



East Marshall Return to Learn Plan

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This plan is a fluid plan and may be edited, updated, and adjusted to meet the needs as we enter into the school year. This plan will, also, have adjustments, additions, and updates prior to August 24th.

The school district will work closely with the Iowa Department of Public Health and CDC when determining school day practices and management.

Health and Safety Protocols

HANDWASHING EXPECTATIONS ([Link to Top](#))

- Handwashing and sanitizing will be emphasized throughout the day and between classes. Students and staff will be **required** to wash hands upon entry into the building. Additional bottles of hand sanitizer will be distributed throughout the buildings and within the classrooms to improve availability.

STUDENTS AND STAFF SELF-CHECK DAILY EXPECTATIONS ([Link to Top](#))

- Students and staff are expected to take temperatures daily before arriving to school/work.
- Stay home if you have symptoms such as cough, shortness of breath, fever, headache, sore throat, new loss of taste or smell, or muscle pain.
- [Too Sick for School - Student](#)
- [Too Sick for Work - Staff](#)

STAFF MASK EXPECTATIONS ([Link to Top](#))

- The expectation is that staff will use a face mask except when it prohibits their instruction. Then, the expectation would be that they would wear a shield.
- Staff may also wear both a face mask and shield.
- If staff are alone in a room, they can remove their mask.
- Anytime another person (staff or student) is in the same area, a mask needs to be worn.
- Staff will be provided a face mask and a face shield.

STUDENT MASK EXPECTATIONS ([Link to Top](#))

- Face masks or shields are required for students, unless a special exception would prohibit use. The school district will be reasonable with masks and face coverings during the management of the school day.
- Students will need to provide their own face shield if they would like to wear one.
- All students will be provided a mask from the district; however, students may choose to wear their own mask as long as it has been approved by the building principal.
- Have your child wear a face mask to school on the first day. Once your child gets to school, the school issued face mask will be given to your child.
- Students will receive their masks when they get to their homeroom or their first period class. If students do not have a mask, a disposable mask will be given to students upon entering the bus or school.
- The use of neck gaiters cannot be used for the school day, but the neck gaiters can be used for sports.
- For students to remove their masks, students must be in their pods and have barriers up. It is highly recommended that students keep their masks on as often as possible.
- It is expected that students wear their face mask or face shield. The discipline for refusing to wear a mask will be age appropriate. If a student is not wearing their mask, parents will be contacted.
- 5-12 students can store their masks in their backpacks if needed.
- PK-4 students will have a lanyard that they will wear to carry their mask when they are not wearing it at times such as recess and PE.

- If students are wearing a shield, they will use hand sanitizer or wash hands and then hang the face shield in their own locker before going to recess. After recess, students will get their face shield from their locker to put on and then wash hands.

EXPECTATIONS FOR EXPOSURE ([Link to Top](#))

- The Iowa Department of Public Health will be contacted to assist with the investigation, contact tracing, and recommendations for next steps due to a positive COVID-19 case or exposure.
- If students are exposed (within 6 feet for 15 minutes or more regardless of mask use), the guidance from the Iowa Department of Public Health will be used to determine the length of self-quarantine, which may be up to 14 days.
- Students who are unable to attend on-site due to concerns with potential COVID exposure will need to contact the building principal to discuss arrangements for remote learning.
- [Illness Flowsheet](#)

BATHROOM PROTOCOLS ([Link to Top](#))

- All grade levels will be assigned a specific bathroom to use and expectations will be taught at the beginning of the year.

ENTERING THE BUILDINGS ([Link to Top](#))

- Students and staff will be **required** to wash hands upon entry into every building.
- **Elementary:** All students will enter the main entrance to the elementary and wash their hands at designated restroom areas. Computers and iPads will be sanitized at the end of each day.
- **Middle School:** All students will enter through either the nurse's hallway or the music room hallway to wash their hands. Students will sanitize computers in their 1st period class.
- **High School:** All students will enter through the gym/cafeteria doors and wash their hands in the commons restroom area. Students will sanitize computers in their 1st period class.

EXITING THE BUILDINGS ([Link to Top](#))

- **Elementary:** All students will exit the main entrance of the elementary. Students will remain in a single file line to the buses. After school, parents may pick up their child from the elementary after the early buses have departed. The buses usually depart at 3:20. From 3:20 -3:40, parents can drive up to the elementary building. A staff member will be there to meet you at the car. A handheld radio will be used to communicate with staff in the building to dismiss the student.
- **Middle School:** Students will be dismissed one class section at a time at the first and second bell. A schedule will be created with specific times. If you are picking up your child, they will be dismissed at 3:25. They will leave through the nurse's hallway, and they will meet you at your car.
- **High School:** Students going to practices will go directly to the locker room areas. Students riding the bus will exit the building through the south doors. Students leaving for the day will exit through the office door.

