

NEW CASTLE COMMUNITY SCHOOL RE-ENTRY PLAN

Re-Entry Plan (Updated July 14, 2021)

This document is subject to change according to guidance and recommendations by the Henry County and State Health Department, Department of Education, and the Governor's Office. **Updates are in blue text.**

General Information



General Information:

- August 5, 2021 – first student day
- New Elementary School student hours: 8:00AM -2:55 PM
- New Middle School student hours: 8:25AM-3:25PM
- New High School student hours: 8:30AM-3:30PM

- **Parents who would prefer their child to have a virtual learning experience are invited to review and sign up for our [virtual academy](#). Please visit our web site to complete a request form.**

Click the IDOH dashboard to view COVID19 case status in New Castle Schools. Please note that all COVID-19 cases are reported to the Henry County Health Department and IDOE.

Health Protocol



Students and employees will be trained to recognize the following COVID-19-related symptoms:

1. A fever of 100.4° F or greater
2. Cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Fatigue
6. Repeated shaking with chills
7. Muscle pain or body aches
8. Headache
9. Sore throat
10. New loss of taste or smell
11. Congestion or runny nose
12. Nausea, vomiting or diarrhea

****This list does not include all possible symptoms. Children and adolescents with the virus that causes Covid-19 may experience any, all or none of these symptoms. ****

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Parents are to complete a [Daily Student Screening](#) (found on our corporation website) before sending students to school each day.

COVID-19 Exclusions from School

The Henry County Health Department will participate in the evaluation and work status of corporation staff.

Students and employees will be excluded from school if they test positive for COVID-19 and may be excluded from school if they exhibit one or more of the symptoms of COVID-19 that are not otherwise explained. Students will be excluded from school and will self-quarantine for 10 calendar days if they, or someone in their household:

- have/has COVID-19 symptoms that are not otherwise explained; or
- are/is being tested for COVID-19; or
- have/has tested positive for COVID-19.

Students will be excluded from school if they have had close contact with a person with a suspected or confirmed case of COVID-19.

Return to School After COVID-19 Exclusion

All known COVID 19 cases will be reported to the Henry County Health Department and will be under the consultation of the Henry County Health Department. Once a student or employee is excluded from the school environment, they may return if they satisfy the “return” recommendations of the Henry County Health Department. New Castle Schools uses the symptom-based strategy as defined by CDC guidelines for returning to school/work after testing positive for COVID-19. Due to the high rate of false negative Covid 19 test results, those that are symptomatic but have not been tested or tested negative will also use the **symptom-based strategy** CDC guidelines unless given a written release signed by their health care provider.

1. **Untested/Tested Negative - Symptomatic** (Persons who are symptomatic but have not been tested, or have tested negative)

Exclude from the school environment until:

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	<ul style="list-style-type: none">● <u>Employees</u>: Contact Jena Schmidt or Dr. Trina Wilkey● <u>Students</u>: at least 1 day (24 hours) has passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications <u>and</u> improvement in respiratory symptoms (e.g., cough, shortness of breath); and● At least 10 calendar days have passed <i>since symptoms first appeared</i>; and● The student/employee returning must wear a mask at all times for 5 days upon their return. <p>2. Tested and awaiting results - Students and employees who have been tested for COVID-19 and are awaiting results, may not attend school/work until the “negative” results have been returned. This also includes any siblings in the household.</p> <p>3. Tested Positive - Symptomatic (Persons who experienced symptoms and test positive for COVID-19)</p> <ul style="list-style-type: none">● The individual no longer has a fever (<u>without the use of fever-reducing medicines</u>); and● Other symptoms have improved; and● At least 10 calendar days have passed since symptoms first appeared; or● The individual has been released by a healthcare provider● Upon return, the individual must wear a mask to school/work for 5 days. <p>4. Tested Positive - Asymptomatic (Persons who have not had symptoms but test positive for COVID-19) Exclude from the school environment until:</p> <ul style="list-style-type: none">● The individual has been released by a healthcare provider; or● 10-day quarantine at home. Return on the 11th day - no testing needed.● Utilize enhanced precautions on days 11-14 and monitor for symptoms of Covid-19. <ul style="list-style-type: none">● If a student becomes symptomatic on days 11-14, return home, isolate, and obtain a Covid-19 PCR test.● If a student becomes symptomatic at school, the student will be sent home as soon as possible to isolate and obtain a Covid-19 PCR test.● If PCR test is negative, if an individual is a close contact, must complete the remainder (days 11-14) of 14-day quarantine and remain at home until symptoms are improved.
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and 24-hours fever free without the use of fever-reducing medication.

