



Centerville-Abington Community Schools



## Fall 2021 Corporation Reentry Plan

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## **Introduction**

Centerville-Abington Community Schools shall be subject to all appropriate rules and regulations of the State of Indiana, the Department of Education, State and local health departments, and any Executive Orders signed by the Governor. In addition, all stakeholders within the Corporation are subject to such rules and procedures as may be promulgated by the Centerville-Abington Community Schools Board of School Trustees and the corporation's administrative staff.

## **Equal Employment Opportunity Statement**

The School Board shall comply with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

## **High Risk Individuals**

Both students and staff who are in a high-risk category (diabetes, pregnancy, age, cancer survivor, etc.) will have the right to ask for accommodations that will decrease the risk of contracting the illness.

If students have a medical plan overseen by a medical provider that will prevent them from returning to school, the corporation will work with the families to set up a 504 or medical intervention plan that addresses the needs of the students.

## **Social Distancing and COVID-19 Safeguards**

### **Personal Protective Equipment (PPE)**

It is highly recommended that staff and students wear masks while attending class and/or school functions. Both the State and local health departments state that masks are the best form of protection against COVID-19. Washing hands and using provided hand sanitizer will also help students who may come in contact with the Coronavirus.

General masks will be provided for all employees. Employees are strongly encouraged to wear medical-grade or N95 approved masks. Individuals should be careful to ensure that such masks are from an FDA approved provider.

Individuals who refuse to wear an appropriate face covering assume the risk of possibly coming into contact with the airborne virus.

### Student Drop-Off and Pick-Up

During a pandemic any type of gathering increases the risk of individuals becoming infected. Although we will return to some of our past practices, we will work to establish protocol to limit contact and risk to our staff and students.

Students will report to designated areas as established by the building administration. These areas will allow students to spread out as much as possible.

### Guests and Visitors

The Corporation has the right to limit visitors in the buildings. If you plan to visit the buildings, please contact the building prior to your visit. We will monitor the local situation and adapt as needed.

Individuals, including parents and guardians, will need to receive permission prior to entering the main learning area of the buildings. Anyone entering the building must check in at the main entrance area of each building. This area will have a health station including disposable masks and hand sanitizer dispensers.

Law enforcement officers and first responders are welcome at any time to ensure the safety and security of students and staff.

### Deliveries, Mail, and Package Handling

As much as possible, packages will be delivered to the administration building and distributed out to the other building from there. All items being delivered to a school building shall be handled by only adults; at no time should a student be asked to sort mail, deliver a package to a teacher, or shuttle items to students or from teachers.

### Social Media in the Midst of COVID-19

As with any unique situation, there are unlimited opinions about what should and should not be done and why they should be done a certain way. Social media should be used with caution during these times. Staff members should refer to the Corporation's Social Media Policy to help ensure that they are not endangering others or violating policy that may place their employment at risk.

## **Screening and Reporting of COVID-19 Cases**

### Reporting Requirements for COVID-19 Cases

If a confirmed case of COVID-19 within the school community occurs, the Corporation will follow the pre-established protocols including reporting the case to the Wayne County Health Department and the Indiana Department of Education.

### COVID-19 Testing Policy

The Corporation will not be providing COVID-19 tests for individuals. Individuals are responsible to schedule and pay for such testing if deemed necessary.

### Daily Screening Prior to Entry

Individuals (staff and students) are strongly encouraged to complete a COVID-19 self-screen each day before entering buildings. This includes a temperature check and determining if you have any of the common COVID-19 symptoms. More detailed information can be found in the Referral Screening During Day section and training is available through the IDOE training portal.

### Referral Screening During Day

Any individuals who have a temperature of 100.5 degrees or higher, or answer "Yes" to the standard questions will be immediately moved to a quarantine area for further safety procedures.

Standard questions shall include:

1. Have you been coughing during the past day?
2. Have you had a sore throat during the past day?
3. Have you had shortness of breath during the past day?
4. Have you been around someone during the past day you know has COVID-19?
5. Has anyone in your household had the virus?