HALLWAY TRANSITIONS/PASSING TIME ([Link to Top](#))

- **Elementary:** Elementary students walk in a single file line with spacing along the right side of the hallway by classroom.
- **Middle School:** 4th grade will never pass with other grade levels, 5th/6th grade will pass

during the normal passing time, and 7th/8th grade will pass three minutes before passing time. Movement in the gym. The students will follow the same flow of traffic and will walk in a line down the hall on the right side.

- **High School:** One way hallways and stairways will be utilized during passing times throughout the building.

LUNCH PROTOCOLS ([Link to Top](#))

- Students will be assigned seating at lunch with identified “pods” of students separated by 6 feet in order to assist in contact tracing in the event of a positive COVID case.
- Cafeteria tables will be spaced at maximum levels to decrease contact between “pods” of students.
- All students will be issued a plastic tri-fold temporary barrier.

LOCKERS ([Link to Top](#))

- Students will be able to use their lockers, but teachers will stagger students so students are not side by side at the same time.
- The lockers will be spaced out as much as possible.
- Only one section at a time will be at their lockers.

RECESS ([Link to Top](#))

- Each building will strive to stagger students going to and coming in from recess.
- Students will not need to wear masks at recess.
- Certain areas of the playground will be designated for each section.
- Students will sanitize their hands before and after recess.

PE ([Link to Top](#))

- PE will be outside as much as possible
- If PE is inside, the teacher will determine if a mask should be worn based on the level of activity.

BAND/CHOIR ([Link to Top](#))

- Band and choir will be outside when feasible. If inside, students have assigned seats.
- Choir - Students will wear masks if they are inside.
- Band - Students will wear masks until they are playing their instruments if they are inside.

TRANSPORTATION ([Link to Top](#))

- It is encouraged that families pick up and drop off their children to and from school to reduce bus riders if possible.
- Each student will be assigned a seat on the school bus, and family members will sit together.
- Wearing of masks will be expected when riding the school bus.
- Hand sanitizer will be used as children board the bus.
- School buses will be sprayed with disinfectant after each bus route (twice daily).

PARENT PROCEDURES ([Link to Top](#))

- Parent drop-off and pick-up should occur outside of the school building.

- **No visitors will be allowed in the building unless a specific invite** from district staff occurred for such things as a meeting. It is encouraged that parent meetings occur virtually or electronically.
- If someone will be picking up a student from school early, a parent will need to call the office once they arrive at the school. Please stay in the car, and the student will be sent out to the car.
- If someone will be dropping off a student late, a parent will need to call the office once they arrive at the school building. After calling the office, please send the student into the building.
- In the event of an exposure, which requires self-quarantine, families should have arrangements in place for a student that will miss school for an extended time.
- Families should have an alternative plan to ensure students are picked up from school during the school day if they are sick. Students need to be picked up within an hour of notification.

CLEANING EXPECTATIONS ([Link to Top](#))

- Regular cleaning procedures will take place daily throughout the school buildings. Additional daily disinfecting will be completed in high traffic areas.
- Sanitizer will be provided in each classroom.

CLASSROOM PROCEDURES ([Link to Top](#))

- There will be assigned seating in classrooms with identified “pods” of students separated by 6 feet where possible to assist in contact tracing in the event of a positive COVID case.
- Classroom desks will be spaced at maximum levels to decrease contact between “pods” of students.
- Mixing of student sections in PS-8th grade will be minimized.
- Buildings will work to stagger passing times in hallways when possible to minimize student interactions.
- PS-4th grade students will limit hallway passing time to one section at a time when possible.
- When possible, teachers will travel between classrooms with students remaining stationary.
- There will be no large group assemblies where social distancing is not possible.
- Students in all buildings will be assigned a specific bathroom to use limiting exposure of germs.
- Students will have a plastic tri-fold temporary barrier to utilize in class.

ACCESS TO THE NURSE ([Link to Top](#))

- School nurses will provide building secretaries with a checklist of questions to ask students prior to sending to the nurse's office to minimize student traffic for matters that can be addressed in the building offices.
- Students identified with symptoms during the school day will be isolated in an assigned staging room until parent pick up; building principals will use a designated area for potential overflow of sick students.
- [Illness Flowsheet](#)
- [When to Return to School](#)

FOOD ([Link to Top](#))

- Any food item (besides personal lunches) must be pre packaged and individually wrapped.
- Birthday treats are allowed as long as the food item is pre packaged individually wrapped.
- The procedure for eating in the classroom is the same as the lunch expectations.

Explanation of Modes of Learning

This section will provide an explanation of the different modes of learning that the district may utilize depending on the circumstances throughout the year. There are three different types of modes, and below, you will find a description for each one.