- If PCR test is positive, begin 10 days of isolation starting from the date symptoms began.

Impact on School Operations resulting from Positive Tests

- New Castle Schools will collaborate with the Henry County Health Department regarding protocols for mitigation strategies when students/staff test positive for COVID-19.
- School RN and or Henry County Health Department will notify students/employees considered high risk due to COVID-19 exposure
- Superintendent will notify parents in the event of a school closure

Self-Screening

- Self-screening will be required of students and employees before coming to school each day (this includes taking temperature daily before leaving for school). Please see the [Daily Student Screening on our Corporation Website.](#)
- Students and employees exhibiting symptoms of COVID-19 without being otherwise explained are prohibited from coming to school and will be sent home immediately if they are at school.
- Students and employees will self-quarantine and remain home if someone in their household has COVID-19 symptoms that are not otherwise explained, is being tested for COVID-19, or has tested positive for COVID-19.
- Communication will be provided to parents about the symptoms of COVID-19.
- Professional development will be provided to employees regarding the recognition of COVID-19 symptoms and screening.

Medical Inquiries

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property. If a student or employee has recently had contact with a person with a suspected

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or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 10 calendar days.

- Parents of students with compromised immune systems may speak with their building principal to register for our virtual/homebound education program.

August 2021 Mask Protocols

As of July 12, 2021, face coverings will be optional for students and staff of the New Castle School Corporation in all settings, unless otherwise required by an order or directive of the local or state Department of Health, Governor, or an agency of the federal government, including specifically, the Centers for Disease Control and Prevention (CDC).

As of July 12, 2021, the CDC mandates face coverings for all persons utilizing public transportation (including school buses). Thus, until the CDC mandate is modified or lifted, students and staff will be required to wear a face covering when riding on a school bus. A call out will go to families if the CDC bus mask requirement is lifted or modified.

August 2021 COVID19 Vaccination Protocols

The CDC recommends COVID 19 vaccinations for individuals age 12 and older. The New Castle Community School Corporation encourages age appropriate individuals to receive COVID-19 vaccinations. The Corporation also respects the responsibility of each person or family to determine whether vaccination is appropriate. COVID-19 vaccinations will not be required for employment or attendance for students or staff.

In the event of close contact with a person who tests positive for COVID 19, fully vaccinated students and employees will not be required to quarantine. Unvaccinated students and employees will be required to quarantine if the student or employee is in close contact with a person who tests positive for COVID 19.

A student or employee will be considered "fully vaccinated" if a period of at least fourteen (14) days has elapsed since the student or employee has received the final dose of an inoculation against COVID-19 and provides record of inoculation (copy of card) to the appropriate health assistant, Corporate RN, Corporate HR Specialist, CHIRP or the Henry County Health Department.

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The provisions of the Families First Coronavirus Response Act (FFCRA) requiring additional paid leave for employees upon the occurrence of certain qualifying events, including the inability to attend work as a result of an order to quarantine from a health care provider or governmental authority, are no longer mandatory. As a result, if an employee is unable to attend work due to quarantine, the employee must utilize available sick days or personal days.

If parents or guardians have questions regarding these policies, please contact the principal's office of the school where your student(s) attends.

If employees have questions regarding these policies, please contact your immediate supervisor.

Quarantine Immunity

Fully vaccinated people with COVID-19 symptoms

- Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with Covid-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.

Fully vaccinated people with no COVID-like symptoms following an exposure.

- Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.
- Fully vaccinated people who do not quarantine should still monitor for symptoms of Covid-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including Covid-19 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.
- Fully vaccinated people are those who are two weeks past the one dose vaccination or two weeks past the two dose vaccination.

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Clinical Space COVID -19 Symptomatic

- Each school building will have a room or partitioned space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up.
- All waiting staff and students will wear a cloth face covering in the clinic (if a student/staff member does not have a mask, one will be provided at no cost).
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.
- Strict social distancing is required and staff must wear appropriate PPE.
- Students who are ill will be walked out of the building to their parents.

Clinic Space Non-COVID-19 Related

- Students who need medical assistance and who do not display symptoms of COVID-19 will be seen and treated in the non-symptomatic portion of the nurse's clinic as usual.

