

HAMILTON SOUTHEASTERN SCHOOLS

# REOPENING PLAN



EMPOWERING STUDENTS.  
INSPIRING ACTION.

UPDATED: JULY 10, 2020

**INTRODUCTION ..... 1**

**MITIGATING SPREAD ..... 1**

- Face Coverings
- Screening Procedures
- COVID Response Protocols
- Enhanced Cleaning
- COVID Training
- School Volunteers and Guests

**FACILITY MODIFICATIONS ..... 5**

- Protective Barriers
- Classroom Seating
- Signage
- Water Bottle Filling Stations
- Hand Sanitizer Stations
- COVID Isolation Rooms
- Building Ventilation

**STUDENT TRANSPORTATION..... 7**

- Seating on the Bus
- Bus Drop-off
- Bus Sanitization
- Car Drop-off/ Pick-Up

**FOOD SERVICES..... 8**

**ON-SITE LEARNING**

**Elementary (PreK-4): ..... 8**

- Large Group Gatherings
- Recess
- Study Trips
- Related Arts
- Passing Periods
- Social and Emotional Supports

<u>Intermediate (5-6):</u> .....	10
Large Group Gatherings	
Recess	
Study Trips	
Related Arts	
Passing Periods	
Social and Emotional Supports	
<u>Junior High (7-8):</u> .....	11
Large Group Gatherings/ ECA	
Study Trips	
Passing Periods	
Social and Emotional Supports	
<u>High School (9-12):</u> .....	13
Large Group Gatherings/ ECA	
Study Trips	
Passing Periods	
Social and Emotional Supports	
Hybrid Option	
<b>VIRTUAL INSTRUCTION</b> .....	16
PREK - 8	
High School	
Access	
Teacher Training	
<b>EXCEPTIONAL LEARNERS</b> .....	17
Face Coverings	
Case Conference Committee/ 504 Meetings	
Resource Programs and Therapies	
Study Trips	
Transition Students	
Extended School Year Services	
Program Class Updates and Precautions (FAP, Lifeskills, CFL, FIATS)	

Sensory Room Protocols  
HSE Preschool of the Natural Sciences..... 20

**THE ROLE OF FAMILIES ..... 20**

## INTRODUCTION

Beginning in March 2020, Hamilton Southeastern Schools joined other educational institutions around the world to ensure the health and safety of students and staff. The following plan has been approved for a reopening of school in-person, five-days-a-week, beginning on Wednesday, August 5, 2020. This plan includes a virtual instruction option for students who are unable to return on-site.

HIGH SCHOOL	7:30 a.m. - 2:30 p.m.
INTERMEDIATE/ JUNIOR HIGH	8:00 a.m. - 3:00 p.m.
ELEMENTARY	9:00 a.m. - 3:30 p.m.

"Early Release Mondays" have been eliminated for the 2020-21 school year.

## MITIGATING SPREAD

Hamilton Southeastern Schools continues to monitor the spread of COVID-19. With more than 25,000 students and employees, we all play an important role in minimizing the risk and impact to each other and our operations. The health and safety of students and staff is our top priority. As a result, HSE Schools will implement a variety of measures to keep everyone as safe as possible.

## FACE COVERINGS

All students and staff are expected to wear a face covering. HSE Schools will provide one (1) washable face mask to each student. Families are encouraged to provide their student with their own face covering. Properly worn face masks (covering the nose and mouth) will be expected at the following times:

- on the buses
- entering and exiting school buildings
- in the health clinic
- during passing periods
- in the restrooms
- in classrooms, except when exempted by the teacher (see examples)
  - Face coverings may be removed when:
    - class is being held outside and distancing can be maintained.
    - during quiet classroom time when there is no talking and students can stay distanced.
    - when students are distanced and all facing the same direction.
    - when there is a small group of students in the classroom that can distance.



- Face coverings should fit snugly but comfortably against the side of the face.

- Make sure you can breathe while wearing the face covering.



- Use the ties or ear loops to take off your mask.

- Wash and dry face coverings daily.

**EXAMPLES OF FACE COVERINGS**

A face shield will be available to all staff and may be required for some individuals.

