

**CHARTER OAK-UTE  
COMMUNITY SCHOOL  
RETURN TO LEARN PLAN  
2020-2021**



**REVIEWED AND REVISED ON JULY 22, 2020  
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# Charter Oak-Ute Return to Learn Plan:

## Vision:

At CO-U CSD we believe all students can learn at high levels. We also believe that students can learn and persevere under unique and strenuous circumstances. During these circumstances, as a school, we are committed to providing students and families with the best education we can, while managing in this difficult time. On-line learning will never replicate on site learning, but our staff can deliver, and provide, powerful instruction and resources that will allow our students to progress and achieve the expected standards in an online environment.

## Return to Learn Plans for the 2020-2021 School Year

The 2020-2021 school year will begin on Monday, August 24th and the Charter Oak-Ute Community School District is planning a return to On-Site Learning with students and staff on that date. In preparing to safely deliver a high quality education to all students during the 2020-2021 school year, and while doing so amidst a global pandemic, Charter Oak-Ute has developed three delivery plans. Each plan has been developed as a response to potential changes in our counties' health data and to the needs of our school and the communities and counties we represent. Our plans include:

- 1.) On-Site learning, where we have full capacity in school with multiple steps put in place to mitigate risk.**
- 2.) Hybrid learning, where we have approximately 50% capacity in school daily with components of online learning and the same steps to mitigate risk.**
- 3.) Virtual learning, where education takes place in an on-line format with CO-U curriculum, instruction, and assessments provided.**

These plans are in place in order for our district to respond to potential changes in health advisories during the coming school year. With the most recent proclamation from Governor Reynolds on July 17th, Iowa schools will start the 2020-2021 school year having students physically present in school at a minimum of 50% each week. Strategies to mitigate risk in any face to face setting will be continually reviewed and, if

necessary, revised depending on the level of viral transmission in the county and community.

COU's Return to Learn plans are as fluid as the status of county health circumstances that may enact them throughout the coming year. If changes in virus activity dictate a change in our learning format, we will communicate changes accordingly.

**Even if COU begins the school year with On-Site or potentially Hybrid learning, any student or family who wishes to begin the academic year in our Virtual Learning Model may do so by contacting Mr.Eggeling by Friday, August 7th. We ask that you consider this if you, your student, or another family member in your household has compromised health:**

Adam Eggeling, Superintendent, [aeggeling@co-u.net](mailto:aeggeling@co-u.net) , 712-678-3325, or 712-269-8178

CO-U's On-Site and Hybrid Learning Plans have been reviewed by local county health officials and all three plans were developed through the cooperative efforts of administration, custodial and transportation heads, and other representatives. The plans were studied by the CO-U Board on July 24, 2020 and will be reviewed again on August 17th. Per guidance from the Iowa Department of Education, each of CO-U's three plans account for:

- 1.) Health and Safety procedures and protocols
- 2.) Iowa Core Learning Standards
- 3.) Social, Emotional, and Behavioral Needs of Students and Staff
- 4.) Equity to guarantee a fair delivery of education

### **CO-U's On-Site Learning Plan**

On-Site Learning occurs when a decision is made that buildings can operate, and 100% of students and staff can return to school. The adopted calendar and assigned (normal) schedule for students will be followed. The health, safety, and well-being of our students, staff, and community is our first priority when reopening school to On-Site learning. We also know how important On-Site learning is to the social well-being and academic progress of our students.

## **On-Site Model Health and Safety: Mitigating Risk**

### **MASKS and FACIAL COVERINGS**

Guidance from the CDC, Crawford County, and Monona County Health officials emphasizes that masks should be used when social distancing (six feet for more than 15 minutes) is not possible.

In an On-Site Learning format, there will be times during the school day where social distancing will not be possible. CO-U has purchased disposable masks for students and staff that can not bring one, but it is strongly encouraged that families provide masks that their student(s) feels comfortable wearing if needed. If social distancing is possible in classrooms, masks will not be required during that classroom time. However, other areas and times of the day may dictate the need to use masks: passing in the hallways, on buses, etc. CO-U will have disposable masks available on buses, in classrooms, and in the building offices in case someone forgets a mask that day. As part of your back to school shopping, please try to include 1-2 comfortable, washable face masks on your list. CO-U staff will review times and areas in each building where face coverings may be necessary.

CO-U recognizes that some students are sensory sensitive, and masks affect them negatively; masks are not appropriate for very young children to wear nor appropriate for some students with illnesses to wear; facial expressions are important for students to see as they learn to read, speak and socialize. Per Iowa Department of Education guidelines, the district will “teach and reinforce the prevention of stigma associated with the use or non-use of facial coverings.” According to CDC guidance, face coverings may prevent the spread of COVID-19 when social distancing is not possible. We have provided face shields for our staff to use during this time. We believe to be an individual choice based on comfort and ability to endure the protective gear.