Confirmed Case of COVID-19 on School Property

- New Castle Schools will collaborate with the Henry County Health Department regarding protocols for mitigation strategies when students/staff test positive for COVID-19 and will communicate with the school community as appropriate.
- When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately.
- The Indiana Department of Education will be notified.
- Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.
- It is the responsibility of the local health department & local school nursing to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions.

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- The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.
- If a closure is determined necessary, schools should consult with their local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.
- As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID- 19, custodial staff will be informed, so that impacted building/bus areas, furnishings, and equipment are thoroughly disinfected.
- If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Immunizations

- Immunization requirements will remain.

Preventative Measures

- Sick employees and students will stay home.
- Students and employees will remain home if someone in the household has tested positive for COVID-19 symptoms or is being tested for COVID-19.
- Employees and students will wash their hands often. If soap and water are not readily available, they will use a hand sanitizer Key times will be built into the school day when all persons should wash their hands.
- These key times will be done in a staggered class pattern to maintain social distancing between students and include:
 - Start of the school day
 - Before eating
 - After using the restroom
 - After blowing nose, coughing, or sneezing
 - After using shared equipment
- Also see the social distancing section of the re-entry plan.

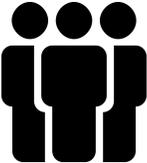
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- The **COVID19 Health Advisory Committee** currently meets every two weeks to evaluate corporation activities. Members of the COVID19 Health Committee include the Health Department, parents, teachers, our insurance representative, attorney, and administrators. The following activities will continue to be suspended until further notice. Additional information may be found in the Resources tab, under the COVID19 tab, and finally, under the COVID19 Health Advisory Meeting tab.
 - Visitors/Volunteers to schools
 - Foster Grandparents
 - Dive
 - Optimist Basketball
 - Field House Walkers
- The COVID19 Health Advisory Committee recommended the re-introduction of the following with limitations (supplied to principals)
 - Extracurricular Activities (with Principal approval, social distancing, and seating charts)
 - Guest Speakers (with principal approval, masks at all times, and only if a result of curricular necessity)
 - Military Visits (HS only and requested to support graduation pathways. Must be same person, masked at all times, limited to 15 minutes per person)

All children, staff, parents shall engage in hand hygiene at the following times:

1. Arrival to the facility and after breaks.
2. Before and after preparing food or drinks.
3. Before and after eating or handling food, or feeding children.
4. Before and after administering medication or medical ointment.
5. Before and after providing incontinent care to include diapering and also assisting with changing wet or soiled clothes.
6. After using the toilet or helping a child use the bathroom.
7. After coming in contact with bodily fluid to include but not limited to saliva, mucous, vomit, urine, blood, feces.
8. After handling animals or cleaning up animal waste.
9. After playing outdoors or in sand.
10. After handling garbage.

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	<ol style="list-style-type: none"> 11. After contact with animals. 12. After coughing, sneezing or blowing your nose. 13. After removing any personal protective equipment, to include but not limited to gloves, masks, face shields, goggles, protective gowns, shoe protectors. 14. Before and after providing healthcare for a student or staff member, to include assessing body temperature, or any assessment or intervention that requires you to be physically less than 6 feet from another to provide hands on care. 15. Effective hand washing requires that we use soap and water and thoroughly wash wrists, hands and fingers for a minimum of 20 seconds, thoroughly rinse and dry with paper towels. Hand sanitizer with an alcohol level of 60% or greater can be used if soap and water are not available, as long as hands do not appear visibly soiled. <p>Exchange of Resources to and from School Every effort will be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The same consideration will be given to reducing student exposure to high-touch, shared resources at school.</p>
<p style="text-align: center;">Extracurricular and Co-Curricular</p> 	<p>New Castle Community Schools will adhere to all state and local health department guidelines as they pertain to extracurricular and co-curricular activity participation. Additionally, the School Corporation nurse will work closely with the local health department to evaluate and revise protocols as needed.</p>
<p style="text-align: center;">Social Distancing</p> 	<p>Social Distancing in the School Environment</p> <p>The following are measures that New Castle Schools will take to increase social distancing while still maintaining a level of face-to-face instruction. These protocols may evolve as needed.</p> <p>Optional educational programming for alternatives that meet the needs of all students:</p> <ul style="list-style-type: none"> ● Continue in-person classroom instruction. ● A Virtual Academy optional continues to be available. Please speak with your child’s principal to register. <p>Course size, structure, and classroom measures to decrease infection:</p> <ul style="list-style-type: none"> ● Elementary students remain with their home room teacher as much as possible. ● Stagger Middle School and High School passing periods.