## SCREENING PROCEDURES STUDENTS

It is the expectation of parents to send only healthy students to school each day.

- Prior to the start of the school year, families will complete a waiver indicating they will **NOT** send their child(ren) to school throughout the year, if they exhibit the following symptoms:
  - Temperature of 100.4 or greater
  - Shortness of breath or difficulty breathing
  - Repeated shaking with chills
  - Sore throat
  - New loss of taste or smell
  - Cough
  - Rash
  - Nausea
  - Diarrhea
  - Muscle pain
  - Congestion or runny nose



If your student has diagnosed allergies, asthma or other chronic health conditions that would exhibit COVID-like symptoms, we encourage you to discuss this matter with your physician for any needed recommendations to return and attend school.

## **STAFF**

- Staff will participate in a screening process 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 RESPONSE PROTOCOLS**

Plans and procedures have been developed in collaboration with Fishers Health Department, Indiana State Department of Health and the Indiana Department of Education. These guidelines are fluid and are likely to change as we receive more information and work our way through the school year. Please be patient and flexible.

## **EXHIBITING COVID SYMPTOMS**

- If a student or staff member presents with symptoms consistent with COVID-19, the individual 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 would need to stay home for 10 days and be fever-free for 72 hours without the use of fever-reducing medication.

## **CONTACT TRACING**

- HSE Schools will immediately contact Fishers Health Department upon learning of a positive COVID case among student body or staff. The Indiana State Department of Health will lead contact tracing and case investigation in consultation with FHD.

## **SCHOOL CLOSURE**

- Decisions on whether part of a school or an entire school will need to close will be made in consultation with the Fishers Health Department 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. According to the Centers for Disease Control and Prevention (CDC), schools MAY need to close for two to five days, but the case investigation will ultimately determine the most appropriate actions.

### ENHANCED CLEANING

HSE Schools will be utilizing enhanced cleaning and disinfecting procedures in all buildings. Custodial crews will focus on “high touch” points in common areas throughout the school day where bacteria or viruses are most likely to be transmitted, which include but not limited to:

- Desks, chairs, tables
- Door handles and push plates
- Stair rails
- Water bottle refilling stations
- Lockers
- Restrooms
- Office equipment
- Electrostatic disinfectants for intense after-hours cleaning of hallway furniture and playground equipment will be used in buildings as needed.

### COVID TRAINING

All staff will be provided training on safety protocols related to the prevention and transmission of COVID and the proper hygiene protocols necessary for prevention.

### SCHOOL VOLUNTEERS AND GUESTS

The following school visitor/ volunteer activity is **suspended** until further notice:

- Lunch Visitors
- Classroom Volunteers
- Oasis Tutors

The following service providers will be **permitted** to visit buildings, but must follow and meet all health and safety protocols:

- School Resource Officers
- Mentors
- Vendors
- Contractors
- CurioCity Guest Speakers
- Mental Health Providers
- Community Health Network
- PTO Board Members
- YMCA
- Mudsock Youth Athletics
- College Reps/ Armed Forces/ College Recruiters
- Student Teachers
- Band/ Choir/ Orchestra Professionals
- Rental Agreement Users

Buildings will designate one point of entry/ exit for the following:

- Late drop-off/ early pick-up of students
- Delivering student belongings



**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.

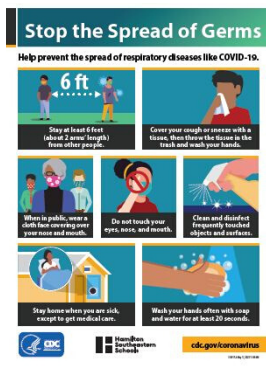


**CLASSROOM SEATING**

- Every effort will be made to socially distance students in the classroom. Seating may be arranged to all face the same direction and/or be spaced as far apart, when possible.
- Soft, institutional grade furniture that the district has purchased will remain in classrooms and building common areas. All "soft/porous" surfaced furniture not purchased by the district will be removed.

**SIGNAGE**

The Center 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 have been equipped with free-standing hand sanitizer stations that can be placed where administrators feel they are most useful.



### **COVID ISOLATION ROOMS**

There will be a separate, designated area created in all buildings for anyone who presents signs or symptoms of COVID-19.

