



Harlan Community School District

**2020-2021
School Year**

Return to School **Plan**

All HCSD Students will return to school

On August 24, 2020

Students will receive direct instruction from their classroom teacher
with appropriate health and safety measures in place



Joined As One



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INTRODUCTION

The Iowa Department of Education charged each public school with creating a plan that will govern how the district will be implementing various strategies to ensure the safety of students, staff members, and visitors to our schools while providing quality educational experiences for our students. The IDOE asked that we prepare plans for three potential delivery scenarios as part of the R2L plan: Remote Required Continuous Learning, Blended/Hybrid Learning, and In-Person Learning. The goal is that student learning will be maximized regardless of how the pandemic has affected our local community because we are ready for all eventualities and we are prepared to transition among these plans as necessary. Regardless of the delivery system being used, all students are required to participate, attendance is taken, work is graded, and credit is earned.

The Remote Required Continuous Learning model is designed to provide learning opportunities to students remotely. This could include delivery of live (real-time) instruction via a digital delivery platform or recorded instruction that is delivered through a digital platform. This model will include a variety of interactive elements between student, teacher, and parent/guardian. The In-Person Learning Plan is the model that we are most familiar with and includes students receiving instruction in-person and on-site from their teachers. The Blended/Hybrid Plan is a combination of the In-Person and Remote Continuous and is designed to respond to specific situations.

District administrators, teachers, counselors, nurses, nutrition staff, technology staff, buildings and grounds staff, human resources staff, activities department staff, and transportation staff are all working together to create solutions to the complex problems this pandemic has presented. We will need help from our parents and community in executing these plans. You can assist in the process by showing your support of the plans even if you may not agree with all aspects. You can help by transporting your child(ren) to school to create more space on the buses. You can help by providing assistance to your student(s) when/if they are asked to work from home in the Blended/Hybrid or Remote Continuous model. You can help by encouraging your student(s) to wear their face covering to protect others and you can help by keeping your student(s) home if they don't feel well or if they are displaying COVID-19 symptoms.

Our main focus is to keep students and staff safe while working to stay in an in-person learning model for as long as possible. This will require give and take on the part of all stakeholders. We are stronger together! Let's all do our part to make this school year a huge success.

Respectfully,

Lynn Johnson

Section 1: Infrastructure:

During the 2020-2021 school year, the HCSD Calendar and Daily Schedule will prioritize:

- Maximum learning time within the school day.
- Uninterrupted instructional days in a face-to-face manner even if face to face learning must occur in a remote learning manner.
- Creation of Face-To-Face Remote Learning Schedule for Required Learning.
- Face-to-Face meetings for all students to ensure access for all learners.

Consideration	Remote Continuous Learning & Blended/Hybrid Model
1:1 - School Start Time & Dismissal	<p>Our daily calendar will be modified for the 2020-2021 School Year:</p> <ul style="list-style-type: none"> ● Full Return & Hybrid Model: <ul style="list-style-type: none"> ○ Start of School Day for all buildings: 8:00 AM ○ Dismissal will be staggered: <ul style="list-style-type: none"> ▪ Elementary starting at 3:05 ▪ MS/HS 3:10 - 3:15 PM ● Remote Continuous Learning: <ul style="list-style-type: none"> ○ Start of School Day: 8:30 AM ○ Dismissal: 3:00 PM
1:2 - School Calendar	<ul style="list-style-type: none"> ● First Day of School: August 24, 2020 ● First Day of Preschool: August 24, 2020 ● Last Day of School: May 21, 2021-May 28, 2020 based on snow/tournament days ● Senior Last Day of School: May 14, 2021 ● Graduation: May 16, 2021
1:3 - Remote Continuous Learning (100% on-line learning model)	<p>MIDDLE SCHOOL/HIGH SCHOOL BUILDING:</p> <p>6th-12th grade</p> <ul style="list-style-type: none"> ● Staff will provide synchronous and asynchronous learning online for students to view and related homework/activities to complete. <ul style="list-style-type: none"> ○ Instruction will occur with a combination of live and recorded lessons. ○ Students are expected to attend live sessions (attendance will be taken) and can access recorded lessons as necessary. ○ Staff Members will have regular contract hours (instruction from 8:30-11:40 and office hours from 12:30-3:00 for instructing small groups, reteaching, skill building, enriching, and capturing lost curriculum from previous year). <p>ELEMENTARY BUILDING:</p> <p>Kindergarten - 5th grade</p> <ul style="list-style-type: none"> ● Staff will provide synchronous and asynchronous learning online for SEL, literacy, math, and science/SS. ● Students will have opportunities for large and small group instruction to meet their needs. (intervention, SDI, tag etc.) ● Specials will provide lessons at their designated day and time. ● Teachers will provide feedback & coaching in live and written formats. <p>Preschool</p> <ul style="list-style-type: none"> ● Staff will provide recorded lessons online for students to view, and related homework/activities to complete. PK 3x per week content videos in the same areas as K-5. <ul style="list-style-type: none"> ○ Literacy 15 min/day, 3 days/week ○ Numeracy 15 min/day, 3 days/week ○ SEL 15 min/day, 3 days/week ○ Specials, 1 activity idea per week Per special (Art, music, guidance and P.E.)