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	<ul style="list-style-type: none"> ● Use communal spaces such as dining halls, media centers, and playgrounds on limited and/or staggered times to allow for disinfecting of commonly touched areas. ● Level classes throughout the corporation. ● Eliminate or restructure assemblies, registrations, orientations, round-ups, and other large gatherings to allow for social distancing. ● Field trips will be allowed on a case-by-case basis and with corporation-level approval. ● Parents communicate with their teacher or school administrator if they do not wish for their child to participate in recess. ● Increase space between students during in-person instruction. During small group instruction, masks must be worn. ● When possible, consider a homeroom stay-in-place system where teachers rotate, as opposed to the students changing classrooms. ● Except for essential office visits, suspend ALL visitors until further notice. ● 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. ● After school programming (formerly latchkey) will adhere to corporation COVID-19 policies. ● Restructure bus transportation to optimize one student per seat when possible (siblings may be asked to sit together). Double routes may result in earlier/later pick up and drop off times (see transportation section).
<p>Special Education</p> 	<p>Special Education Services and Supports</p> <p>New Castle Schools will continue to collaborate, review, and revise IEP's as necessary to ensure that high quality services and supports are provided to students with disabilities. This plan is designed to complement other district plans and mitigation strategies to protect high-risk populations, such as those with disabilities, while minimizing disruption to teaching/learning and protecting students from social stigma and discrimination. Strong communication with families to discuss the delivery method of instruction for students with disabilities is key to successful creation and implementation of IEP services.</p> <p>Case Conference Timelines</p> <p>The requirements to convene IEP meetings to conduct annual, move-in, re-evaluation review meetings have not changed. There is no waiver of the requirement to convene the case conference committee as</p>

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consistent with Article 7. The school will meet IEP timeline requirements regardless of school closure status.

- IEP meetings may be conducted virtually, in-person, phone, or a blended approach to include both in-person and virtual participation.
- TOR should work with IEP team members (including parent) to establish a mutually agreeable date, time, place for the IEP meeting. ***The Notice of CCC should also note the platform to be used (in-person, Zoom, Google Meet, etc.)
- TOR must still create the Notice of Case Conference and deliver to IEP team members (including parent).
- Communication and collaboration in a timely manner is key to holding successful IEP meetings.
- TOR and general education teacher present level data to be used in discussion to drive future services, supports, and goals.

Evaluation Timelines

Requirements for evaluations remain unchanged. The requirement to meet evaluation (initial and re-evaluation) timelines has not changed. The school will work with parents and IEP team members to complete all evaluations in a timely manner. Evaluations will nearly always be completed in person. On a rare occasion, an evaluation may be conducted virtually if the evaluation team has been appropriately trained in conducting virtual assessments and has access to digital assessments. If virtual evaluations are not possible and access to students is prohibited due to COVID-19 and school closures, the school will work with parents to identify a reasonable plan for evaluations to be completed upon return to school.

- Evaluation timelines that were missed due to COVID-19 school closures will take top priority. The school's evaluation team will focus first to complete the backlog of evaluations and will prioritize initial evaluations before re-evaluations to ensure that access to eligibility and services for students is not unnecessarily delayed.

IEP meetings to review and revise IEP services/goals

Students returning from virtual to in-person service should have an IEP meeting held with parents to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services. The IEP team is encouraged to consider the following:

- Whether the student participated in continuous learning (virtual) opportunities provided by the school and district during the
- COVID-19 school building closure;

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- Parent observations of the student’s learning during the continuous learning opportunities provided by the school or district;
- Teacher observations of the student’s learning in the continuous learning opportunities provided by the school or district;
- Whether there were services identified in the student’s IEP prior to the school closure that the school was unable to provide
- While the student participated in the school’s virtual programming.
- Whether the student continued making progress toward meeting his/her IEP goals;
 - Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry;
 - Whether the student experienced any regression during the period of school building closure.
 - The IEP should include a clearly designed and communicated contingency plan to continue services if COVID-19 transmission requires intermittent or extended school building closures.

Compensatory Services

The school is not required to automatically or immediately provide compensatory services to all students with IEP’s. However, the IEP team should include in discussion the educational needs of the student, including the potential loss of skills. IDOE guidance has urged schools to consider that COVID-19 related school closures have had an impact on ALL students, not just those with disabilities. As such, the IEP team discussion regarding whether or not compensatory services are required should focus on services in the IEP in place prior to school closures and the impact on the student for services that were not offered during school closure.