### **BUILDING VENTILATION**

All buildings will open with new, clean air filters. As standard practice, air quality will be continuously monitored. HSE Schools is a two-time recipient of the Clean Air Award, a program created by the National Air Filtration Association.

## **STUDENT TRANSPORTATION**

- Students are expected to wear a face covering on the bus.
- If a student does not have a face covering while riding the bus, a mask will be provided by the driver.
- If a student repeatedly does not have a face covering, notification to the family will be made.
- Drivers will monitor students (as safely as possible) to ensure all students are wearing a face covering while riding the bus.
- Considerations will be made for students with sensory issues that would prevent them from wearing a face covering or face shield.

## **SEATING ON THE BUS**

- Grades K-8 will have assigned seats. This assignment will be based on the student's morning bus stop. Families will be seated together when possible.
- Students will load the bus in the morning from back to front.
- While it is not possible to load the bus in this manner in the afternoon, students will be required to go directly to their seat.

## **BUS DROP-OFF**

- To limit further contact exposure, building administrators may use multiple entry points into the building from the bus parking area. Supervision will be provided.

## **BUS SANITIZATION**

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

## **CAR DROP-OFF/ PICK-UP**

- Traffic patterns around each school building will be monitored for issues associated with an increase of student car riders.
- Multiple entry points into the building may be assigned to encourage social distancing.
- Students are expected to wear a face covering when entering and exiting the building.

## **FOOD SERVICES**

- Students will wash their hands prior to breakfast and lunch.
- Students are expected to wear a face covering while in the serving line. Face coverings may be removed once students are seated and ready to eat.
- Floor decals have been installed to help students maintain social distancing while in the serving line.
- Food choices will be streamlined and safely packaged. Choices will still include hot and cold options.
- All food and beverage items, including condiments and utensils will be served by cafeteria staff to reduce high-touch points.
- Breakfast will be served by cafeteria staff. Students will eat breakfast in the cafeteria maintaining social distancing.
- Cohorts will stay together in addition to assigned seating areas (Grades K-6).
- Students may eat lunch in the cafeteria, LGI, gymnasiums, courtyards or other large group spaces to allow for social distancing. These space configurations will vary by building.
- Plexiglass shields will be utilized at all cashier stations.
- Barcode/ID scanning system will replace touch keypads at all grade levels.
- Cafeteria staff will be required to wear a face covering at all times.
- All cafeteria tables and serving lines will be cleaned between lunch periods.

## **ON-SITE LEARNING**

### **ELEMENTARY (PREK - 4)**

- The school calendar will be consistent with that adopted by the School Board for the current school year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A virtual instruction option is available to families who may feel more comfortable having their student remain at home.

## **LARGE GROUP GATHERINGS**

The following activities will **not** occur in a face-to-face setting until further notice:

- Back-to-School/ Meet the Teacher
- Kindergarten Open House
- Ice Cream Social
- Grade-level Student Orientation
- Building Fundraisers/ PTO-sponsored Events
- Parent-Teacher Conferences

Some of the listed events may be conducted virtually at the building or classroom-level via live streaming, video conferencing, "flipping" and/or digital recording. The buildings will provide more information on the future of these events.

- Clubs, academic competitions, school productions and exhibitions typically occurring in the fall will be postponed until the spring.

### **RECESS**

Classroom cohorts will stay together and play in established zones (playgrounds, fields, etc.) Cohorts will rotate zones throughout the week.

### **STUDY TRIPS**

All study trips are **suspended** with the exception of the following:

- Conner Prairie
- Nature First (Ritchey Woods)
- Community Based Instruction (CBI) - Department of Exceptional Learners
  - Bus seating procedures will follow morning and afternoon guidelines for all study trips.
  - Students are expected to wear a face covering during the study trip experience when social distancing cannot be maintained.
  - Parents will have full discretion if their student attends a study trip.
  - All chaperones for study trips will follow safety guidelines.

### **RELATED ARTS**

- Students will attend Related Arts classes as normal for in-person instruction.
- Each building will create a schedule to allow for cleaning of Related Arts' facilities between classes.