Proper documentation of individuals screened for COVID-19 must be documented by the school nurse. This could take the form of a paper and pencil chart or electronic means.

### Random Screening

The Corporation may take the temperature of students, staff, and visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill. Touch-free thermometers will be used for this screening.

### Exclusion from School/Return to School

Students and staff may be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19. Indiana statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9).

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC or local health department. This



includes requiring the individual to remain at home for a minimum of 72 hours before returning to school.

#### Actions Regarding Confirmed COVID-19 on Campus

Should there be a single confirmed case of COVID-19 in a school building, that building (or Corporation) will follow the guidance of the WCHD and ISDH) regarding quarantine and potential school closure. Guidance from the WCHD and IHSAA will be used to determine athletic participation.

Should the community in which the schools are located become a designated “hot spot” by health officials, the Corporation will follow the direction of the Wayne County Health Department. Buildings may be closed to all but essential personnel during this stay-at-home order. Guidance from the WCHD and IHSAA will be used to determine athletic participation.

For this section “on campus” shall mean any student, staff member, or individual who is on the grounds or in the buildings of the Corporation for an extended period of time (longer than 30 minutes). Should delivery personnel or other persons who are not on campus for an extended period of time be diagnosed with COVID-19, the Principal in coordination with the Superintendent and the Wayne County Health Department shall determine the response to such a diagnosis.

### **Calendars and Schedules**

#### Proposed Amended Calendar

The 2021-2022 Corporation Calendar may be adjusted to ensure that all Federal, State, DOE, and CDC guidelines are followed. The finalized calendar has been created through the cooperation of district administration, classroom teachers' association, and Board. A copy of this calendar can be found on the corporation website.

#### Academic Scheduling

Changes may be made to the traditional schedule of each building in order to meet both CDC guidelines for social distancing and the DOE minimum number of educational minutes in an academic year.

The academic year will be divided into two (2) terms: Fall Term and Spring Term.

### Teaching Preparation

Teachers will prepare for in-person instruction only. Throughout the year, there is a possibility that the classroom, building, or corporation will be forced to go on-line. Only then will on-line instruction be an option for students who do not have a documented medical condition where a medical doctor has determined it not safe for the student's health to attend school. The on-line option will not replicate what was available this past school year and there will be homebound options that mirror what we have done in the past. If a documented medical condition exists, contact the 504 coordinator of the building your child in to discuss your options.

### Student Attendance

Attendance during a time of considerable change can be a challenge. Teachers are encouraged to give extra consideration when students are "absent" due to issues related to COVID-19 (i.e. a family member with COVID-19, their own contraction of COVID-19, etc.)

## **Corporation Wide Restrictions and Discipline**

### Activities which may or may not be permitted due to risk levels:

Depending on the current level of risk, the following activities may be prohibited until such a time that the community situation allows:

1. All field trips
2. All whole-school gatherings (awards, presentations, etc.)
3. All fundraisers (asking for money from the potentially unemployed or financially struggling does not fit the mission of a school)
4. Open houses
5. Parent/teacher conferences may be altered or changed to involve virtual meetings.
6. Outside organizations (including youth groups) using school facilities or on campus

### Restricted Use Areas

The CDC guidance recommends that all common areas be closed to the public during various levels of concern. This includes eliminating group activities such as athletics, physical education, and fine arts. The corporation will monitor the current level for the county and determine if precautions need to be taken.

Centerville-Abington Community Schools has determined that the positive outcomes from these programs far out way the risks. To help mitigate risk while not eliminating programs, certain areas of any building will be considered high-risk areas and will be handled in a way to promote social distancing and other health protocols to ensure the safety of staff and students.

## **Curriculum, Instruction, and Assessment**

### Curricular and Policy Additions or Changes Moratorium

The Corporation will maintain its current status regarding curriculum, instruction, and policy. There shall be no changes in assessments, curriculum, or policy until the moratorium created by this document has been lifted. This prohibits the addition of any item which would deviate from previous year practice (new formative assessment, change in reading curriculum, etc.). The goal is to maintain a stable and consistent environment for both students and staff.