1:4 - Blended/Hybrid Learning

ELEMENTARY/ MIDDLE SCHOOL / HIGH SCHOOL (PK-12)

- An alternating day hybrid schedule will be utilized to allow for half-capacity of students to be in the building all 5 days.
- The weekly schedule is as follows:
 - Group “A” students will be in school 3 days the first week and 2 days the following week.
 - Group “B” students will be in school 2 days the first week and 3 days the following week.
- Students in the same family unit will attend school on the same day. This will be determined by using the first initial of the youngest child’s last name.
- Students will have the opportunity to engage in distance learning activities and independent learning activities/projects when they are scheduled to be learning at home.
- Students will have access to distance learning opportunities by accessing the school videoconferencing methods (Zoom or Google Meet).
- Students will have opportunities to fully participate during class discussion and feedback portions of distance learning.
- Class sessions will also be recorded for students who may not be able to attend.

District-wide Schedule:

WEEK 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Group A	Group B	Group A	Group B	Group A
WEEK 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Group B	Group A	Group B	Group A	Group B

1:5 - In Person Learning

- HCS D will utilize our district calendar for the entire school year and to provide learning opportunities. Circumstances may require board request and approval to make changes to the district calendar in order to accommodate and maximize learning opportunities.

Section 2: Instructional Learning – Remote Continuous Learning

During the 2020-2021 school year, the HCSD Instructional Planning will prioritize:

- In-Person learning opportunities for students to receive instruction each day.
- Opportunities for students to ask questions regarding the content taught each day.
- Instruction of grade level curriculum accompanied with appropriate ‘point of instruction’ review materials.
- Formative and summative assessment opportunities.

Consideration	Remote Continuous Learning																																			
2.1: Class Schedule	<ul style="list-style-type: none"> • MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Schedule will be a block schedule concept. ○ Teachers will provide instruction through Zoom and/or Google Meet during the blocked times. Office hours will be used for instructing small groups, reteaching, skill building, enriching, and capturing lost curriculum from previous year. <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="background-color: yellow;">7:45-8:30</td> <td style="background-color: yellow;">Teacher Plan</td> <td style="background-color: lightblue;">7:45-8:30</td> <td style="background-color: lightblue;">Teacher Plan</td> </tr> <tr> <td style="background-color: yellow;">8:30-9:10</td> <td style="background-color: yellow;">1st hour</td> <td style="background-color: lightblue;">8:30-9:10</td> <td style="background-color: lightblue;">2nd hour</td> </tr> <tr> <td style="background-color: yellow;">9:20-10:00</td> <td style="background-color: yellow;">3rd hour</td> <td style="background-color: lightblue;">9:20-10:00</td> <td style="background-color: lightblue;">4th hour</td> </tr> <tr> <td style="background-color: yellow;">10:10-10:50</td> <td style="background-color: yellow;">5th hour</td> <td style="background-color: lightblue;">10:10-10:50</td> <td style="background-color: lightblue;">6th hour</td> </tr> <tr> <td style="background-color: yellow;">11:00-11:40</td> <td style="background-color: yellow;">7th hour</td> <td style="background-color: lightblue;">11:00-11:40</td> <td style="background-color: lightblue;">8th hour</td> </tr> <tr> <td style="background-color: yellow;">11:50-12:30</td> <td style="background-color: yellow;">Lunch</td> <td style="background-color: lightblue;">11:50-12:30</td> <td style="background-color: lightblue;">Lunch</td> </tr> <tr> <td style="background-color: yellow;">12:30-3:00</td> <td style="background-color: yellow;">Office hours/college courses</td> <td style="background-color: lightblue;">12:30-3:00</td> <td style="background-color: lightblue;">Office hours/college courses</td> </tr> <tr> <td style="background-color: yellow;">3:00-3:45</td> <td style="background-color: yellow;">Teacher Plan</td> <td style="background-color: lightblue;">3:00-3:45</td> <td style="background-color: lightblue;">Teacher Plan</td> </tr> </table> <ul style="list-style-type: none"> • PK-5 Building <ul style="list-style-type: none"> ○ ONLINE teaching schedule ○ Core instruction - whole class instruction (SEL, literacy, math, science/SS) <ul style="list-style-type: none"> ▪ Core instruction will begin at the same time for all grade levels. ▪ Teachers will provide live lessons for each core area via Zoom. ▪ The sessions will be recorded and shared with families at the end of each school day. ○ Small group instruction <ul style="list-style-type: none"> ▪ Teachers will develop and communicate a schedule for small group instruction. ▪ Students will participate in assigned small group learning sessions for literacy, math, and intervention groups throughout the week. ○ Assigned activities, videos, assignments and other communications will be posted and shared via Google Classrooms (4th and 5th grade) and See Saw (PK - 3rd grade) and emails. ○ Teachers will provide feedback to students as work is submitted to the teacher. 				7:45-8:30	Teacher Plan	7:45-8:30	Teacher Plan	8:30-9:10	1st hour	8:30-9:10	2nd hour	9:20-10:00	3rd hour	9:20-10:00	4th hour	10:10-10:50	5th hour	10:10-10:50	6th hour	11:00-11:40	7th hour	11:00-11:40	8th hour	11:50-12:30	Lunch	11:50-12:30	Lunch	12:30-3:00	Office hours/college courses	12:30-3:00	Office hours/college courses	3:00-3:45	Teacher Plan	3:00-3:45	Teacher Plan
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2.2: Staff	<ul style="list-style-type: none"> • MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Teachers will be expected to teach their essential standards using various forms of instruction utilizing Haiku or Google Classroom and Zoom or Google Meet.. ○ All online instruction will be recorded and shared for review purposes. ○ Students who are eligible for special education services will receive specially designed instruction per the goals of their IEP through live and/or recorded instruction. 																																			