Documentation of Services

It is important for school staff to document with specificity the services and supports offered/provided to students with disabilities. Documentation should also monitor student progress. This information is necessary to inform the IEP team in making a determination for future services.

Transition IEP’s

Transition assessments must be completed even during school closures related to COVID-19. While most assessments may be completed in person, it is possible to complete them virtually if necessary. Assessments may be administered prior to or during the annual IEP meeting. In all cases, assessment information needs to be

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documented within the Summary of Findings and include strengths, preferences, interests, and needs. TOR's may refer to the eLearning Resources for Secondary Transition document <https://docs.google.com/document/d/1w403-ki3Pyagt7-RRUPIX-o36kG012M5oOclx45AmDo/edit> Transition services still need to be created so the school is the primary service provider. It is recommended to write the narrative to include both remote and in-person opportunities to accomplish transition service activities.

Medically Fragile Students

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students that are 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 IEP team based upon the individual student's medical and educational needs. Special education and related services determined by the IEP team 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 determined. Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the IEP team determines that a different placement is appropriate. If the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of **COVID-19**.

Homebound Services

If a student with a disability is absent from school for an extended period of time due to a COVID-19 infection or suspected infection during a time that the school remains open, the IEP team must determine if that student is available for and could benefit from homebound services during the time of school absence. Services may include online, virtual, phone, etc.. School personnel should follow appropriate health guidelines to assess and address the risk of transmission of disease in the provision of such services. It is strongly recommended that no in-person services be provided until the student is cleared to return to in-person attendance at school. The school will continue to comply with all other requirements related to homebound services for students in accordance with 511 IAC 7-42-11 and 511 IAC 7-42-12.

- **Homebound services due to COVID-19 infection in a student's family** - If a student with a disability is quarantined at home for an extended period of time due to infection of a family member, the school should follow the same homebound protocol identified above.

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Homebound services not related to COVID-19 -Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the IEP team determines that a different placement is appropriate. If the location of the homebound services identified in the student’s IEP is in the student’s home or an out-of-school location other than the

student’s home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

- **Homebound Timelines** -- Schools and districts must ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA’s Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes. 511 IAC 7-42-11.

Technology needs for remote learning -

Students who are unable to attend school in person may have unique needs. The IEP team should include in discussion the unique needs of the student who is unable to attend in person. Access to a device (such as a chromebook) to access instruction and assignments should be considered. For students who do not have access to the internet at home, other solutions should be discussed - including packet-based assignments, phone, email support, etc.

Special Transportation

If “special transportation” is necessary in order to provide FAPE for a student with a disability, that service should be listed in the student’s IEP related services. This service will be provided in accordance with the district’s transportation plan to ensure safety for all students, including those with disabilities.

Medical/Nursing Services

Student-specific medical and nursing services are included in the student’s health care plan. Medical and nursing services will be provided through implementing steps to reduce contact and increase cleaning/disinfecting of supplies and surfaces.

Parentally-placed students with disabilities attending nonpublic schools

Students with disabilities who have been parentally-placed into nonpublic schools that lie within the district boundaries will receive special education services and support per the student’s Service Plan. The TOR will

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	<p>continue to collaborate with team members (parents and nonpublic school representatives) to ensure the special education services and supports meet the unique needs of the student while following safety protocols of the nonpublic school and public school plans.</p> <p>Unique Operating Conditions</p> <p>The delivery of special education services and supports often requires unique conditions for service delivery (special education setting, small group, 1:1 therapy). Steps taken to maximize safety and to minimize the potential spread of virus for staff and students include:</p> <ul style="list-style-type: none"> ● intensify cleaning and disinfecting of equipment and surfaces between therapy and group sessions ● utilize spacing between students to the extent possible during small group and pull out services ● instruct, observe, and provide hand-over-hand support for students during hand washing ● Minimize the number of individuals interacting with medically fragile students through providing in-classroom services when appropriate, limiting time in hallways to when few or no other students are in the hallway, and limiting time spent in large venues such as the cafeteria ● Staff who are providing services that require exposure to student bodily fluids (bathrooming care) should wear a mask, wear gloves, and wash hands and arms immediately afterwards ● Considerations for students with hearing and speech disabilities that may require adaptive face masks -- If face masks are used that inhibit the student’s ability to see/hear instruction, the school will work to provide adaptive face masks for that student and staff. The school will work in collaboration with the student’s parent and IEP team to discuss this need
<p style="text-align: center;">Food Service</p> <div style="text-align: center;">  </div>	<p>Food Preparation and Meal Service Requirements</p> <p>New Castle High/Middle School</p> <ul style="list-style-type: none"> ● Provide training for secondary food service staff on the standard operating procedure for transporting meals. <ul style="list-style-type: none"> ● Provide staff with a detailed schedule of touch point cleaning and disinfecting. ● Modify hours of employees if necessary due to changes. ● Eliminate cash handling at the cashier station to reduce contamination. ● Utilize spaced seating to the extent practical. ● Follow USDA guidelines and regulations in accordance with NSLP and NSBP.

