



RETURN TO IN-PERSON INSTRUCTION PLAN



LAST UPDATED: AUGUST 13, 2021

DRAFT PLAN RELEASED TO PUBLIC: JUNE 21, 2021
BOARD APPROVED: JUNE 23, 2021

RETURN TO IN-PERSON LEARNING

Hamilton Southeastern Schools is pleased to offer students in-person instruction at 100% capacity, five-days a week for the 2021-22 school year.

This Return to In-Person Learning Plan was developed to provide a safe, secure learning and working environment for all within Hamilton Southeastern -- safe not only in the physical environment, but also in the social environment. To that end, Board Policy A02.00 provides direction in addressing forms of discrimination.

2021-22 SCHOOL START TIMES

Elementary	7:40 a.m. – 2:10 p.m.
High School	8:30 a.m. – 3:00 p.m.
Intermediate/ Jr. High	9:15 a.m. – 4:00 p.m.

As part of the new school calendar, there are four eLearning days to allow staff to engage in professional development. The 2021-22 eLearning days (Prek-12) will be:

- September 24, 2021
- November 12, 2021
- February 18, 2022
- April 29, 2022

[Click here to see the 2021-22 school calendar](#)

HSE will continue to rely on data provided by the HSE Department of Staff and Student Services, the Fishers Health Department (FHD), the Indiana State Department of Health and the Governor's office.

The Superintendent has authority to make adjustments to the in-person instruction plan. Executive Orders from the Governor or Emergency Orders from FHD may require measures that alter plan designs previously approved by the School Board.

Note: This plan is designed to meet criteria for the Return to In-Person Instruction Plan, as required by the US Department of Education as a part of ESSER III funding.

SCHOOL PROTOCOLS

ATTENDANCE

Levels of absenteeism (classroom/building) will be monitored daily.

FACE COVERINGS (UPDATED as of 8.13.21)

In accordance with updated guidance the Centers for Disease Control and Prevention (CDC), Indiana State Department of Health (ISDH) and Fishers Health Department (FHD), **masks are required for K-12 students and staff when indoors during the school day, regardless of vaccination status.** Families are encouraged to provide their student with their own face covering.

In accordance with federal regulations, masks are **required** on the school bus.

HAND WASHING/ SANITIZING

It is the expectation students will practice hand washing or sanitizing when **entering/exiting the building, prior to meals** and whenever **using the restroom.**

ENHANCED CLEANING

Custodial crews will clean and disinfect “high touch” points in common areas as needed, which include but are not limited to:

- Desks, chairs, tables
- Door handles, push plates
- Stair rails
- Water fountains
- Shared items that are difficult to regularly clean (electronic devices, books, games, art and lab supply equipment) should be limited in use.
 - In situations where COVID transmission may be higher, shared items not able to be properly disinfected, should not be reused for at least 72-hours.
 - If said items need to be reused within 24-hours, they should be disinfected.

PASSING PERIODS

Buildings will take measures to lessen congestion in hallways and improve conditions for social distancing. Flexibility will be given to students using this time for increased hygiene protocols.

RELATED ARTS

Cohorting measures will be enforced to the greatest extent possible. Teachers will direct students on cleaning and maintaining their workspace.

RECESS

Classroom cohorts will play in established outdoor zones during recess and rotate locations throughout the week.

SCHOOL VOLUNTEERS AND GUESTS

- Classroom volunteers will be permitted in all buildings pursuant to Board Policy K07.00 and are required to wear a mask indoors.
- Lunch visitors will not be allowed at this time and will be reevaluated as the school year progresses.

ATHLETICS, EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

- Attendance may be restricted based on venue capacity and ability to properly distance.
- Clubs and extracurricular activities will be held in-person.

FOOD SERVICES

- Students will wash their hands prior to breakfast and lunch.
- Classroom cohorts (K-4) will stay together in addition to assigned seating areas.
- Barcode/ID scanning system and touch keypads will be used at all grade levels.
- Menu choices for 2021-22 will be expanded to provide a variety of self-service options at all grade levels.
- Food Services will utilize reusable flatware and trays.
- All cafeteria tables and serving lines will be cleaned between lunch periods.

STUDENT TRANSPORTATION

In accordance with federal regulations, **masks are required on the school bus.**

- If a student does not have a face covering while riding the bus, a mask will be provided by the driver. Notification to the family will be made if a student repeatedly does not have a mask.
- Drivers will monitor students (as safely as possible) to ensure all students are properly wearing a mask while on the bus.

BUS SEATING

Grades K-8 will have assigned seats on the bus and will be directed to go immediately to their seat.



CONTACT TRACING ON THE BUS

HSE Schools will immediately contact Fishers Health Department upon learning of a positive COVID case involving student on the bus. Contact tracing will take place at 6-feet.