### **TEMPERATURE SCREENING**

CO-U asks that all parents take their child/children’s temperature whenever possible before they leave home for school or school activities. Guidance regarding steps for parents to take when their child is sick will be shared with all families on August 3rd. If a student or staff member has a temperature that reads 100 degrees or higher, please stay home.

## **HANDWASHING**

CO-U will teach and reinforce handwashing for at least 20 seconds and signage will be posted throughout district buildings and facilities to emphasize thorough hand washing. Hand sanitizer will be made available on buses, and stations will be in place at the front doors of our buildings, in our building front offices, and in classrooms. We ask that families add a bottle of hand sanitizer to your back to school shopping lists so that each student may have their own bottle as well.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) AND DAILY SANITIZING**

Personal Protective Equipment (including hand sanitizer, disinfectant spray, gloves, and extra masks/face coverings) will be available in all classrooms and offices. High-touch areas in the buildings and classrooms will be cleaned more frequently during the day and thorough cleaning will not be restricted to after the building is vacated. Custodial staff and designated employees will clean while students are in the building. We will monitor CDC guidance and make adjustments to procedures when needed.

## **WATER DURING THE DAY**

Water fountains will not be available at school until further notice. In the meantime, we understand the importance of students staying hydrated throughout the day. We are developing a plan for students to bring their own water containers.

## **TRANSPORTATION**

Student busing to and from school will be adjusted to minimize the number of students on each bus. All students will have an assigned seat on every regular and activity bus route. No district-sponsored field trips will be scheduled until further notice. Morning bus routes may be staggered coming in from Ute to minimize the flow of students coming into the building at one time.

## **CLASSROOM CONFIGURATION, ATTENDANCE, AND SCHOOL VISITATION**

Classrooms will be configured as best as possible to accommodate physical distancing, including the spacing of desks, tables, and chairs. Classrooms will be sanitized during the middle of each day and each evening. Individual teachers in classes where enrollment size and spacing may inhibit physical distancing, will create plans to allow physical distancing as best as possible.

CO-U Community School will limit access to all buildings. Parents and volunteers will not be able to visit classrooms as a health and safety precaution. Access of outside agencies into the buildings will be determined on a case-by-case basis during on-site learning.

## **RECESS AND PE**

CO-U will have elementary recess and district-wide PE offerings. Students need physical activity during the school day for strong physical and mental health. Recess and PE will be planned for activities that are more conducive to promoting physical distancing but exercise is critical for our students. Outdoor PE and recess will be promoted whenever possible.

## **DESK GUARDS**

Desk guards will be used in high traffic areas such as the offices, lunch-line, point of sale terminal, and scraping station in the lunchroom.

## **LUNCH**

Lunches **will not be in classrooms.** CO-U is exploring ways to provide lunches for students in our lunch room, throughout our main floor, or, if weather permits, outdoors.

## **EXTRA-CURRICULAR ACTIVITIES**

As of July 20, 2020 the Athletic Association and Union have declared that extra-curricular activities are scheduled to take place this fall. This could potentially change, but CO-U will communicate all safety guidelines for conducting fall activities when they are available.

## **PROCEDURES IF A STUDENT OR STAFF MEMBER GETS SICK AT SCHOOL**

If a child becomes sick at school, there are two different steps to take. If a child is coughing and appears to have a fever (possible COVID symptoms), the child should be sent from the classroom to the elementary office, which will be equipped with supplies and equipment to determine if the child should be sent home.

Our offices will be set up to safely administer care for potential COVID symptoms and to, as best as possible, protect the privacy of our students and staff. Our school will

be designated to oversee these offices and rooms will be provided with all necessary PPE materials. If it is determined that a child should be sent home, a parent will be contacted and expected to come to school to take their sick child home and to help prevent further spread of possible COVID in the building. Students who are sick with other non-COVID symptoms will be sent to the main office when sick.

### **PROTOCOL IF A STUDENT OR STAFF MEMBER IS DIAGNOSED WITH COVID-19**

If a student or staff member tests positive for COVID-19, he or she must self-isolate per public health guidelines, which will be at a minimum of 10 days from when symptoms began. CO-U Community School will immediately initiate our online learning component for any student who must be away from school during this time. If a staff member tests positive and must isolate for 10 days, contact tracing may require that all people, including students who were in contact with the staff member, also self-isolate. In such a situation the remote learning model would initiate for all students involved.