	<ul style="list-style-type: none"> ○ Staff will provide instruction from the school building taking in considerations from the CDC and IDPH guidelines. ○ Staff will adhere to normal contracted hours. ○ Student and parent communication with teachers will be made available through email and school phone. Additionally, students or parents may also request a video conference with the teacher through Zoom or Google Meet. ○ Paraeducators will assist virtually with the courses/students they support. ○ All staff will utilize masks in common spaces and practice social distancing while in the building. <ul style="list-style-type: none"> ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ All general classroom teachers will be expected to teach their essential standards through live and/or recorded instruction in SEL, Literacy, Math and Science/SS through the use of Zoom, with additional resources and activities presented with SeeSaw (K-3) and Google Classroom (4-5). ○ Students who are eligible for special education services will receive specially designed instruction per the goals of their IEP through live and/or recorded instruction. ○ Title teachers will provide reading intervention lessons to designated grades/students. ○ The TAG teacher will provide enrichment lessons to designated grades/students. ○ Core lessons will be recorded and shared for review purposes. ○ Specials teachers will follow the daily schedule as assigned. (PE, art, music, guidance, explore) ○ Paraeducators will attend online classes with the grades/students they support and hold office hours to provide additional assistance to students. . ○ All Staff will utilize masks in common spaces when on-site and will practice social distancing.
2.3: Curriculum	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Curriculum based on Iowa Core and content essential standards will be delivered using evidence-based instructional strategies. ○ Formative assessments will be used throughout the unit to guide the teacher in creating differentiated instruction and interventions to develop skills that may require additional reinforcement during the unit. ○ Students who qualify for special education services will continue to receive support as outlined by their individual education plan (IEP). ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ PK-5 will provide content area videos/live lessons daily (SEL, literacy, math, science or SS) ○ Curriculum will focus on Grade Level Essential Standards. ○ Interventions or enrichment opportunities will be designed for differentiation based on student needs in reading, math, and behavior.
2.4: Assessment	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Formative assessment will be delivered through the online learning platform (Haiku or Google Classroom). <ul style="list-style-type: none"> ▪ Formative assessments will be used as practice & feedback. ○ Summative assessments will be delivered through the online learning platform (Haiku or Google Classroom). ○ Students who qualify for special education services and 504 plans will continue to receive support as outlined by their educational plan. ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ For K-5, FASTBridge systems and diagnostic assessments will be used to guide differentiated and personalized learning three times per year. We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments. HCES staff will continue to utilize the MTSS plan and flow chart.

	<ul style="list-style-type: none"> ○ Formative assessments will be used to monitor student growth and achievement of Essential Standards. ○ For PreK, the GOLD assessment will be administered 3 times per year. ○ Students who qualify for special education services, 504, and/or Title 1 will continue to receive support as outlined by their educational plan.. ○ Students categorized as “at-risk” will complete progress monitoring measures to track their rates of improvement.
2.5: Feedback	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Written and/or verbal feedback will be provided to all students on a regular basis: <ul style="list-style-type: none"> ▪ Identify positive qualities in student work. ▪ Guide students on what steps to take to improve. ▪ Develop their capability to monitor, evaluate, and regulate their own learning. ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ Specific coaching and feedback based on student work will occur between students and teachers via Zoom, Google Classroom, SeeSaw and/or email on a regular basis or as needed.

Section 3: Instructional Learning - Blended/Hybrid Model

During the 2020-2021 school year, the HCS D Instructional Planning will prioritize:

- Face-To-Face learning opportunities for students to receive instruction each day.
- Opportunities for students to ask questions regarding the content.
- Instruction of grade level curriculum accompanied with interventions for students who need them.
- Formative and summative assessment opportunities.
- Descriptive feedback to share with students to improve in a content area or assignment.

Considerations	Blended/Hybrid Model
3.1: Rationale & Assurances	<ul style="list-style-type: none"> ● Our blended/hybrid model is designed to provide instruction while promoting social distancing within classrooms and may require a limited capacity per day. ● We will make all efforts to ensure families attend on the same days. ● We will provide synchronous and/or asynchronous learning opportunities to students who are both attending from home or in person due to recommendations from the Iowa Department of Public Health, Iowa Department of Education, and CDC.
3.1: Class Schedules	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Normal daily schedule with students alternating A and B days to allow for half-capacity. ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ Normal schedule - Students will alternate A and B days to allow for half-capacity. ○ Students not attending classes in our building will be required to participate in assigned instructional activities as provided by teachers. ○ Students will alternate coming to school every other day. When students are on their “remote” day will participate in activities that are designed by the grade level teams.