### Beginning of School Year Student Assessments

Each student in grades 6-10 will participate in a mental health screening within the first thirty (30) days of school. Each student will also participate in a formative academic assessment within the first thirty (30) days of school. The results of these evaluations will be used to help assess each student's academic progress and social-emotional health.

### **Teacher Professional Development, Training, and Union Collaboration**

#### Classroom Teachers' Association Right to Discuss

As required by law, CACS will work in partnership with the Centerville-Abington Classroom Teachers' Association (CAE).

Teachers are encouraged to bring any concerns to their building administrator. Teachers should also continue to speak with a CEA Building Representative to ensure their voices are being heard. The Corporation Discussions Team, composed of administrators and CEA members, will continue to meet to discuss concerns that may need to be addressed as we navigate COVID-19.

#### Teacher Evaluations

Teacher evaluations will return to the evaluation plan established prior to COVID-19. State assessments and other forms of assessments used within the assessment process will be used following the guidance of the IDOE and State Board of Education.

#### Teacher Professional Development

Because of the extraordinary restrictions placed on schools during COVID-19, all professional development opportunities will be discussed and evaluated for possible issues related to group meetings. Should a teacher be interested in a specific individualized professional development activity, he/she should speak with his/her building administrator.

#### Technology Safety Concerns

Staff members are reminded that they should be using only those Corporation or building approved forms of technology. Do not use software, apps, communication tools, etc. that are not cleared through the technology department and the building administrator. The Corporation has invested a great deal of time and money for staff to use the adopted platforms. Use of other platforms by staff should be done at their own risk both personally and professionally and without the expectation of support from school technology coordinators.

### Staff Training

To help reduce anxiety and properly support our students, staff members will receive the training listed below before the start of school and periodically throughout the school year.

1. Signs of COVID-19 in individuals
2. Proper use of protective masks
3. Proper cleaning and sanitation methods in an educational environment
4. Common issues related to mental health issues in students
5. Online teaching best practices
6. Security of personal information: FERPA, HIPPA, IDEA

### **Teacher Classroom Considerations During COVID-19**

#### Student Supply Lists and Course Required Items

Teachers are strongly encouraged to review their school supply lists. Many families are experiencing financial difficulties due to the pandemic. Try to avoid adding additional items that are normally shared among the students to the supply list.

#### Sharing of Supplies and Equipment

Teachers should work to ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.

Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.

#### Individual Teacher Classroom Setup

A teacher's classroom is a sacred home away from home. Students look forward to the comfort and inviting spaces created by their teachers. COVID-19 may cause us to rethink how our classrooms look but will not change how important a welcoming environment is for students.

The following must be considered when organizing our classroom for students:

1. All desks should be at least three (3) feet apart in all directions when possible.
2. Student personal items (coats, hats, lunch boxes, etc.) must be kept separate.
3. Limit the number of “stations”; include no more than two students at opposite ends of a station table. Students should not work longer than 15 minutes in any station.
4. Middle school and high school students must keep all personal belongings in their locker. Bookbags will not be allowed in classrooms or hallways.
5. A hygiene station should be provided for students that may include wipes, sanitizer, masks.
6. Remove all sharing stations or “borrow-me” areas as there should be no sharing of any items collectively. If something must be borrowed, it will be kept by the student and not returned.
7. All desks should be sanitized when possible. This should be completed throughout the day as necessary.
8. Special spaces such as art rooms, computer labs, and physical education areas should be  
sanitized more frequently, at least after each group of student use.

### **Large Groups and Congregating Areas**

#### Restroom, Hygiene, and Hydration Facilities

Students shall use the restroom facilities in shifts to help ensure social distancing. There will be no change in access to stalls. The use of community items such as restroom or hall passes is strictly prohibited. Students should not congregate in hallways and should report to the classrooms as quickly as possible.