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	<ul style="list-style-type: none"> ● Food Service Kitchen, Kitchen Equipment and Cafeteria will not be made accessible to outside parties without a ServSafe Certified employee on hand during use. ● Restrict ice machines for use by trained food service personnel. <p>Elementary Schools</p> <ul style="list-style-type: none"> ● Provide training for elementary food service staff on effective methods of cleaning and sanitizing food service surfaces and equipment, symptoms of COVID-19, prevention techniques, health department guidelines, and district/school procedures prior to the start of the school year. ● Provide training for elementary food service staff on the standard operating procedure for transporting meals. ● Provide staff with a detailed schedule of touch point cleaning and disinfecting. ● Modify employee hours if necessary due to the changes. ● Eliminate cash handling at the cashier station to reduce contamination. ● Print and disburse bar code name badges and lanyards to students prior to the first day of school. ● Breakfast service will be delivered to the classroom by food service staff and teachers will document which students eat breakfast on classroom rosters. ● All food items will be wrapped, cupped or sealed for food safety and to prevent contamination during transport to the classroom. ● Follow USDA Guidelines and regulations in accordance with NSLP and NSBP. ● Food Service Kitchen, Kitchen Equipment and Cafeteria will not be made accessible to outside parties to avoid possible contamination unless a ServSafe certified employee is on hand during use.
<p style="text-align: center;">Transportation</p> <div style="text-align: center;">  </div>	<p>District/School Transportation Measures:</p> <ul style="list-style-type: none"> ○ Provide necessary training for bus drivers on effective methods of cleaning and disinfecting bus seating areas, symptoms of COVID-19, prevention techniques, and district/school procedures prior to opening school. <ul style="list-style-type: none"> ● Thoroughly clean and disinfect buses prior to opening of school using local health department approved cleaners.

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	<ul style="list-style-type: none"> ● Inspect all buses for cleanliness and safety prior to opening school. ● Communicate to parents and students prior to reopening school. ● Assign bus drivers to a single bus and/or specific route. ● When necessary, assign drivers to two morning routes and two afternoon routes to limit the number of passengers on each bus. ● Assign students to a single bus and a specific seat. ● Seat siblings together to increase capacity. ● Only students with assigned seats will be permitted to ride the bus. ● Provide face masks for bus drivers; students are required to wear face masks/coverings. ● Utilize space seating (to the extent practical), with attempts to assign one student per seat, alternating left and right positions. ● Clean and disinfect buses after morning and afternoon routes. ● Establish protocols for bus stops, unloading/loading students to minimize congregation of children from different households. ● Wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tests positive for COVID-19 or exhibited symptoms of COVID-19. ● Field trips will be allowed on a case-by-case basis and receive approval through the Corporation Office. <ul style="list-style-type: none"> ● Provide plexiglass divider at reception area in bus barn.
<p>School Operations Facility/Maintenance</p> 	<p>District/School Measures:</p> <ul style="list-style-type: none"> ● Provide necessary training for maintenance and custodial staff on effective methods of cleaning and disinfecting work, play, and seating areas, symptoms of COVID-19, prevention techniques, and district/school procedures. ● Provide local health department approved hand soap and hand sanitizer with at least 60% alcohol and paper towels in all bathrooms, classrooms, and frequently trafficked areas.