<p>3.2: Staff Information</p>	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Teachers will be expected to teach their essential standards using various forms of instruction utilizing Haiku or Google Classroom and Zoom or Google Meet. ○ All online instruction will be recorded and shared for review purposes. ○ Students who are eligible for special education services will receive specially designed instruction per the goals of their IEP through live and/or recorded instruction. ○ Staff will provide instruction from the school building taking in considerations from the CDC and IDPH guidelines. ○ Staff will adhere to normal contracted hours. ○ Student and parent communication with teachers will be made available through email and school phone. Additionally, students or parents may also request a video conference with the teacher through Zoom or Google Meet. ○ Paraeducators will assist with the courses/students they support both in person and virtually. ○ All Staff will utilize masks during instruction and in common space as well as practice social distancing. ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ Staff will provide instruction from school as students will be attending in our building on a daily basis. [Capacity will be based on state guidelines and regulations] ○ Students will be able to fully participate in class by viewing lessons and asking questions through the use of scheduled video conferencing, phone conference, or email. ○ Live sessions may be recorded and uploaded for students to review at a later time. ○ All classroom teachers will be expected to teach their essential standards in Literacy, Math, & Science. Social Studies will be embedded in these content areas. ○ Paraeducators will attend in-person classes and will provide support for students with scheduled online video conferencing. ○ Staff hours will be normal contracted time.
<p>3.3: Curriculum</p>	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Curriculum based on Iowa Core and content essential standards will be delivered using evidence-based instructional strategies. ○ Formative assessments will be used throughout the unit to guide the teacher in creating differentiated instruction and interventions to develop skills that may require additional reinforcement during the unit. ○ Students who qualify for special education services will continue to receive support as outlined by their individual education plan (IEP). ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ Essential standards (Power Standards) from the Iowa Core will be taught in Literacy, Math, & Science. Social Studies will be embedded in literacy instruction. SEL lessons will be taught by classroom teachers and the school counselor. ○ Pre-tests, diagnostic assessments, and/or formative assessment will be used to help the teacher plan for instruction and to identify critical learning that was not taught during the closure. ○ Interventions will be designed for differentiation through the content areas.
<p>3.4: Assessment</p>	<ul style="list-style-type: none"> ● Middle School/High School Building (Grades 6-12) <ul style="list-style-type: none"> ○ Formative assessment will be delivered through the online learning platform as well as in person. <ul style="list-style-type: none"> ▪ Formative assessments will be used as practice & feedback. ○ Summative assessments will be delivered through the online learning platform as well as in person. ○ Students who qualify for special education services and 504 plans will continue to receive support as outlined by their educational plan. ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ Assessments will be delivered during in-class time.

	<ul style="list-style-type: none"> ○ Formative assessment will be used to identify student learning & instructional needs. ○ We will follow state guidelines regarding administration of FAST assessments, GOLD, or state mandated district-wide assessments.
3.5: Feedback	<ul style="list-style-type: none"> ● MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ○ Written and/or verbal feedback will be provided to all students on a regular basis <ul style="list-style-type: none"> ■ Identify positive qualities in student work. ■ Guide students on what steps to take to improve. ■ Develop their capability to monitor, evaluate, and regulate their own learning. ● ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ○ Specific, formative feedback will be provided to students on a regular basis. This may be done in written form, through live conversations on Zoom, or by responding to students activities on SeeSaw (K-3) or Google Classroom (4-5). ○ Samples of students reading may be uploaded and sent to the classroom teacher by parents for evaluation or a video conference can be scheduled so the teacher can listen to the student read and provide immediate feedback.

Section 4: Instructional Learning - In-Person Sessions

During the 2020-2021 school year, the HCSD Instructional Planning will prioritize:

- Face-To-Face learning opportunities for students to receive instruction each day.
- Opportunities for students to ask questions regarding the content taught each day.
- Instruction of grade level curriculum accompanied with appropriate ‘point of instruction’ review materials
- Formative and summative assessment opportunities.
- Descriptive feedback to share with students to improve in a content area or assignment.

Considerations	Full Return [In-Person] Learning
4.1: Class Schedule	MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12) <ul style="list-style-type: none"> ● The master schedule will be followed and scheduling changes will be made based on school policy. ELEMENTARY BUILDING (Grades PreK-5) <ul style="list-style-type: none"> ● The master schedule will be followed and scheduling changes will be made based on school policy. <ul style="list-style-type: none"> ○ After school tutoring will be considered for students not on grade level for reading or math.
4.2: Staff Information	HCSD Staff: <ul style="list-style-type: none"> ● Class schedules will continue in each building as approved. ● All staff will be required to perform duties as outlined in their contract for employment. ● Contract hours are in place for all HCSD staff.