### **SOCIAL AND EMOTIONAL SUPPORTS**

Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.

- Assistance will be provided for students needing additional support.
- If you have concerns about your student's return to school, contact your student's school counselor.

## **ON-SITE LEARNING**

### **INTERMEDIATE**

- The school calendar will be consistent with that adopted by the School Board for the current school year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A virtual instruction option is available to families who may feel more comfortable having their student remain at home.

## **LARGE GROUP GATHERINGS**

The following activities will **not** occur in a face-to-face setting until further notice:

- Back-to-School/ Meet the Teacher
- Building Fundraisers/ PTO-sponsored Events
- Ice Cream Social
- Parent-Teacher Conferences
- Grade-level Student Orientation

Some of the listed events may be conducted virtually at the building or classroom-level via live streaming, video conferencing, "flipping" and/or digital recording. The buildings will provide more information on the future of these events.

- Clubs, athletics, academic competitions, school productions and exhibitions typically occurring in the fall will be postponed until the spring.

## **RECESS**

Classroom cohorts will stay together and play in established zones (playgrounds, fields, etc.) Cohorts will rotate zones throughout the week.

## **STUDY TRIPS**

All study trips are **suspended** with the exception of the following:

- Community Based Instruction (CBI) - Department of Exceptional Learners
  - Bus seating to follow the same morning and afternoon guidelines for all study trips.
  - Students are expected to wear a face covering during the study trip experience when social distancing cannot be maintained.
  - Parents will have full discretion if their student attends a study trip.
  - Chaperones for study trips will follow safety guidelines.

## **RELATED ARTS**

- Students will attend Related Arts classes as normal for in-person instruction.
- Each building will create a schedule to allow for cleaning of Related Arts' facilities between classes.
- The use of face shields for music and choir is being evaluated.

## **PASSING PERIODS**

- Students are expected to wear a face covering while in the hallways.
- Passing periods may be adjusted, and flexibility will be given to students using this time for increased hygiene protocols.
- Buildings will take measures to lessen congestion in hallways and improve conditions for social distancing.

## **SOCIAL AND EMOTIONAL SUPPORTS**

Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.

- Assistance will be provided for students needing additional support.
- If you have concerns about your student's return to school, contact your student's school counselor.

## **ON-SITE LEARNING**

### **JUNIOR HIGH**

- The school calendar will be consistent with that adopted by the School Board for the current school year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A virtual instruction option is available to families who may feel more comfortable having their student remain at home.

## **LARGE GROUP GATHERINGS**

The following activities will **not** occur in a face-to-face setting until further notice:

- School Preview
- Building Fundraisers/ PTO-sponsored Events
- Registration
- Parent-Teacher Conferences

Some of the listed events may be conducted virtually at the building or classroom-level via live streaming, video conferencing, "flipping" and/or digital recording. The buildings will provide more information on the future of these events.

- When Phase III of the IHSAA protocols begin (tentatively on August 15, 2020), school-sponsored large group gatherings are subject to revised guidelines pertaining to screening procedures, social distancing, face coverings and number of attendees. These events include:
  - Athletic Events/ Competitions
  - Performing Arts Productions
  - Other large gatherings of clubs or organizations

### **STUDY TRIPS**

All study trips are **suspended** with the exception of the following:

- Community Based Instruction (CBI) - Department of Exceptional Learners
  - Bus seating to follow the same morning and afternoon guidelines for all study trips.
  - Students are expected to wear a face covering during the study trip experience when social distancing cannot be maintained.
  - Parents will have full discretion if their student attends a study trip.
  - Chaperones for study trips will follow safety guidelines.

- Camp Tecumseh will tentatively move to spring, determination of future date will be made at a later time.
- Buildings will work with organizers of Washington, D.C. trip to determine feasibility.

### **PASSING PERIODS**

- Students are expected to wear a face covering while in the hallways.
- Passing periods may be adjusted, and flexibility will be given to students using this time for increased hygiene protocols.
- Buildings will take measures to lessen congestion in hallways and improve conditions for social distancing.



## **SOCIAL AND EMOTIONAL SUPPORTS**

Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.