All drinking fountains within the Corporation will be made inoperative. Filling stations can be used as needed. Students should be encouraged to bring their own water bottles. Under no circumstance should a student share a water bottle with another individual

#### Student Transition Times

Students must be carefully monitored when transitioning between spaces. Student movement should be restricted as much as possible. Single lines on the opposite side of hallways is recommended.

#### Recess and Outdoor Activities

Recess is a valuable time for students to exercise and socialize. Students and staff will continue following the same protocol established at the end of the 2020-21 school year. Grouping students and cleaning equipment will take place as needed.

### **Athletic Protocols**

Athletic protocol will follow guidance from the IHSA and the Wayne County Health Department.

### **Food Service Protocols**

Except in extreme cases all food will be distributed in pre-prepared or pre-packaged containers. At no time should students be served in the traditional cafeteria service line. Disposable materials should be used in both the pre-packaging and utensils.

Students will participate in lunch programs where social distancing is required along with cleaning following every group.

Breakfast students will be assigned to a designated area for before-school supervision.

Students shall not be permitted to eat or drink on a school bus unless there is a documented medical necessity.

Classroom party items should be commercially prepared and prepackaged. Homemade items shall not be permitted.

### **Special Education Considerations**

#### Case Conferences

##### *Annual Case Reviews*

Centerville-Abington Community Schools shall conduct the ACR within the one year timeline, regardless of school closure status, as according to law.

##### *Case Conference Committee Meetings to Review and Revise the IEP*

As CACS plans to reopen buildings to provide in-person instruction, CCC meetings with parents may be scheduled to review the provision of services and the educational progress of each student

##### *Future Services/Compensatory Services*

It is important school staff are documenting with specificity the special education and related services being provided to students with disabilities while monitoring and tracking individual student progress. This information will be necessary to inform the CCC in making a determination as to what future services or compensatory services are necessary to ensure the provision of a FAPE.

##### *Transition IEPs*

Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the CCC meeting. In all cases, assessment information needs to be documented within the Summary of Findings utilizing the SPIN method - Strengths,

Preferences, Interests, and Needs. Ways to provide transition assessments virtually are available as a part of the eLearning Resources for Secondary Transition document.

Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

#### *CCC Meeting Method Options*

CCC meetings may be conducted virtually while school buildings are closed. As school buildings reopen, CCC meetings may be conducted in-person or through virtual means.

Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if the school psychologist has been appropriately trained in conducting virtual assessments and has access to the digital assessments.

#### Medically Fragile Students

Medically fragile students, as documented by a health care provider, are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely.

The determination of the services to be provided must be made by the CCC based upon the individual student's medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology must be considered. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

#### Homebound Services

Centerville-Abington Community Schools will work in conjunction with the health care providers and school staff to develop plans for educating students remotely who require homebound services.

### **Transportation Considerations**

The school bus is often the student's first contact with the school in the morning and the last point of contact in the afternoon. Thus, Centerville-Abington Community Schools shall pay particular attention to protocols used in student transportation to minimize the spread of COVID-19 and protect both students and employees.

#### Preparation, Cleaning, and Safeguards

1. Inspect all buses and transport vehicles for cleanliness and safety.

2. Employees may wear masks. Consideration should be given to whether additional PPE is necessary in respect to cleaning, disinfecting, and sanitizing.
3. Physical barriers between the driver and passengers shall not be allowed as it violates Federal Transportation guidelines.
4. Thoroughly clean and disinfect all buses and transportation vehicles after routes.

#### Social Distancing and Bus Capacity

Centerville-Abington Community Schools understands the importance of school transportation for many families. With the limited space on school buses, we understand that social distancing will not be possible. Due to federal regulations, it is mandatory that during school bus transportation, all occupants wear masks. Students will be assigned seats and will be spread out as much as physically possible.

#### Alternate Transportation Considerations

Centerville-Abington Community Schools encourages custodial-arranged, reimbursable transportation for McKinney-Vento, foster, and medically fragile students. Parents of students who are not eligible for the above alternate transportation are still encouraged to consider the use of personal vehicles to transport their children to and from school.

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