<p>4.3: Curriculum</p>	<p>MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12)</p> <ul style="list-style-type: none"> ● Staff will utilize data to determine students instructional needs ● Staff will engage in vertical communication and planning sessions to identify standards not met/taught in the Spring of 2020. ● Curriculum will be delivered using our essential standards. ● Formative assessments will be used throughout the unit to guide the teacher in creating differentiated instruction and interventions to develop skills that may require additional reinforcement during the unit. ● Grade level and class instruction will occur with interventions designed for differentiation through the content. <p>ELEMENTARY BUILDING (Grades PreK-5)</p> <ul style="list-style-type: none"> ● Essential Standards in Literacy, Math, and Science will take precedence with supplemental instruction focused on filling the gaps from the previous grade level. ● Social Studies content will be embedded within literacy instruction as well as specific time scheduled for S.S. instruction. ● Interventions will be designed for differentiation in literacy and math for students who need them. ● Staff have engaged in vertical communication and planning sessions to identify standards not met/taught in the Spring of 2020. Grade level teams will continue to meet weekly to discuss curriculum gaps and essential standards as well as analyzing progress on formative assessments. ● Paraeducators will assist according to their standard job description.
<p>4.4: Assessment</p>	<p>MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12)</p> <ul style="list-style-type: none"> ● Formative assessment will be delivered through Google Classroom pr Haiku. <ul style="list-style-type: none"> ○ Formative assessment will be used as practice and feedback. ● Summative assessments will be delivered through Google Classroom or Haiku.. <p>ELEMENTARY BUILDING (Grades PreK-5)</p> <ul style="list-style-type: none"> ● The FASTbridge screener for reading and math (K-5), and the, GOLD assessment for PreK, will be given during the state and/or locally determined assessment windows in the fall, winter, and spring. ● Being a Reader diagnostic assessments will be administered in the fall to identify reading levels ● 3rd-5th grade will take the ISASPs in the spring of 2021. ● Formative & summative assessments will be administered in the content areas
<p>4.5: Feedback</p>	<p>MIDDLE SCHOOL / HIGH SCHOOL (Grades 6-12)</p> <ul style="list-style-type: none"> ● Written and/or verbal feedback will be provided to all students on a regular basis <ul style="list-style-type: none"> ○ Identify positive qualities in student work. ○ Guide students on what steps to take to improve. ○ Develop their capability to monitor, evaluate, and regulate their own learning. <p>ELEMENTARY BUILDING (Grades PreK-5)</p> <ul style="list-style-type: none"> ● Formative and summative feedback will be standards-based, timely, specific, and growth-oriented. ● Written, and verbal will all be used as appropriate. ● K-5 have developed formative assessments and learning objectives (“I can” statements) that will assist students and parents in understanding learning objectives, standards, and what skills students have mastered, while giving them specific information on skills that still need improvement. These assessment tools help to standardize the learning process across the entire grade level. ● Specific, formative feedback will be provided to students, with teachers identifying within student work, guiding students on what steps to take to improve.

Section 5: Communication Planning

During the 2020-2021 school year, the HCSD Communication Plan will prioritize:

- Communication of information regarding academic and health information with families in a timely manner.
- Descriptive feedback to parents and students regarding the use of technology in our distance learning models.

Considerations	Distance Learning, Hybrid, and In-Person Models
5.1: District-Wide	<ul style="list-style-type: none"> • Written communication regarding the Return to Learn plans • Surveys • Opportunities to Call/Email/Respond • Q&A online - (Website/Facebook) • Regular updates via email, district social media accounts, and in person activities • Proactive updates and guidance when appropriate. • Immediate and comprehensive communication when guidance or guidelines change.
5.2: Middle School/High School	<ul style="list-style-type: none"> • Communication with or information for parents will take place through Google Classroom, Haiku, PowerSchool, email, and phone calls. • More intentional teachers/students and parent communication during online learning. • Students and staff will touch base regularly when instructing in a virtual, distance learning, or hybrid model.
5.3: Elementary	<ul style="list-style-type: none"> • Teachers will communicate with students via Zoom, Google Classroom and SeeSaw regularly. • Teachers will provide timely and specific feedback to students as work is submitted to the teacher.
5.4: Athletics & Activities	<ul style="list-style-type: none"> • Athletic and Activity plans will be developed with the guidance of the IHSAA, IGHSAU, the Department of Education, and the Iowa Department of Public Health. • All plans will be shared with parents and community members prior to practice beginning and also before the first competition of the season. • Information will be seasonal, as recommendations may change for each sport season and also location.

Section 6: Social Emotional Health

During the 2020-2021 school year, the HCSD Social Emotional Health Planning Process will prioritize:

- Identifying social-emotional needs of HCSD staff members.
- Identifying resources and activities to facilitate the positive mental health of staff members.
- Identifying social-emotional-behavioral needs of HCSD students and families.
- Identifying resources and activities to assist HCSD students and families in maintaining positive mental health.

Considerations	Distance Learning & Hybrid Model
6.1: Staff Identification	<ul style="list-style-type: none"> • Conduct staff surveys. • Participate in monthly self-care emails. • Staff will have a social emotional support partner.
6.2: Resources for Staff	<ul style="list-style-type: none"> • Identify and share community resources that will assist staff members in meeting their mental health needs. • Provide opportunities for staff members to stay connected with each other. • Provide resources to staff members to identify ways to connect with students. • Professional Development to help staff identify and address self care needs.

6.3: Student Identification	<ul style="list-style-type: none"> ● Survey students to determine their needs and concerns. ● Meet with students to promote connections between staff and students. <ul style="list-style-type: none"> ○ Elementary - morning meeting ○ MS/HS - weekly check-in with one core class or assigned group. ● Listen to students during conversations to understand how they are feeling and for potential needs. ● Communicate concerns to a designated counselor or administrator in the building as necessary.
6.4: Resources for Students and Families	<ul style="list-style-type: none"> ● Provide resources to students and family members to assist in meeting the physical and mental health needs. ● Create connections with students in one-on-one or small group meetings to provide social interactions to assist in promoting students' mental health. ● Share resources with families through emails, school messenger, or social media platforms. ● Connect students and families with outside resources to assist them in meeting needs. [Mental Health needs, Local Food Banks, etc..]

Section 7: Behavior Planning:

During the 2020-2021 school year, the HCCSD Behavior Plan will prioritize:

- The safety, well-being, and security of all students.
- An environment of respect for students in a virtual setting.
- Students and staff who are collectively responsible for learning.