ONSITE LEARNING ([Link to Top](#))

- On Campus Learning (Traditional on Campus Learning)
 - This is when students will have access to the school building for in classroom learning.
 - Outlined mitigation strategies will be in place to ensure safety of staff and students.
 - Quarantine Learning Expectations
 - Learning Expectations for PK-5 Students in Quarantine
 - Teachers will gather materials for the students for the time period the student needs to be in quarantine.
 - While the students are gone, the teachers will be contacting the students and parents through phone call, Zoom, or email.
 - Learning Expectations for 6th - 12th Students in Quarantine
 - Join live streaming lessons if possible
 - Watch the recorded lessons
 - Complete assignments posted on Google Classroom.
 - Teachers will make connections with the students to determine student needs.
- Remote Online Learning
 - Parents have the option of selecting for their student to participate in online learning instead of On Campus learning.
 - If you would like to request remote online learning for your child, please email your child's building administrator
 - Elementary (cdebondt@e-marshall.k12.ia.us)
 - Middle School (jpirkle@e-marshall.k12.ia.us)
 - High School (mrasmusson@e-marshall.k12.ia.us)
 - K-5 Remote Online Learning
 - Edgenuity (Stand alone, online program) will be used, which is a self-paced online program so families can access learning any time of the day.
 - It is self-paced and monitored. This will not be direct teacher instruction from East Marshall Staff.
 - Weekly contacts to families and the student's progress will be monitored by staff.
 - Students on Edgenuity programming will remain on Edgenuity programming throughout the duration of the original time commitment.
 - Additional information can be found on this website:

<https://www.edgenuity.com/>

- 6th - 12th Remote Online Learning
 - Live stream lessons will happen throughout the school day. (Approximately 15-20 minutes of direct instruction per class)
 - A personal connection by the classroom teacher will happen at least once a week for each individual class.
 - Band/Choir will have 15-20 minute individual lessons.
 - PE will provide weekly workouts posted on Google Classroom.
 - In case of connectivity issues, the live stream lessons will be recorded and put on Google Classroom.
 - Expectations for remote learners will be the same as on-campus learners as much as possible.
 - All assignments will be posted on Google Classroom and will be graded and required.
 - Students must attend the live stream lesson to be considered in attendance.
 - If there are technology issues, the students will need to communicate with the teacher. A plan will be put into place to ensure that the technology issue is corrected.

HYBRID LEARNING ([Link to Top](#))

- This is an alternate learning mode that the district can use if there are a certain number of students with positive cases of COVID-19. In this structure, we will split the students in proportional groups. Your child will either be in Group A or Group B. They would follow the schedule below:
 - Monday
 - Group A (In the school building)
 - Group B (Learning online)
 - Tuesday
 - Group A (In the school building)
 - Group B (Learning online)
 - Wednesday - Alternating Weeks
 - Group A (In the school building)/ Group B (Learning online)
 - Group B (In the school building) Group A (Learning online)
 - Thursday
 - Group B (In the school building)
 - Group A (Learning online)
 - Friday
 - Group B (In the school building)
 - Group A (Learning online)

REQUIRED CONTINUOUS ONLINE LEARNING ([Link to Top](#))

- Students will be participating in online learning that is required. There will be a schedule that will be followed for PK-4 and another schedule for 5-12.
- K-5 students on Edgenuity programming will remain on Edgenuity programming throughout the duration of the original time commitment.
- Teachers will use a combination of recorded videos and live Zoom sessions to instruct the students.
- All assignments are graded and required. Attendance will be required.

Technology Accessibility

PK-KINDERGARTEN TECHNOLOGY DEVICES ([Link to Top](#))

- All students will receive school-issued iPads

1ST - 7TH GRADE TECHNOLOGY DEVICES ([Link to Top](#))

- All students will receive school-issued Chromebooks.

8TH-12 GRADE TECHNOLOGY DEVICES ([Link to Top](#))

- All students will receive school-issued MacBook Air Computers.

INTERNET ACCESSIBILITY ([Link to Top](#))

- If you are having internet accessibility issues, please contact your building principal:
 - Elementary: Cathy DeBondt (cdebondt@e-marshall.k12.ia.us)
 - Middle School: Janelle Pirkel (jpirkel@e-marshall.k12.ia.us)
 - High School: Matt Rasmusson (mrasmusson@e-marshall.k12.ia.us)

Equity

Special Education ([Link to Top](#))

- The special education team will convene to determine necessary adjustments to the IEP or modes of learning to meet special education requirements.

TAG ([Link to Top](#))

- TAG opportunities will be provided for TAG students during remote online learning. The learning opportunities will vary from each building, and the TAG teacher will connect with the parent to ensure the appropriate programming is in place.

Title I ([Link to Top](#))

- Title I opportunities will be provided for Title I students during remote online learning. The Title I teacher will connect with the parent to ensure the appropriate programming is in place.

504 ([Link to Top](#))

- Whether the student is on campus learning or remote online learning, all applicable accommodations will be implemented to ensure that the child's 504 plan is being followed.