BUS SANITIZATION

- All buses will be deep cleaned and disinfected prior to the start of the school year.
- Buses will be disinfected following the afternoon routes.
- High-touch areas in the bus will be cleaned as needed throughout the day.

STUDY TRIPS

Study Trips are now permissible through the study trip approval process. Students and staff must follow transportation protocols outlined in the Return to Instruction Plan.

CAR DROP-OFF/ PICK-UP

Traffic patterns around each school building will be monitored for issues associated with an increase of student car riders.

MITIGATION

SCREENING PROCEDURES

It is the expectation of parents/ guardians to only send **healthy students** to school each day throughout the year. If they exhibit the following symptoms, students must **remain home**:

- Temperature of 100.4 or greater
- Congestion or runny nose
- Sore throat
- New uncontrolled cough that causes difficulty breathing (For students with chronic allergic/ asthmatic cough, a change in their cough from baseline.)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with fever
- Loss of taste or smell

ADDITIONAL SCREENING PROCEDURES FOR STAFF

- Staff are directed to self-screen for COVID symptoms prior to coming to work, assessing whether they should stay home from work.
- Should a staff member not be working on any given day, protocols in place will determine whether COVID testing and/or quarantining is necessary, and how the absence will be categorized.

COVID-19 VACCINATIONS

The COVID vaccine is not required, but is available to individuals 12 and older. To schedule a vaccine appointment with the Fishers Health Department, [click here](#).



CONTACT TRACING

HSE Schools will immediately contact Fishers Health Department upon learning of a positive COVID case involving students and/ or staff.

- In the classroom-setting, contact tracing will take place at 3-feet when masks are worn and 6-feet with masks are not worn.
- All other activities (outside of the classroom) will continue to be contact traced at 6-feet.

QUARANTINE PROCEDURES (VACCINATED)

Vaccinated individuals with an exposure to someone with suspected or confirmed COVID-19 are **not required to quarantine**, if they meet all of the following criteria:

- Fully vaccinated (i.e. \geq 2-weeks following receipt of the second dose in a two-dose series or \geq 2-weeks following receipt of one dose of a single-dose vaccine).
- Have remained asymptomatic since the current COVID-19 exposure.

Fully vaccinated individuals still need to monitor for symptoms for the 14-days and isolate immediately if symptoms occur.



QUARANTINE PROCEDURES (UNVACCINATED)

Unvaccinated individuals with an exposure to someone with suspected or confirmed COVID-19 are required to quarantine per CDC guidelines. Unvaccinated individuals have two options for a reduced quarantine.

- 10-day Quarantine with return to school on day 11.
- 7-day Quarantine with return to school on day 8, if a negative PCR test was obtained on day 5, day 6, or day 7 from date of exposure. Result must be given to school nurse prior to individual returning to school.

All individuals must also be symptom-free and will need to maintain distancing and increase personal hygiene (frequent hand-washing/sanitizing) for the full 14 days.

QUARANTINE PROCEDURES (PREVIOUS COVID INFECTION)

- Individuals who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 90-days unless they experience symptoms.
- Individuals who develop symptoms within 90-days of their first bout of COVID-19 may need to be tested, if no other cause is identified for symptoms.

SCHOOL CLOSURE

Decisions on whether part of a school or an entire school will need to close will be made in consultation with FHD as part of the contact tracing and case investigation. These decisions will depend on how the students were cohorted and the movements of the ill individual. The ability to staff a building(s) will also be a deciding factor.

INSTRUCTION DURING QUARANTINE

Last year Federal legislation (FFCRA) was enacted in response to the pandemic. This allowed our teachers to instruct from home even if they were quarantined. This year, because this legislation has expired, when teachers are quarantined, they are required to use sick days for their COVID-related absences. As such, they are not permitted to teach from home and as a result synchronous instruction will not occur. To help provide an understanding for instruction during quarantine situations, we have provided the following information:

CONT. - INSTRUCTION DURING QUARANTINE

- For students who are quarantined due to COVID-19, teachers will post assignments on Canvas during the quarantined period. Additionally, students have the option to Zoom into the classroom at times designated by the teacher (these may be different based on the grade level and the lesson being taught each day).
 - The purpose of the Zoom sessions are to provide an opportunity for the student to observe and listen during times of direct instruction and not for them to participate in an entire day of synchronous instruction.
 - The length of time that a student is on Zoom may vary by the length of the class period and/or lesson.

Please see the chart below for detailed situations.