Contact tracing is a critical element of a COVID-19 diagnosis. County Health officials will begin the process of contact tracing if and when a positive test in the district is confirmed. Per public health guidance, “if you or a family member is identified as possibly having been directly exposed to COVID-19, public health will get ahold of you.” CO-U must uphold confidentiality of any staff or student diagnosed with COVID-19. By having assigned seats on all buses and in classrooms, our district can help public health officials narrow down efforts to contact trace. The district will also work with local public health officials to establish thresholds for determining if and when COVID-19 infection rates necessitate a building or district closure. It is likely that any building or district-level closure will come in two-week increments and if closure is initiated, the district will move to its virtual learning model immediately and for the duration of the closure.

CO-U will also establish a threshold for how to return to On-Site or Hybrid Learning if there is a necessary period of closure. If CO-U is in a period of school closure, all school extra-curricular activities will also be postponed during the duration of the closure. CO-U will work with local public health to prepare for potential COVID-testing for staff and for determining when to return to On-Site or Hybrid Learning plans.

If a student or staff member is contacted by county public health that they have been exposed through close contact to a positive COVID-19 diagnosis, one must self-isolate for 14 days from the time of the close contact.

## **IOWA CORE STANDARDS**

CO-U Community School remains focused on delivering a high-quality education that prepares every student for life-long success. That focus is even stronger during these extraordinary times.

### **Our Vision:**

If teachers share their expertise and refine their craft, support new professionals, build on the power of the collective, focus on student learning, encourage professional growth, and engage in evidence-based reform, then each and every student will be prepared to succeed in an ever-changing world.

### **Our Long-Range Goals:**

Build a safe and collaborative culture.

Ensure effective teaching in every classroom.

Provide a guaranteed and viable curriculum.

Referring to the outcomes of our Professional Learning Communities, these four questions continue to guide our instruction regardless of the model of delivery:

1. What do we want students to learn?
2. How will we know if they learned it?
3. What will we do if they haven't learned it?
4. What will we do if they already know it?

In preparation for delivering a high-quality education regardless of model, teachers have been done on-line learning completing the Unbound Ed modules provided by the DE and have done work to implement SeeSaw (PK-2) and Google classroom (3-8).

CO-U Community School provides laptops to all students in grades PK-8. The laptops are internet accessible and can be used at school and home. While students in grades 6-8 will have their devices at all times, students in PK-5 will have access to a device. There will not be a need to share devices. Communication will be prepared that will help with troubleshooting technology questions during hybrid learning or virtual learning, and the communication will be available to students, teachers, and parents.

At the beginning of the 2020-2021 school year, assessments will be administered and data analysis conducted to determine the educational level and proficiency of

students. The following assessments will be used to make programming and placement decisions: Individual Growth and Development Indicators for preschool students, FAST literacy assessment for students in grades K-8, Spring math assessment for students in grades K-8.

At the beginning of the year, in addition to the traditional routines that are taught, students will be taught additional procedures. Additional procedures include: accessing Google email, accessing Google calendar, and accessing and navigating within Seesaw and Google Classroom.

### **Mental Health Resources for Students and Staff**

CO-U recognizes the social, emotional, and behavioral stress that the pandemic can and may play in the lives of our students, staff, and family. Our counselor is developing a plan this summer to collect data to help us proactively recognize student needs and provide resources to support them. This also includes our current partnership for mental health services with Plains Area Mental Health Services.

School counselors will meet with each class in the first week of school. Teachers and all staff will monitor and possibly screen for concerns.

Parents, if you see or sense any social, emotional, or behavioral concerns, that the school can help with please contact:

Melissa Crall, CO-U Counselor  
[mcrall@co-u.net](mailto:mcrall@co-u.net)  
712-678-3325

### **Equity**

Charter Oak-Ute Community School recognizes that students with Individual Educational Plans may require additional learning support to meet all provisions in their plans. CO-U special education teachers and building administrators, in conjunction with Northwest AEA consultation, will develop plans for providing instruction and assessments that meet the district's approved curriculum, Iowa Core Standards, and all provisions within each student's IEP.

## **CO-U Hybrid Learning Plan**

Hybrid learning occurs when a decision is made by the Governor, District County Health Department, or the CO-U Board or Board Designee that buildings can or should operate with half capacity and social distancing maintained. During Hybrid Learning, the school calendar will be adjusted, and student and staff schedules will be adjusted.