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	<ul style="list-style-type: none">● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread and recognize COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.● Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.● Have masks and other appropriate PPE available for staff.● Encourage students to bring hand sanitizer and face masks/coverings to use from home.● Have hand sanitizer and cleaning wipes available for students and staff located in each classroom and in key locations throughout each building.● Provide Plexiglass barriers at first point of contact in each building.● Take steps to ensure all water systems and features are safe.● Install water bottle fillers throughout each building.● Turn off water fountains and provide bottled water or allow students and staff to bring water bottles from home.● Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff. <ul style="list-style-type: none">● Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks.
<p>Afterschool Programming (Latchkey)</p> 	<ul style="list-style-type: none">● Afterschool Programs (Latchkey) conducted in New Castle Schools will adhere to the same protocols as the New Castle School Corporation.

New Castle Virtual Academy 2021-2022 (updated 5/20/21)

*This plan is subject to change and will be modified to best meet the needs of our students, staff, & families. The same curriculum and pacing guides will be used in both our Virtual Academy and in-person classroom learning forums. **If there is a planned virtual day of learning or a corporation closure due to weather, students attending in person learning will be transferred to the Virtual Academy framework on those days and will retain their current teachers and classes. Current Virtual Students will remain with their Virtual Teacher.***

	4-6	7-12
Virtual Student's Teacher	<ul style="list-style-type: none"> Virtual students will be assigned a virtual teacher from the same grade level in the corporation but <u>not necessarily a teacher from their home school.</u> 	<ul style="list-style-type: none"> Virtual students will be assigned a virtual daily schedule to follow with their assigned teachers.
Student/Teacher Contact	<ul style="list-style-type: none"> Contact may be from LIVE interaction in their class, posting of assignments, email, or through a classroom communication APP (Ex: REMIND) with the teacher. 	<ul style="list-style-type: none"> Contact may be from LIVE interaction in the student's class, posting of assignments, email, or through a classroom communication APP (Ex: REMIND) with the teacher.
Family Support	<ul style="list-style-type: none"> Virtual families will be invited to meet with their classroom teacher before school starts to get chromebooks, materials and to familiarize families and students with the online learning platform. Virtual Students will receive Free Breakfast and Lunch Virtual Students may attend Latchkey after school programming. Tech Support will be provided as needed 	<ul style="list-style-type: none"> Virtual families will be invited to meet with their classroom teachers before school starts to get chromebooks, materials and to familiarize families and students with the online learning platform. Students in our Virtual Academy will receive Free Breakfast and Lunch Tech Support will be provided as needed
Assessments	<ul style="list-style-type: none"> Grades 4-6 iReady formative assessment must be taken at the school of the student's Virtual teacher. Grades 4-6 Unit/classroom assessments may be assigned online to complete from home. ALL State testing must be assessed at school. 	<ul style="list-style-type: none"> Grades 7-8 students will complete NWEA assessments 3x a year in the school building. Grades 7-8 STAR Reading Assessment may be completed at home. State testing will be assessed at school Classroom assessments may be assigned online to complete AP class assessments will be given at school.
Devices	<ul style="list-style-type: none"> All Virtual students gr. 4-6 will have a school-issued chromebook Internet access will be supported as needed Family tech support will be provided by our 	<ul style="list-style-type: none"> All students will use a school-issued chromebook Internet access will be supported as needed

	<p>Tech Dept.</p> <ul style="list-style-type: none"> Family support for Virtual online platform training will be provided to start the year 	<ul style="list-style-type: none"> Family tech support will be provided by the Tech Dept. Family support for Virtual online platform training will be provided to start the year
Virtual Assignments	<ul style="list-style-type: none"> Teachers will post their basic daily schedule to help facilitate families planning their student's learning time at home. All grades 4-6 assignments will be virtual All grades 4-6 assignments will be assigned on Google Classroom w/ Math and ELA approximately 5x weekly and Science/SS approximately 2-3x weekly Specials teachers (Art/Music/PE) will link their Google Classroom and activities to the virtual classroom teacher's GOOGLE CLASSROOM 	<ul style="list-style-type: none"> All assignments will be virtual Assignments will be assigned through the use of Google Classroom and may include Moodle Students will follow their daily schedule
Assignment Completion Requirements	<ul style="list-style-type: none"> The virtual classroom teacher will set completion dates with each assignment the same as for on-site classes. 	<ul style="list-style-type: none"> Same as noted by teacher for on-site class
Instruction (Live or Recorded)	<ul style="list-style-type: none"> Reading Block lessons LIVE or recorded Math Block lessons LIVE or recorded Virtual classroom teachers will begin to include their virtual students 2-3x a week LIVE into the classroom for activities such as: morning meetings, SEL lesson, discussions, interactive read alouds, experiments, math manipulative activity, morning announcements, etc. 	<p>Various formats will be used for students to access class content and will include, but not limited to:</p> <ul style="list-style-type: none"> Participating in LIVE classes Viewing recorded lessons Viewing recorded lessons of core classes on the current day Utilizing a hybrid approach of participating in live core classes and taking PLATO courses Utilizing a combination of virtual classes and on-site Career Center classes
Attendance	<ul style="list-style-type: none"> Students who are learning virtually, will complete an attendance Google Form daily to be counted present. This Form will be posted on their Google CLASSROOM . Virtual students will be held to the same attendance expectations and procedural guidelines as stated in handbooks. 	<ul style="list-style-type: none"> Teachers will take attendance at the start of each class session daily. Virtual students will be held to the same attendance expectations and procedural guidelines as stated in handbooks.
Points of contact for virtual families	<ul style="list-style-type: none"> Virtual Classroom teacher Principal Counselor/FSS Tech Department 	<ul style="list-style-type: none"> Classroom teacher Principal Counselor/FSS Tech Department
Parent	<ul style="list-style-type: none"> Parent check-in will occur virtually every 2 weeks by the Virtual classroom teacher. 	<ul style="list-style-type: none"> For grade 7 families, parent conferences will occur virtually every 2