- Assistance will be provided for students needing additional support.
- If you have concerns about your student's return to school, contact your student's school counselor.

## **ON-SITE LEARNING**

### **HIGH SCHOOL**

- The school calendar will be consistent with that adopted by the School Board for the current school year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A virtual instruction option is available to families who may feel more comfortable having their student remain at home.

## **LARGE GROUP GATHERINGS**

The following activities will **not** occur in a face-to-face setting until further notice:

- Freshman Orientation
- Open House
- Registration
- Building Fundraisers/ PTO-sponsored Events
- Parent-Teacher Conferences

Some of the listed events may be conducted virtually at the building or classroom-level via live streaming, video conferencing, "flipping" and/or digital recording. The buildings will provide more information on the future of these events.

- When Phase III of the IHSAA protocols begin (tentatively on August 15, 2020), school-sponsored large group gatherings are subject to revised guidelines pertaining to screening procedures, social distancing, face coverings and number of attendees. These events include:
  - Athletic Events/ Competitions
  - Performing Arts Productions
  - Other large gatherings of clubs or organizations

## **STUDY TRIPS**

All study trips are **suspended** with the exception of the following:

- Community Based Instruction (CBI) - Department of Exceptional Learners
- Cadet Teachers/ Internships
- College visits will be at the discretion of families.
- Out-of-state/ overnight trips must be reviewed prior to seeking approval.
  - Bus seating to follow the same morning and afternoon guidelines for all study trips.
  - Students are expected to wear a face covering during the study trip experience when social distancing cannot be maintained.
  - Parents will have full discretion if their child attends a study trip.
  - Chaperones for study trips will follow safety guidelines.

## **PASSING PERIODS**

- Students are expected to wear a face covering while in the hallways.
- Passing periods may be adjusted, and flexibility will be given to students using this time for increased hygiene protocols.
- Buildings will take measures to lessen congestion in hallways and improve conditions for social distancing.

## **SOCIAL AND EMOTIONAL SUPPORTS**

Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.

- Assistance will be provided for students needing additional support.
- If you have concerns about your student's return to school, contact your student's school counselor.



**HIGH SCHOOL HYBRID OPTION**

A plan is being investigated for high school students in which would entail having half of the students (9-12) attend on-site one day and the other half of the students attend the following day.

- Here is an example of a two-week rotation indicating when students would attend on-site:

WEEK 1	MON	TUE	WED	THU	FRI
Group A	ON-SITE	AT-HOME	ON-SITE	AT-HOME	ON-SITE
Group B	AT-HOME	ON-SITE	AT-HOME	ON-SITE	AT-HOME

WEEK 2	MON	TUE	WED	THU	FRI
Group A	AT-HOME	ON-SITE	AT-HOME	ON-SITE	AT-HOME
Group B	ON-SITE	AT-HOME	ON-SITE	AT-HOME	ON-SITE

- Students who are attending the **at-home day** may participate in **real-time** with their classes via Zoom, or may view a class through a recording of the on-site instruction.
- With half of the students in the building at any given time, the opportunity to practice social distancing during passing periods and at lunch will be increased. Additionally, in many cases, the on-site class setting will have fewer students a classroom at one time.



This model is also being reviewed for its application at Junior High level.

## VIRTUAL INSTRUCTION

### PREK - 8

A virtual instruction option is available to families who may feel more comfortable having their student remain at home.

- Virtual instruction may be conducted using **synchronous** or **asynchronous** methods.
- It is the expectation that students (PREK-8) may have live instruction via Zoom with their teachers.
  - **Synchronous instruction** takes place when a virtual learning student is able to join a live online lesson from another location and is participating in real-time with other students. Example: A student joins a Zoom meeting with their teacher and other students at 10 a.m. during their math class.
    - If participating in synchronous instruction, students will be expected to participate five-days-a-week.
  - **Asynchronous instruction** takes place when a student accesses virtual content provided by the teacher at the time of their choosing. Example: A student watches a recorded math lesson on Canvas and completes an assignment at a time the student chooses.
- If a student chooses virtual instruction, they must commit to it for at least **nine-weeks**. After each quarter, the student may continue with virtual instruction or choose to return to in-person instruction.
- Regardless if students are attending **on-site** or **virtually**, each day will count as a 'student day' with the expectation that all students are accountable for instruction.