### **HYBRID SCHEDULE**

<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
K-4 In School (All Sped/ELL)				
<b>Week 1</b>				
5-8 Group A In-School	5-8 Group A In-School	5-8 Group A In-School	5-8 Group A Virtual	5-8 Group A Virtual
5-8 Group B Virtual	5-8 Group B Virtual	5-8 Group B Virtual	5-8 Group B In-School	5-8 Group B In-School
<b>Week 2</b>				
5-8 Group A In-School	5-8 Group A In-School	5-8 Group A Virtual	5-8 Group A Virtual	5-8 Group A Virtual
5-8 Group B Virtual	5-8 Group B Virtual	5-8 Group B In-School	5-8 Group B In-School	5-8 Group B In-School

During hybrid learning, COU K-4th grade students will attend school on-site Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. 5-8<sup>th</sup> grade students in Group A will attend school on-site Mondays, Tuesdays, and Wednesdays on Week 1 with Virtual Learning on Thursdays and Fridays. 5-8<sup>th</sup> grade students in Group B will attend school on-site Thursdays and Fridays with Virtual Learning on Mondays, Tuesdays, and Wednesdays. Wednesdays will switch between groups on a weekly basis

Accommodations for all students with Individual Education Plans will also be considered, with teachers and paraeducators checking in with students on a daily basis and potentially having 5<sup>th</sup>- 8<sup>th</sup> grade students on campus more than the designated days each week.

### **Rationale for Hybrid Schedule**

If state, county, or local decisions related to COVID-19 dictate that Hybrid Learning is necessary, the greatest benefit of a hybrid model will be that all students will

receive face to face instruction between two and four days each week while also allowing an extra step of safety with fewer students in the buildings and on the buses.

Two factors have been strongly considered in choosing to have all PK-4<sup>th</sup> graders attend five full days each week. First, face to face instruction is far more beneficial for all students' learning and comprehension, but especially for early elementary-aged students. Secondly, based upon our anticipated enrollment, CO-U will have favorable class sizes to allow for adequate physical distancing.

**Anticipated Student to Teacher Ratio for 2020-2021**

**Preschool 20:1 (4 year olds and PK special Education students only and Hybrid Schedule)**

**PRESCHOOL HYBRID SCHEDULE**

<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
Grp A IN SCHOOL	Grp A In School	WORKDAY	Grp B in School	Grp B in School
(All Sped/ELL)	(All Sped/ELL)	WORKDAY	(All Sped/ELL)	(All Sped/ELL)

<b>Kindergarten</b>	<b>16:1</b>
<b>1<sup>st</sup> Grade</b>	<b>16:1</b>
<b>2<sup>nd</sup> Grade</b>	<b>15:1</b>
<b>3<sup>rd</sup> Grade</b>	<b>24:2</b>
<b>4<sup>th</sup> Grade</b>	<b>15:1</b>
<b>5<sup>th</sup> Grade</b>	<b>24:1</b>
<b>6<sup>th</sup> Grade</b>	<b>20</b>
<b>7<sup>th</sup> Grade</b>	<b>20</b>
<b>8<sup>th</sup> Grade</b>	<b>29</b>

**HYBRID LEARNING FOR 5<sup>th</sup>-8<sup>th</sup> GRADERS**

During a hybrid learning model, CO-U 5<sup>th</sup>-8<sup>th</sup> grade students will attend school on-site either Mondays and Tuesdays or Thursdays and Fridays. Families with more

than one child in school will be on the same schedule so that all children will attend either Mondays and Tuesdays or Thursdays and Fridays. Students with last names beginning with A-M will attend school Mondays and Tuesdays. Students with last names beginning with N-Z attend school Thursdays and Fridays. This schedule for 5th through 8th grade students provides full days of instruction between teachers and students twice each week. When students are not attending school on-site, they will be completing coursework at home. There will be an expectation that coursework is completed, and it will be important for parents/guardians to support their child's learning while at home during hybrid learning. Wednesdays will alternate weekly between Week 1 and Week 2. A-M students will come on Wednesday Week 1 and N-Z students will come on Wednesday of Week 2.

By designing a hybrid model that holds on-site instruction for 5-8 students Mondays and Tuesdays or Thursdays and Fridays, CO-U can ensure all classes are provided to students. Similar to virtual learning, an important requirement for hybrid learning to be most successful is providing technology access to every student. CO-U Community School will provide laptops to all students in grades 5-8. The laptops are internet accessible and can be used at school and home. If internet connectivity is not available to families, hard copies, and materials downloaded to student devices will be provided. There is also internet availability in the parking lot at the school. Students without the internet would also be considered coming daily with the exception of Wednesday's in grades 5-8.

### **BUILDING ACCESS AND MEALS DURING HYBRID LEARNING**

Access to the building during hybrid learning is limited. Parents and volunteers will not be able to visit classrooms as a health and safety precaution. Access of outside agencies will be determined on a case-by-case basis during hybrid learning. Decisions regarding extra- curricular activities will follow guidance from respective high school associations.

Food security for students will be addressed during hybrid learning through the school lunch program as allowed by the U.S. Department of Agriculture. Students attending school on- site will be provided breakfast and lunch on days scheduled to attend, and students learning at home on days not attending on-site will be provided the option of picking up a grab-n-go lunch at the same pick-up points offered during the summer.