Communication/Contact	<ul style="list-style-type: none"> • Counselor/FSS will check in with the parents/families as needed on the off week of the parent virtual meeting. • Principal contact as needed • All communication will be tracked on a common log for each building 	<p>weeks with the student's "homeroom" teacher</p> <ul style="list-style-type: none"> • Counselor/FSS will check in with the parent on the off week of the parent virtual meeting. • For grades 8-12, parent conferences will be held virtually on a rotational basis with one of the student's teachers contacting parents every week starting week 3. • Counselor/FSS will check in with the parent every 3 weeks • Principal will contact parent as needed • All communication will be tracked on a common log for each building
Social Emotional Learning (SEL)	<ul style="list-style-type: none"> • Rethink SEL program assignments assigned possibly 1x a week as the program develops • Counselor /FSS may plan a Google Meet (formerly ZOOM) with individual and small groups of students for SEL support 	<ul style="list-style-type: none"> • Counselor/FSS may plan a Google Meet (formerly ZOOM) with individuals and small groups of students.
MS/HS Elective Classes and LABS		<ul style="list-style-type: none"> • Juniors and seniors will be scheduled individually. A limited number of elective classes will be available as the student schedule allows. • Freshmen and sophomores will receive predetermined schedules • Emphasis will be on student understanding of skills taught vs practicing the skills
IEP Compliance	<ul style="list-style-type: none"> • All IEP students will have an IEP conference to determine the educational plan that best meets the needs of the student 	<ul style="list-style-type: none"> • All IEP students will have an IEP conference to determine the educational plan that best meets the needs of the student
ELL Compliance	<ul style="list-style-type: none"> • Sherri Bergum, Curriculum Director, is the contact person for all ELL support • Parent contact will be made to determine supports needed. 	<ul style="list-style-type: none"> • Sherri Bergum, Curriculum Director, is the contact person for all ELL support • Parent contact will be made to determine supports needed.
Extra Curricular /Co Curricular Activities	<ul style="list-style-type: none"> • Virtual students will be permitted to participate in extracurricular and cocurricular activities. 	<ul style="list-style-type: none"> • Virtual students will be permitted to participate in extracurricular and cocurricular activities.
Breakfast/ Lunch	<ul style="list-style-type: none"> • All New Castle Schools students including virtual students will receive free breakfast and lunch daily. 	<ul style="list-style-type: none"> • All New Castle Schools students including virtual students will receive free breakfast and lunch daily

	<ul style="list-style-type: none"> • Virtual students may come in every day and pick up the meal that the cafeteria is serving for lunch and then they will receive a breakfast for the next day. Elementary virtual students can pick up at the elementary of their choice. • Designated times for this pickup of meals will be determined and communicated to families. 	<ul style="list-style-type: none"> • Virtual students may come in every day and pick up the meal that the cafeteria is serving for lunch and then they will receive a breakfast for the next day. Secondary students will be required to pick up meals at their assigned schools so compliant meals are distributed. • Designated times for this pickup of meals will be determined and communicated to families.
<p>After School Care</p>	<ul style="list-style-type: none"> • All virtual students may also attend after school care (Latch Key) at the schools that offer this programming. (Parker, Eastwood, Riley, Westwood) 	