<u>Time</u>	<u>Total Time</u>	<u>Passing</u>
1	8:00 - 8:50	:50	:04
2	8:54 - 9:44	:50	:04
3	9:48 - 10:38	:50	:04
4	10:42 - 11:32	:50	:04
5 A Lunch	11:32 - 11:57	:25	
5 A Class	12:01 - 12:51	:50	
11:57-12:26 Gap Between Lunches			
5 B Lunch	12:26 - 12:51	:25	
5 B Class	11:36 - 12:26	:50	
6	12:55 - 1:44	:49	:04
7	1:48 - 2:37	:49	:04
8	2:41 - 3:30	:49	

Clubs and Activities:

- Any clubs or activities not operating under IHSMA, IGHS AU or IHSAA guidelines will be moved to online participation only.

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Protocols for Remote Learning

In the event that we are not able to have students attend in-person classes, we have developed a remote continuous learning plan. Attendance and grades will be maintained for all students.

2020-2021 Daily Remote Learning Schedule

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
9:00 am - 9:30 am	1st Period	3rd Period	Student Work Time Teacher Planning Meet by appointment	1st Period	3rd Period
9:45 am - 10:15 am	2nd Period	4th Period	Student Work Time Teacher Planning Meet by appointment	2nd Period	4th Period
10:30 am - 11:00 am	5th Period	7th Period	Student Work Time Teacher Planning Meet by appointment	5th Period	7th Period
11:15 am - 11:45 am	6th Period	8th Period	Student Work Time Teacher Planning Meet by appointment	6th Period	8th Period
1:00 pm - 2:30 pm	Student Work Time Teacher Office Hours	Student Work Time Teacher Office Hours	Student Work Time Teacher Planning Meet by appointment	Student Work Time Teacher Office Hours	Student Work Time Teacher Office Hours

**All sections are required unless otherwise stated (including 1:00 pm - 2:30 pm)*

**Class periods run the way they do to accommodate shared staff and IHCC classes.*

Structure:

- Students will have a daily schedule for their learning (see above schedule).
- Virtual classes will be held in the mornings while afternoons and Wednesday's will be student work time.
- Attendance will be taken for each scheduled class, each day. Students and families should communicate with their teachers ahead of time should they not be able to attend a virtual class.
- Schoology, our Learning Management System, will be used by all teachers and students.
- Students will access Schoology for announcements, instructional materials, and assignments. Some assignments will be submitted, graded, and returned via Schoology as well.
- Students are expected to check their email accounts on a regular basis during the day.
- Assignments will be graded and entered into PowerSchool for credit.
- Afternoons (1:00 pm - 2:30 pm) and Wednesday's will be reserved for teacher collaboration, planning, professional development, and small group instruction and/or intervention assigned on an as-needed basis.
- Teachers will hold office hours each afternoon to answer questions and provide students with additional help that they might need. During this time, teachers may require individual students or small groups of students (based on need) to attend virtual sessions.
- Students will be provided with instructions or training for any additional class-specific technology or programs required for class participation.
- Students will be provided training or instruction over how to use any necessary video conferencing programs, e.g., Google Meet and Zoom.

Student Accessibility:

- Student access to remote learning and internet service will be assessed within the first days of on-site school.
- Students will be provided with a checklist (see below) for required skills, which will be covered in a designated class-period and reviewed to ensure competency.
- Students and families will be made aware of how they may gain access to internet service should they not currently have it.
- Each student will have a Chromebook checked out to them and the School District will help families without the internet gain access to it.

Student Accountability:

- On or before September 4th, classroom teachers will have reviewed the student skills form with their students.
- Students will be required to sign or complete electronically, the student skills form agreeing to be accountable for their own participation and success.
- Parents will be notified of the expectations for their students and asked to sign or complete electronically, a confirmation of student skills.
- Parents will be encouraged to accept the invitation to Schoology.
- Students will be expected to attend daily online class sessions for each class in which they are enrolled via video conferencing at their scheduled time during the school day (see above schedule).
- Students are required to keep the camera on in live sessions and the microphone muted unless speaking.

Teacher Accountability:

- In addition to class time, teachers will be expected to be available for student feedback, concerns, and discussions during designated office hours (7:45 am - 8:15 am on school days and other times as posted by individual teachers).
- If a teacher is unavailable due to illness or extenuating circumstances, an announcement will be posted via Schoology.
- Grades will be updated weekly.

Clubs and Activities:

- Any clubs or activities not operating under IHSMA, IGHSAU or IHSAA guidelines will be moved to online participation only.



Centerville High School

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[Electronic Form Click Here](#) (Available after 8/26/2020)

Directions: Please initial for each skill attained and sign at the bottom of the form.

____ I know the procedure for entering and exiting the building.

____ I know my school Gmail username and password.

____ I can check, compose and send email using my school account.

____ I can access and use Schoology and PowerSchool.

____ I know how to teleconference using Zoom (including turning on camera).

____ I know how to use Google Drive.

____ I know the school's phone number (641-856-0813).

____ I know that if I have trouble accessing my grade electronically or other technical issues, I can email my teacher for assistance.

____ I am responsible for my own academic participation and success.

____ I know that if I am absent or unavailable, my parent/guardian should contact my school office.

Student Name (printed) _____

Student Signature _____

Parent/Guardian Signature: _____

COMPLETE THIS FORM ELECTRONICALLY BY SEPTEMBER 4TH.