## **SUPPORT FOR STUDENTS DURING HYBRID LEARNING**

Guidance counselors, teachers, and other support staff will have “office hours” that are dedicated to communication with students and parents. The office hours will be communicated via the District’s webpage, and parents and students will be encouraged to contact staff members during office hours. The most important aspect of instruction in both the hybrid and virtual learning models is that teachers record their daily lessons to be uploaded and viewed by students who are not in session that day. Daily assignments in a hybrid model will be exchanged via Google Classroom.

### **Hybrid Model Health and Safety: Mitigating Risk**

#### **MASKS and FACIAL COVERINGS**

See above under ON-Site model

#### **TEMPERATURE SCREENING**

See above under ON-Site model

#### **HANDWASHING**

See above under ON-Site model

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE) AND DAILY SANITIZING**

See above under ON-Site model

#### **WATER DURING THE DAY**

See above under ON-Site model

#### **TRANSPORTATION**

See above under ON-Site model

#### **CLASSROOM CONFIGURATION, ATTENDANCE, AND SCHOOL VISITATION**

See above under ON-Site model

#### **RECESS AND PE**

See above under ON-Site model

## **DESK GUARDS**

See above under ON-Site model

## **LUNCH**

See above under ON-Site model

## **EXTRA-CURRICULAR ACTIVITIES**

See above under ON-Site model

## **PROCEDURES IF A STUDENT OR STAFF MEMBER GETS SICK AT SCHOOL**

See above under ON-Site model

### **IOWA CORE STANDARDS**

See above under ON-Site model

### **Mental Health Resources for Students and Staff**

See above under ON-Site model

### **Equity**

See above under ON-Site model

### **CO-U Virtual Learning Plan**

Virtual learning occurs when a decision is made by the Governor, District County Health Department, or the CO-U Board or Board Designee for an emergency closure of a building and/or buildings. **Virtual learning also occurs if a student(s) or family requests to participate in virtual learning even if the district is in an On-Site or Hybrid model.** Parents who choose the virtual learning option for the 2020-2021 school year, rather than attending during Hybrid Learning or On-Site Learning, will be expected to support their child or children at home with their learning. It will be the family's responsibility to acquire internet access in their home. Parents will communicate their commitment to Virtual Learning by August 7 by emailing or calling their building principal.

## **EXPLANATION OF VIRTUAL LEARNING DELIVERY TO STUDENTS HOME DURING ON-SITE OR HYBRID MODEL**

If school closes due to a COVID-19 outbreak and there is a need for sanitization, the students and staff in that building will immediately transfer to virtual learning. If there is a wider outbreak of COVID-19 and all buildings close, the students and staff will immediately transfer to virtual learning. Virtual learning may also be utilized for single classrooms to mitigate COVID-19 exposure beyond the classroom. Daily instruction and assessment provided to students during virtual learning will be required with attendance taken by teachers, grades issued, and credit awarded. Virtual learning will also be an option for parents when the CO-U Community School District is providing On-Site Learning or Hybrid Learning.

### **VIRTUAL LEARNING PLAN IF THERE IS A BUILDING OR SCHOOL-WIDE CLOSURE**

If the building closes due to a COVID-19 outbreak and there is a need for sanitization, the students and staff in that building, upon guidance from the Iowa Department of Public Health, will immediately transfer to virtual learning. Virtual learning may also be utilized for single classrooms to mitigate COVID-19 exposure beyond the classroom. Daily instruction and assessment provided to students during virtual learning will be required with attendance taken by teachers, grades issued, and credit awarded. Virtual learning will also be an option for parents when the CO-U Community School District is providing On-Site Learning or Hybrid Learning.

### **ESSENTIAL FUNCTIONS, IMPLEMENTATION PROCEDURES, AND ESSENTIAL RESOURCES**

Appendix 2 includes essential functions for families and students. CO-U's Virtual Learning Plan would be implemented as soon as possible following the announcement of a closure, with the goal being full implementation of the Virtual Learning Plan within 24 hours of an announced closure longer than one day.

### **CO-U VIRTUAL LEARNING OUTCOMES, REQUIRED LEARNING DAILY SCHEDULE, AND REQUIRED ONLINE LEARNING GUIDELINES**

#### **Grades PK-2**

PK-2nd grade Virtual Learning will be mainly focused around grade-level literacy, writing, and numeracy to develop skills and build knowledge around prioritized content.

An average of 2-2.5 hours of total learning time will take place each day with 25 minutes each of reading, math, writing, science, and social studies.

Teachers will continue to follow Common Core State Standards (or Iowa Early Learning Standards in PK).

Students will have both online and off-line learning activities. These opportunities will be provided Monday through Friday.

The primary tools for communication between teachers and families will be parent provided email addresses and Seesaw

Core teachers will provide live online learning as needed or upon request via Zoom/Google Meet.

Student participation will be tracked through Seesaw.