Considerations	Distance Learning & Hybrid Model
7.1: The safety, well-being, and security of all students 7.2: An environment of respect for students in a virtual setting 7.3: Students who are responsible for their own learning	<ul style="list-style-type: none"> ● The district utilizes Lightspeed Relay and online safety filters. ● Follow HCCSD's appropriate use of technology policies ● In grades PK-12 students will attend all class sessions with the district provided device and Google account. ● HCCSD Remote Learning Guidelines will be followed
7.4: Possible responses to inappropriate behavior	<ul style="list-style-type: none"> ● Possible responses: <ul style="list-style-type: none"> ○ Phone calls to parents by classroom teacher ○ Phone calls to parents by administration and the administrator works with students and families on appropriate behavior and resulting consequences ○ Other options may include but are not limited to: <ul style="list-style-type: none"> ▪ Attending the class with no sound or video, but the teacher can check in with the student. ▪ Packets of work with no attendance in video conferences ○ If there are repeated offenses, the student and parent may meet with the principal to determine additional consequences and alternate educational planning. ● Proactive actions by district:

	<ul style="list-style-type: none"> ○ Meet with students and parents early in the year to share the distance learning expectations ○ Online videos of how to work with the platforms that will be utilized by teachers ○ Place both policies and resource videos in Google Classroom and on school website
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Section 8: Professional Development Planning:

During the 2020-2021 school year, the HCSD Professional Development Planning Process will prioritize:

- The development of professional development opportunities for staff to enhance instruction in face-to-face distance learning scenarios
- Developing online resources for parents to better understand how to engage with the platforms used for instruction in a distance learning model

Considerations	Distance Learning & Hybrid Model
8.1: Staff PD	<ul style="list-style-type: none"> ● Courses for professional development activities provided from Green Hills AEA will be shared with staff members ● Professional Learning opportunities will be developed by HCSD staff based on the district identified platforms. [Primary: SeeSaw, Google Classroom, Screencastify, Flipgrid, Zoom, Infinite Campus] ● Elementary Staff will have one half day training on Aug. 18 with the learning objective around technology needs. (i.e. Google classroom, Zoom, See Saw, remote learning best practices) ● Elementary staff will have one half day training session on Aug. 18 with the learning objective around covid safety needs and general Covid procedures.
8.2: Student Technology Support	<p>HCSD Community Schools will provide instruction on the Google platforms in the first weeks of the school year to ensure all students have the ability to access educational opportunities in the event distance learning or learning in a hybrid model becomes a necessity.</p> <p>Learning Platforms:</p> <ul style="list-style-type: none"> ● PowerSchool Learning ● Google Classroom ● Google Meet ● Zoom ● SeeSaw
8.3: Parent Supports	<ul style="list-style-type: none"> ● Tutorials will be developed and placed on our school website and within students Google Classroom for parents and community members to review. ● Tutorials will provide opportunities to learn how to assist students with online learning. ● Resources will be provided for parents regarding how to ask for help or support for their student.
8.4: Non-Certified Staff	<p>Food Service:</p> <ul style="list-style-type: none"> ● Professional Development in the area of food preparation will be completed by our food service management company. ● District staff members will be in contact with our Food Service Director to share information regarding best practice in both food service preparation and facility cleaning. <p>Transportation:</p> <ul style="list-style-type: none"> ● All persons associated with our transportation department will attend in-services to promote cleanliness in our transportation department. <p>Substitute Staff Members:</p> <ul style="list-style-type: none"> ● HCSD will meet with our substitute staff members to ensure all are knowledgeable on our mitigation efforts during the course of the school day.

	<p>Custodial Staff:</p> <ul style="list-style-type: none"> ● Procedures are developed to ensure our facility has been appropriately cleaned. <ul style="list-style-type: none"> ○ Staff members will complete a checklist of activities upon completion. ● Our maintenance director will attend appropriate professional development activities to ensure we are meeting the expectations of the CDC and Iowa Department of Education.
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Section 9: Health & Mitigation

During the 2020-2021 school year, the HCSD Health Department will prioritize:

- The education of students and staff regarding best practice to encourage health and hygiene.
- Procedures and Processes to promote the health and safety of staff and students.
- Mitigation strategies to promote the cleanliness of our district facilities.
- Communication and planning with health and emergency agencies.

Considerations	Face-to-Face Learning or Hybrid Learning
9.1: Pre Screening for Students	<ul style="list-style-type: none"> ● Parents are expected to take their child’s temperature and check for symptoms of illness each day. Parents will be provided with a screening document to help with knowing what to check. ● Sending a student to school is a statement by a parent or guardian that the student is symptom free ● Parents should call a medical professional if children are symptomatic ● Students who are ill or symptomatic should stay home
9.2: Pick-up / Drop-Off of Students	<ul style="list-style-type: none"> ● Parents are asked to stay in their vehicle during pick-up and drop-off ● Designated points of entry for elementary students
9.3: Student and Staff Requirements	<ul style="list-style-type: none"> ● Harlan Community School District’s goal is to educate students in an in-person learning environment, as allowed by state and local officials and agencies. To do this, the following precautions may be implemented: <ul style="list-style-type: none"> ○ Group gatherings may be limited to provide students and staff enough space per person in our building. HCSD Schools may be required to reduce the capacity of our school building to certain percentages. ○ HCSD will limit and/or restrict visitors to our buildings ○ Students and Staff may need to follow physical distancing measures which may alter their school day (virtual meetings, lunch in the classrooms, etc..) ○ Protective equipment and face coverings may be required by administration for all or part of the day. ○ Students and Staff may be required to help sanitize and clean areas of the building (spraying down desks in classrooms) <p>If we are required to reduce the number of staff and students in our buildings, we intend to meet the needs of families and cohort groups of students.</p>
9.4: Face Coverings	<ul style="list-style-type: none"> ● Face coverings (nose and mouth) are required to be worn in school buildings by students and staff in grades PK-12 when physical distancing is difficult or not possible. This could include when entering the building, exiting the building, on buses, during passing periods, in lunch lines and at other times as deemed necessary by HCSD ● Accommodations will be made for students with legitimate medical, religious, or disability-related needs