### HIGH SCHOOL

A virtual instruction option is available to families who may feel more comfortable having their student remain at home.

- Virtual instruction may be conducted using **synchronous** or **asynchronous** methods on the student's schedule.
- It is the expectation that students (9-12) may have live instruction via Zoom with their teachers.

Students in grades 9-12 will work with their school counselor to determine an appropriate class schedule for virtual instruction.

### ACCESS

Virtual Instruction will be housed in Canvas. However, there may be times in which students will need to access other digital resources/ sites.

### TEACHER TRAINING

Teachers will be provided opportunities to work with their colleagues on Teacher Work Days to discuss and develop virtual instruction techniques.

### EXCEPTIONAL LEARNERS

The HSE Schools' Reopening Plan will be followed by all students and staff, however, there are certain additional precautions that may be put into place for students with Individual Education Plans (IEP's) or Section 504 Plans.



### FACE COVERINGS

All students are required to follow the Reopening Plan guidelines. In the event that a student may not be able to wear a mask in accordance with the guidelines set forth by HSE Schools, parents will need to determine with their healthcare provider if their student is able to attend school on-site. If not, virtual learning should be considered.

- If the student is able to attend school, but sometimes may not be able to wear a mask, the following steps should be taken:
  - Discuss the situation with your healthcare provider and share their recommendation on why the student is unable to wear a mask with building staff.
  - Determine if a face shield is a better alternative for the student.
- If the student is not able to wear a face covering or shield due to their disability and/or health condition, the building team will need to hold a Case Conference Committee meeting to determine what accommodations or strategies need to be put in the student's IEP. This IEP revision will need to take place prior to the student attending school.

- If a student does not have a medical reason and is not able to be compliant with wearing a face covering, the Case Conference Committee will determine if the student is in need of social stories, practice sessions to desensitize them to wearing a face covering or a specific behavior intervention plan regarding the wearing of a face covering.
- For situations that fall outside of the two examples listed above, building administrators will work with the Department of Exceptional Learners to determine what steps need to be taken.

### **CASE CONFERENCE COMMITTEE/ 504 MEETINGS**

- Any meeting with teachers and staff will be held virtually or via teleconferencing, if possible.
- If a parent does need to meet face-to-face with teachers and staff, all participants will be required to wear face coverings.
- Families will need to follow building safety protocols when entering a school.

### **RESOURCE PROGRAMS AND THERAPIES**

- Services will continue to the fullest extent possible in the general education classroom.
- For services provided outside of the general education classroom, students will be grouped with their current cohort group.
- All teachers and staff working with individual or small groups of students will be required to wear a face covering.
- Social distancing will take place as much as possible.

### **COMMUNITY-BASED OUTINGS AND STUDY TRIPS**

- Students will continue to participate in community-based outings and study trips, as long as health and safety protocols can be followed.
- If parents are uncomfortable with community-based outings or study trips, the student's IEP will need to be revised to reflect this change.
- Teachers will develop an alternative lessons for students who do not attend outings or study trips.

### TRANSITION STUDENTS/INTERNSHIPS/JOBS

- Students will continue to participate in transition activities, internships and jobs, as long as health and safety protocols can be followed.
- The school will make contact with the student's place of employment to be aware of their COVID procedures and what protections are required of employees.
- Students may continue with their jobs if employers are allowing. If parents do not agree with continued participation, the student's IEP will need to be revised to reflect the change in services.
- Bus cleaning protocols will be followed.

### EXTENDED SCHOOL YEAR SERVICES (ESY)

- Students currently participating in Extended School Year (ESY) services virtually will continue to do so.
- Transition ESY services and any ESY in-person services may begin on July 20, 2020. Families should work with their current Teacher of Record for questions.
- Teachers and staff must wear PPE when working with students.
- Students are expected to wear a face covering in the hallways, restrooms, common areas and while entering and exiting the building.
- All surfaces and materials will be cleaned.
- Students will not share classroom materials.
- Social distancing guidelines will be followed if students are attending ESY with a group.