### **CO-U PK-2 Distance Learning Daily Schedule**

8:30-8:50	PK, TK, Kdgn, 1st, & 2nd	Reading Fundamentals/Reading
9:30-9:50	PK, TK, Kdgn, 1st & 2nd	Writing
10:30-10:50	PK, TK, Kdgn, 1st & 2nd	Math
1:00-3:20	Teacher 'Office Hours' to provide extra help to students/families/parents as needed.	
Along with teacher direct instruction via Zoom/Google Meet, learning activities will be posted daily for students to complete; a submit button/ticket indicates task completion. Teacher feedback will be provided to individual students via email, face-to-face, or the virtual classroom.		
Sessions will be recorded for viewing later.		
Teachers will be available via Zoom/Google Meet or email <i>after</i> each Session		
*Art, Music, PE, and Library teachers will also provide a selection of weekly activities that support the current program and will be accessible through SeeSaw.		

## **PK-2 REQUIRED VIRTUAL LEARNING GUIDELINES**

Live Virtual Learning will be scheduled by individual teachers via Zoom/Google Meet and will be sent via \_\_\_\_\_ to parents/guardians.

Live Virtual Learning will start and end on time.

Zoom/Google Meet will be recorded and the teacher will end the meeting for all participants. At the conclusion of the Live Online learning session the teacher will post the session on Seesaw so it may be viewed later by those who weren't able to attend the original session.

### **Grades PK-2 Parents/Guardians Expectations:**

Establish an expectation in your home that your child(ren) must be online during live classes.

If your child(ren) is ill or other issues arise that prevent participation, call the School Office (712-678-3325) and report this so we can track attendance.

Contact your child's teacher with questions about participation, assignments, grading etc.

### **Grades 3-5**

Learning will be mainly focused around literacy, reading and writing, science, social studies, and numeracy to develop and maintain current skills and build knowledge around prioritized content and teachers will continue to follow Common Core State Standards.

Students will have both online and off-line learning activities. These opportunities are provided Monday through Friday.

The primary tools for communication between teachers and students will be Google Classroom and email and teachers and parents will be email and Power School. Core teachers will provide live online learning as needed or upon requests via Google Meet.

Student participation and grades will be tracked in Google Classroom.

## CO-U 3-5 Distance Learning Daily Schedule

Class 1: 8:30-9:00

Class 2: 9:15-9:45

Class 3: 10:00-10:30

Class 4: 10:45-11:15

Break/Lunch: 11:15-1:00 Help Sessions: 1:00-3:20

1:00-3:20 Teacher 'Office Hours' to provide extra help to students/families/parents as needed.

Along with teacher direct instruction via Zoom/Google Meet, learning activities will be posted daily for students to complete; a submit button/ticket indicates task completion. Teacher feedback will be provided to individual students via email, face-to-face, or the virtual classroom.

Sessions will be recorded for viewing later and teachers will be available via Zoom/Google Meet or email *after* each Session

\*Art, Music, PE, and Library teachers will also provide a selection of weekly activities that support the current program and will be accessible through Seesaw.

## GRADES 3-5 REQUIRED VIRTUAL LEARNING GUIDELINES

Live Online Learning will be scheduled by individual teachers via Zoom. This may include recurring live classes as well as scheduled office hours. Communicate the link to your Live Online learning classroom or office hours in advance and send to parents.

Live Online learning and office hours should start and end on time

Students are required to be online when scheduled.

Zoom/Google Meet will be recorded and the teacher will **end the meeting for all participants**. At the conclusion of the Live Online learning session the teacher will post the session on Google Classroom so it may be viewed later by those who weren't able to attend the original session.

All learning announcements and activities will be provided via Google Classroom platform.

Teachers should establish a routine and take attendance for each Live Online learning session and record into Power School.

### **Grades 3-5 Parents/Guardians Expectations**

Establish an expectation in your home that your child(ren) must be online during live classes.

If your child(ren) is ill or other issues arise that prevent participation, call the School Office (712-678-3325) and report this so we can track attendance.

Contact your child's teacher(s) with questions about participation, assignments, grading etc.

### **MIDDLE SCHOOL GRADES 6-8**

Learning will be mainly focused around prioritized content and essential standards found in the Iowa Core.

Students will (may) have the option for both online and offline learning activities. Packets may be necessary or provided by staff to meet the diverse learning needs of our students.

These opportunities are provided Monday through Friday.

The primary tools for communication between teachers and families will be Google Classroom, Zoom (screen share options), other designated educational applications, student email addresses, and parent provided email addresses.

Core and Support staff may provide learning. Lessons will be recorded for accountability and/or made available to students to watch at any time.

Staff will track student participation (being online and live), progress (grades, growth, etc.) via Powerschool and communicate with the principal and parent/guardian if non-participation becomes a concern.