	<ul style="list-style-type: none"> ● Students are encouraged to bring their own masks but the district will provide 2 washable cloth face coverings for each student. Shields will be provided for students PK, TK and K and for other students upon request ● Wearers are expected to wash cloth face coverings after daily use. The Elementary is planning to distribute, collect, and wash the masks on a daily basis ● Face covering (masks and/or shields) are offered to staff
9.5: Hand Washing Hand Sanitizing Hygiene Measures	<ul style="list-style-type: none"> ● Students and staff wash are expected to wash and/or sanitize their hands upon entering the building (i.e. first classroom a student enters or entry point, entering individual classrooms, entering and exiting the cafeteria, and before boarding school transportation ● Sanitizing stations are provided in common areas, entry points and in all classrooms ● Opportunities will be provided throughout the day for hand washing ● Additional signage on how to slow the spread of COVID-19, properly wash hands, and promote everyday protective measures will be on display in all buildings ● All students will receive training on appropriate protocol at age appropriate level
9.6: Touch Surface Reduction and Cleaning	<ul style="list-style-type: none"> ● Avoid bare hand contact with high touch surfaces ● High touch points in classrooms(door/other handles, light switches, etc) cleaned mid- day by teacher and by custodians at night ● Shared desks will be disinfected between student use ● Additional cleaning of high touch points in the common areas by custodial staff ● We will limit the use of shared classroom supplies and/or disinfect these shared supplies as feasible
9.7: Health Services	<ul style="list-style-type: none"> ● Two health spaces in all schools, one standard nursing station and a separately designated area for sick students only ● Parents should have plans in place to pick-up students within 30 minutes
9.8: Positive Cases and Response	<ul style="list-style-type: none"> ● Students and staff who are positive with COVID-19 or who have been identified by Shelby County Public Health as being a contact will be required to stay home (as monitored and determined by Shelby County Public Health contract tracing protocol) ● Shelby County Public Health Officials will contact families regarding potential exposure
9.9: Drinking Fountains	<ul style="list-style-type: none"> ● Drinking fountains will not be in use ● Each building will have access to a water bottle filler ● Students are encouraged to bring reusable water bottles ● Water is available in elementary classrooms
9.10: Physical Distancing	<ul style="list-style-type: none"> ● When feasible, students will be seated in rows, facing the same direction, spaced as far apart as possible in classroom ● Classrooms will be arranged to create physical space between students ● Physical barriers may be used in office and in some classrooms ● Signage will be posted recommending physical distancing ● Outdoor activities will be encouraged ● Larger classes such as band, vocal music and physical education will be outside as appropriate or will attempt to use a larger facility space to enhance physical distancing ● In some cases large groups will be divided into smaller, manageable sections
9.11: Visitors	<ul style="list-style-type: none"> ● Visitors will be limited to those with a valid reason and will be required to wear mask to enter the building ● For all students who need to leave the building (have an appointment, are ill, need to leave early, etc.) parents will call the school office upon arrival to the building and the student will be released to the parent ● Guest speakers will be virtual
9.12: Transportation	<ul style="list-style-type: none"> ● Though bus service will be provided, parent/guardians are encouraged to provide private transportation for their child(ren) as possible

	<ul style="list-style-type: none"> ● Students are assigned a seat, family members will be seated together ● Students are expected to wear face covering; driver expected to wear face covering or shield ● Surfaces are wiped down between routes ● Families must have a completed transportation form on record ● The only riders allowed on the bus will be those assigned by the transportation department to that route or shuttle ● Stagger in town shuttle buses and route buses to reduce number of riders ● Cleaning procedures will focus on high contact areas.
9.13: Facility usage by outside organizations	<ul style="list-style-type: none"> ● Facility use will be limited to activities/organizations that involve our students and confined to Monday-Friday time frame and concluded by 8:00 p.m.
9.14 Extracurricular Activities	<ul style="list-style-type: none"> ● Guidance from Iowa Girls High School Athletic Union and Iowa High School Athletic Association, Iowa Department of Education, and local public health officials will be followed for all extracurricular activities ● Limited and restrict activities for before and after school clubs
9.15 Health Services	<ul style="list-style-type: none"> ● Two health spaces in all schools, one standard nursing station and a separately designated area for sick students only ● Parents should have plans in place to pick-up students within 30 minutes of being called

Section 10: Technology

During the 2020-2021 school year, the HCSD IT Department will prioritize:

- Ensuring that all students and staff have access to a working device.
- Supporting staff, students, and families in the use of our online delivery platforms.
- Collaborating with various community partners, as needed, in problem-solving efforts to ensure that families and staff have access to internet access to complete their work remotely.
- Introducing new tools and applications in a way that continues to offer flexibility, but also moves towards standardizing platforms to provide more robust support for an overall system that is secure, stable, and effective.
- Provide support to staff and families in regards to our district student information system.