### PROGRAM CLASS UPDATES AND PRECAUTIONS (FAP, LIFESKILLS, CFL, FIATS)

- Students who participate as a high school peer tutor will be asked to wear a face covering.
- Instructional assistants and teachers will wear a face covering or a shield at all times.
- High school teachers will rotate to the different classrooms, while students will remain in one room as much as possible.
- Outdoor learning opportunities will be utilized.

### SENSORY ROOM PROTOCOLS

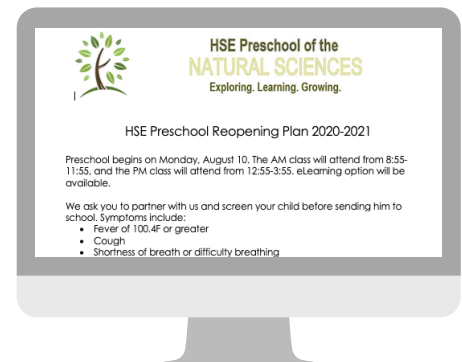
- Items that are not easily cleaned will be removed (i.e. upholstered furniture, pillows, bean bags, etc.)
- It is recommended that each student have their own basket of sensory items.

## HSE PRESCHOOL OF THE NATURAL SCIENCES

The Preschool of the Natural Sciences for HSE Schools is based on the belief that children are naturally curious and eager to learn. This unique program is designed for children ages 3 to 5-years-old, who are not of kindergarten age. This is a critical period of time for our youngest learners and an opportunity to support their growth by marrying authentic and thoughtful project work in the natural science areas with foundational academic skills.

In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing starting on **Monday, August 10, 2020.**

- Students in the **AM Class** will attend in-person from **8:55 a.m. - 11:55 a.m.**
- Students in the **PM Class** will attend in-person from **12:55 p.m. - 3:55 p.m.**
- A virtual learning option is available to families who may feel more comfortable having their student remain at home.



Click the image for more reopening information.

## THE ROLE OF FAMILIES

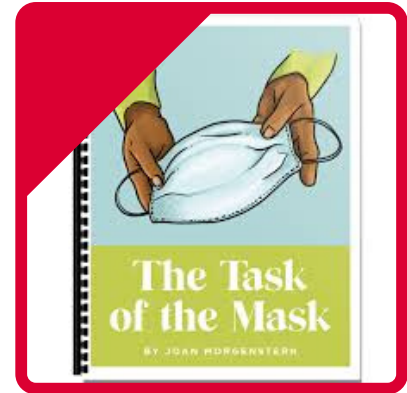
As we plan for a return to school, students may feel a bit of anxiety or fear about all of the changes. Teachers and staff will do their best to make sure that families are aware of the procedures and safety protocols to help prevent the spread of COVID-19. Listed below are some resources that may be helpful and be on the lookout for videos and new information as we get closer to the start of school.

- Begin talking with your child now about what some of the changes might be when they return to school. Here is a resource that can assist you in [this conversation](#).
- Be mindful of how you talk about the return to school. The words you use can either heighten or reduce your child's stress, fear or anxiety. Try to stay calm and be positive to help increase their outlook and offer time for them to talk to you about their concerns and/or questions.



- Talk with your child about the different strategies they can practice that will help keep them safe. Explain social distancing, the why behind wearing a mask and hand washing.

- Resources from Conscious Discipline:
  - [The Task of the Mask](#)
  - [Social Distancing](#)
  - [Handwashing](#)
- Digital Books:
  - [Going Back to School](#)
  - [Welcome Back to School](#)



- Help your child increase their comfort level around wearing a face covering by having them practice at home. Start out by having them wear the mask for short periods of time and gradually increase this.
- Help your child get back into a regular school routine by instituting earlier bedtime and wake time routines at least one week before school starts.
- Common developmental reactions of children and how you can support:
  - [Preschool](#)
  - [Elementary and Intermediate](#)
  - [Junior High and High School](#)

It would not be unusual for your child to display some out of characteristic behaviors during this time of transition. Do your best to approach these behaviors in a supportive, yet consistent manner.

As always, we are here to support you and help make this a smooth transition, please reach out to your child's school counselor if you have concerns or questions.