## Middle School Distance Learning Daily Schedule

*Middle School students will follow an alternate day schedule, with 3-4 classes of 45 minutes per day as assigned by the principal.*

Period 1 or 6	8:30-9:15
Period 2 or 8	Class- 9:25-10:10
BREAK	
Period 3 or 9	10:35-11:20
Period 5 or 10	11:30-12:45
1:30-3:20: Teachers may schedule office hours to provide extra help to students as requested, work to communicate with parents as necessary, plan for future lessons, assess tasks, provide online comments, hold team/content meetings, update JMC, etc.	
Each period will consist of a lesson and a check for understanding via a live formative assessment.	
Exploratory teachers will provide online tasks via Google Classroom. They will not be regularly online as the content classes are BUT are available by appointment for Zoom sessions to assist.	
The time reflected in the table above will include teacher-directed Live Online learning options via zoom.	
It will be critical for the students and parents to establish an 'academic schedule' while at home.	

### MIDDLE SCHOOL REQUIRED VIRTUAL LEARNING GUIDELINES

All learning announcements and activities will be provided via google classroom platform.

The teacher is to **end the meeting for all participants** at the conclusion of the Live Online learning session or Office Hours/Help Sessions.

Staff will share necessary links in advance of any session. Office Hours/Help Sessions may be recurring Zoom links. Students need to regularly access email, Google Classroom, etc. for the links.

Online learning should start and end on time to allow students and teachers to get to their next class.

Staff does retain the right and is encouraged to, record student sessions for future use, sharing, etc.

Teachers should establish a routine and take attendance for each Online learning session and record attendance/participation, etc. into Power School to help communication between school and home.

If online via Zoom (for example), students are to be visible (live picture) and manage their mute options.

Staff must be able to see the 'live' person during scheduled class time (no emojis, etc.)

### **Student Expectations and Guidelines:**

Students are required to be online when scheduled. If connectivity issues prevent a student from being online, please contact your teacher or teachers.

Students are to log in five minutes before the start of each of their classes and staff will allow them in as class time approaches. This will help ensure a full 30-35 minute opportunity in class.

Students must be 'live' during class time so the teacher can manage attendance and participation.

When tasks (assignments or assessments) are assigned on a particular day, those assignments or assessments are to be submitted to the teachers within 24 hours of the assignment being given unless otherwise stated by the teacher.

### **Middle School Parents/Guardians Expectations**

Establish an expectation in your home that your child(ren) must be online when expected.

If your child(ren) is ill or other issues that prevent participation, continue to call the middle school at 712-678-3325 and report this so we can track attendance.

Feel free to communicate with staff with any questions, concerns, etc.

## **Protocols to Prepare for Potential Online Learning and Assessing Student Learning Needs When We Return to School**

CO-U Community School will review and revise current attendance procedures as needed to make them relevant to virtual learning protocols. As all student work during the virtual model is required, so too is student attendance during any and all periods of virtual learning.

In preparation for delivering a high-quality education regardless of model, teachers have been done on-line learning completing the Unbound Ed modules provided by the DE and have done work to implement SeeSaw (PK-2) and Google classroom (3-8).

CO-U Community School provides laptops to all students in grades PK-8. The laptops are internet accessible and can be used at school and home. While students in grades 6-8 will have their devices at all times, students in PK-5 will have access to a device. There will not be a need to share devices. Communication will be prepared that will help with troubleshooting technology questions during hybrid learning or virtual learning, and the communication will be available to students, teachers, and parents.

At the beginning of the 2020-2021 school year, assessments will be administered and data analysis conducted to determine the educational level and proficiency of students. The following assessments will be used to make programming and placement decisions: Individual Growth and Development Indicators for preschool students, FAST literacy assessment for students in grades K-8, Spring math assessment for students in grades K-8.

At the beginning of the year, in addition to the traditional routines that are taught, students will be taught additional procedures. Additional procedures include: accessing Google email, accessing Google calendar, and accessing and navigating within Seesaw and Google Classroom.

All PK-8 teachers will use a common learning management system during hybrid learning, such as Seesaw in Grades PK-2 and Google Classroom in Grades 3-8. All 3-8 teachers will use Google accessories for virtual meetings and instruction. Materials and learning opportunities expected to be completed by the student at home are identified in the class curriculum maps and teacher lesson plans/syllabi. A priority for student learning under a virtual model will be that grade-level material with appropriate rigor is delivered consistently across all buildings.

## **SCHOOL CALENDAR DURING VIRTUAL LEARNING**

In the event of an extended school closure and transition to a Virtual Learning Plan, the existing 2020-2021 CO-U School District Calendar will be followed. Any day designated as a NO SCHOOL DAY will be a day off from remote learning.