Considerations	Distance Learning & Hybrid Model
10.1: Provide technical support for students and staff.	<p>Utilize a ticket system to collect and respond to issues staff and students may encounter.</p> <p>Tech Support Request: techhelp@hcsdcyclones.com (Issues will be addressed in the order submitted and as resources are available)</p> <p>Phone Support: 712-235-6306 (Direct line - staffed M-F 8:00am-3:30pm)</p>
10.2: Instructional Technology	<p>Assist with professional development opportunities for staff. Professional Development will be created around platforms to deliver instructional content.</p> <p>Share videos with students & families to develop an understanding of how to access online learning content.</p>
10.3: Partnerships	<p>Develop partnerships with area businesses and community groups to assist families and staff members in obtaining access to an internet connection during the need for required online learning.</p>

10.4: Standardized Delivery Platforms	Identify specific platforms that will be utilized to provide remote core instruction opportunities. Support individual teachers in their efforts to utilize successful technology programs already used in the classrooms. (PowerSchool Learning, Google Classrooms, etc...)
10.5: Student Information System	Support families in their understanding of the various student information systems that are being utilized (PowerSchool, eTriton, ezSchoolPay, etc.) <ul style="list-style-type: none"> ● Check attendance ● Grading information ● Lunch Accounts
10.6: Technology Checkout	<p>HCSD will distribute devices to students in grades K-12 during any required distance learning experience.</p> <p>Devices will be checked out to students in grades K-12 for online learning options for Hybrid or Distance Learning options.</p> <p>Each device is to be used for school purposes and will be protected with district anti-virus and student safety programs such as Lightspeed Relay</p> <p>Students and Parents will be expected to understand and comply with the HCSD Appropriate Use Policy for technology use.</p>

Section 11: Operations

During the 2020-2021 school year, HCSD will be flexible in providing services to staff, students, parents, and community. Our school district will follow all orders provided by governmental offices at both the State and County Levels.

Considerations	Distance Learning & Hybrid Model
11.1: Food Service	<p>HCSD will continue to provide meal services to the greatest extent possible in the event of requiring a distance or hybrid learning model. This may mean that meal service be provided through in-school service or in a Grab-n-Go program.</p> <ul style="list-style-type: none"> ● The Grab-n-Go program will include pick-up opportunities at the High School. ● Meals will be available for pick-up between 11:00 am and 11:45 am. ● To ensure we have an appropriate number of meals we ask that you please submit a response to our survey at the beginning of the food service program. ● All meals will meet the guidelines of the Nutrition Program.
11.2: Facilities	<p>HCSD will follow the guidelines of the State of Iowa, Iowa Department of Public Health and the Iowa Department of Education in regards to the opening or closure of our school ground and procedures.</p> <ul style="list-style-type: none"> ● HCSD will develop drop-off and pick-up procedures designed to limit exposure to COVID-19 within our school building. We ask that all persons picking students up remain in their car during both drop-off and pick-up times. ● Learning activities will be suspended at the appropriate time to ensure student safety. ● Our facilities and grounds group will continue to work at appropriate times to ensure the cleanliness of our school facilities. ● If building projects are underway, the companies will be allowed to continue or begin projects based on guidance from each agency listed above.
11.3: Student Transportation	<p>HCSD Schools will promote precautionary measures in the area of transportation and will follow the guidelines of the CDC, Iowa Department of Public Health, and Iowa Department of Education.</p>

	<ul style="list-style-type: none"> ● Though bus service will be provided, parent/guardians are encouraged to provide private transportation for their child(ren) as possible ● Students are assigned a seat, family members will be seated together ● Students are expected to wear face covering; driver expected to wear face covering or shield ● Surfaces are wiped down between routes ● Space students with special needs as far apart as possible on vehicles ● Families must have a completed transportation form on record ● Stagger in town shuttle buses and route buses to reduce number of riders ● Bus drivers will be required to wear PPE. ● Cleaning procedures will focus on high contact areas.
11.4: Business Service	<p>Our district business office will be opened to the greatest extent possible. We will comply with recommendations from health and governmental agencies that may require us to close.</p> <p>If our school offices are to close, district staff members will be available through email and also by leaving a message on our district voicemail system. District staff will respond in a timely manner.</p>
11.5: District Meetings	<p>In the case of a school closure all district meetings may be hosted and board members will appear virtually. In this scenario as allowed by law:</p> <ul style="list-style-type: none"> ● Meetings will be available to the public. ● Participation in the meeting is invited during the visitors section of the meeting agenda.
11.6: Activities and Athletics	<p>HCSD will follow the guidelines provided by the IDPH, IHSAA, IGHSAU, and the Department of Education when developing plans for all activities.</p> <p>Direct guidance on all required procedures will be shared at the beginning of the season.</p> <p>Information will be communicated through email, social media and the HCSD website.</p> <p>Students re-entering campus for activities and practices will be asked to check in with the school upon returning to school prior to the last bell. HCSD staff will check students back into the building.</p> <p>Coaches will follow protocols and guidelines established by the athletic department in alignment with the IHSAA, IGHSAU, Iowa Department of Education, and the Iowa Department of Public Health.</p>