SITUATION	ACTION
A teacher is quarantined and entire class is quarantined.	<ul style="list-style-type: none"> • The teacher will post lessons on Canvas for student access. • Students will remain home for the quarantine period and will access Canvas for their lesson and or assignments.
A teacher is NOT quarantined but the class is quarantined.	<ul style="list-style-type: none"> • The teacher will provide instruction via Zoom to the class. Lessons and or assignments will be posted on Canvas for those students unable to Zoom.
A teacher is NOT quarantined but some of the class is quarantined.	<ul style="list-style-type: none"> • The teacher will provide instruction to the students present. • Students at home would have the option to Zoom in to the class at times determined by the teacher. • Lessons and or assignments will be posted on Canvas.

SITUATION (CONT.)

A teacher is quarantined but the class is not.

The teacher is quarantined and some of the class is quarantined.

K-6 Related Arts

Students with Individualized Education Plans (IEP)

ACTION (CONT.)

- There will be a substitute assigned to the classroom.
- The substitute teacher will carry out the lesson plans provided by the teacher.
- Those students not quarantined will come to school.
- Quarantined students will access lessons/assignments from Canvas.
- For in-person students, a substitute teacher will be assigned to the classroom and will carry out the lesson plans provided by the teacher.
- Quarantined students will access a grade level lesson and or assignment (Choice Board) on Canvas. There will not be a Zoom option for these classes.
- Each student with an IEP should have a contingency plan listed in the notes section of the Individualized Education Plan stating what the services will look like if quarantined. If this contingency plan is not listed, Teachers Of Record will consult with families and revise Individualized Education Plans to include an agreed upon plan.

EXHIBITING COVID SYMPTOMS

- If an individual presents with symptoms consistent with COVID-19, they will be sent home and presumed to have COVID until such time as a healthcare provider determines the illness is caused by something else and provides a note.
 - Without a healthcare provider's note, the individual will need to stay home for 10-days and be fever-free for 24-hours without the use of fever-reducing medication.
- If a student or staff member is exhibiting symptoms consistent with COVID-19, but test negative with an antigen (rapid) test, the school nurse may direct the individual to get a PCR test to confirm. (A PCR test is considered more reliable than antigen tests in determining if an individual is COVID positive.)
 - School nurses do not provide testing for Covid-19.
- Results from over-the-counter COVID tests cannot be accepted per the Indiana State Department of Health. Only results from COVID tests done in a healthcare-setting will be accepted, preferably with a PCR test.

COVID ISOLATION ROOMS

Students who present signs or symptoms of COVID will be sent to a designated area created in all buildings while awaiting pick-up.

TRAVEL

Travel to high-risk COVID areas outside of the US is discouraged for those who are not vaccinated. Travelers should follow [CDC recommendations](#).

FACILITY MODIFICATIONS

PROTECTIVE BARRIERS

More than 300 plexiglass barriers have been installed throughout the buildings to provide another layer of protection for those working, and reflects the best guidance regarding healthy interactions. Some of the barriers have been strategically placed in the following areas: front offices, guidance offices, on the desks of school registrars and treasurers, bookstores, cashier stations in the cafeterias, fan and concession stands.



SIGNAGE

The Centers for Disease Control and Prevention created infographics on the symptoms of COVID-19, social distancing and how to properly wash your hands. HSE Schools selected five signs that are applicable and printed 5,200 posters and floor decals. The signage will appear in building entrances, hallways, cafeterias and restrooms.



WATER BOTTLE FILLING STATIONS

All water fountains will be turned off in the buildings. Water bottle filling stations have been installed to provide students and staff with access to water throughout the day.

HAND SANITIZER STATIONS

In addition to hand sanitizer being available to students and staff in classrooms, all buildings are equipped with free-standing hand sanitizer stations.

BUILDING VENTILATION

Changes have been made to building ventilation to increase outside air flow:

- The CO2 setpoints on HVAC units with demand ventilation have been lowered.
- The outdoor air damper minimum position on HVAC units with standard ventilation have been increased.
- HVAC systems are started 2-hours before students arrive with the outdoor air dampers commanded to their maximum ventilation position. This helps ensure buildings start the day with filtered and conditioned outdoor air.
- Extended the HVAC occupied times.
- Implemented an unoccupied evening dehumidification program.

ONGOING SUPPORT

It is important to stay focused on your child's mental health during this time. Children thrive on routine and structure, and changes to that may cause some anxiety or fear.

- Continue to offer opportunities for your child to share their thoughts and concerns with you. It is the goal of HSE Schools to ensure students are successful.
- Remind your student of the current safety protocols in place and encourage them to talk with adults if they have questions.
- If you have concerns, reach out to your student's teacher, school counselor or building administrator.

Information Sources:

- [Recognizing Mental Health Concerns in Kids and Teens](#)
 - [Preschool](#)
 - [Elementary/Intermediate](#)
 - [Junior High/High School](#)

Other Helpful Resources:

[K-12 School Operational Strategy](#)

[K-12 COVID-19 Mitigation Toolkit](#)

[US Department of Education's COVID Handbook for Reopening](#)