### **BUILDING ACCESS AND MEALS DURING VIRTUAL LEARNING**

Access to CO-U school buildings during virtual learning will be severely limited. As a health and safety precaution, parents, students, and volunteers will not be able to enter the buildings without prior administrative approval. Access of outside agencies must be approved by the building principal on a case-by-case basis during virtual learning. Decisions regarding extra- curricular activities will follow guidance from respective high school associations.

Food security for students will be addressed during virtual learning through the school lunch program as allowed by the U.S. Department of Agriculture. Students will be provided a grab and go lunch Mondays through Fridays during any period of virtual learning at the same locations where meals were provided during the spring closure and summer break.

### **SUPPORT FOR STUDENTS DURING CONTINUOUS LEARNING**

Guidance counselors, teachers, and other support staff will have “office hours” that are dedicated to communication with students and parents. The office hours will be communicated via the District’s webpage, and parents and students will be encouraged to contact staff members during office hours. The most important aspect of instruction in both the hybrid and virtual learning models is that teachers record their daily lessons to be uploaded and viewed by students who are not in session that day. Daily assignments in a hybrid model will be exchanged via Google Classroom.

### **EMPLOYEES’ ROLES DURING VIRTUAL LEARNING**

Essential staff and non-essential staff will be identified and paid accordingly. Because of the ever-changing conditions surrounding COVID-19, identifying essential staff and non- essential staff will occur if an order is made to initiate Virtual Learning and guidance provided at the time of the order will be considered. Protocols and procedures for when staff will be required to be on-site in their respective buildings will be developed and communicated by August 19. Sanitation of the building will continue during virtual learning implementation and local public health guidance will determine the extent to which day to day maintenance and cleaning operations may continue.

## **APPENDIX 1: ESSENTIAL FUNCTIONS OF ALL SCHOOL STAFF**

### **Superintendent**

Support faculty and students/families if there is necessary shifting from one of the plans to another.

Maintain regular communication regarding all plans with all constituents.

Help all staff implement each of the three plans as necessary.

Coordinate with the local and state Department of Health and Iowa Department of Education to communicate timely updates on the status of any extended closure and preparations for safe and timely return to face to face learning.

### **Principal and/or Dean of Students**

Monitor and support communication between teachers and their students.

Provide occasional “drop ins” to either face to face or remote learning classrooms

Review records of student attendance.

Work with teachers to reach out to students who are struggling academically, emotionally, or behaviorally.

Support faculty and students/families shifting between learning plans.

Help teachers implement each plan as necessary.

### **Guidance Counselor**

Serve as a liaison for communication with students/families in crisis.

Provide resources for students and families to support them if they are away from school.

Communicate regularly with the subject or classroom teachers to see if students in their classes need support.

Provide office hours (Google, Zoom, or face to face) to support students in crisis.

## **Technology Directors**

Provide at least one device per student (grades PK-8) as requested and possible.

Support teaching staff and students/families if shifting to a distance learning environment.

Support students' and families learning virtually during On-Site or Hybrid plans.

Be available for teachers and students as needed for support and respond to identified technology issues.

## **Core Teachers**

Collaborate with other members of your grade-level team or academic department to design distance learning experiences for your students (Zoom/Google Meet).

Post video lessons each day for students learning virtually to access.

Use district curriculum and resources (ex. Google, Zoom, online textbooks, etc.) to communicate and deliver content in each learning plan.

Communicate with parents which online resources your students will access upon implementation of the Virtual plan and when changes are made.

Communicate with and provide timely feedback 2-3 times a week with your students; Reach out to students who have not actively participated, regardless of the learning plan, but especially if Hybrid or Virtual.

Communicate with parents, as necessary.

Prepare paper packets will be provided to students who are struggling to be successful with online learning after multiple attempts working with teachers or to students who are having problems with connectivity.

## **Special Education Teachers**

Communicate three times weekly with the subject or classroom teachers who teach the students on your caseload.

Provide activities that support IEP goals.

Communicate regularly with students on your caseload and/or their parents.

Provide supplementary learning activities for students on your caseload.

Provide paper/pencil packets of work when a student is not being.

Successful with online learning or is not able to be connected to online learning.

### **Elementary Reading/Title Teachers**

Communicate weekly with the subject or classroom teachers who teach the students on your caseload.

Communicate regularly with students on your caseload and/or their parents.

Provide supplementary learning activities for students on your caseload.

### **K-12 Specials (PE and Art)**

Students will access the Specials Google Classroom and work through the activities for their Specials day.

Communicate with students/families who reach out for assistance.

Collaborate to determine how to share this information with students and families (Google Classroom, Zoom, Seesaw if applicable).

### **Music**

Develop a bank of activities being mindful of the resources families may or may not have in their home.

Communicate with students/families who reach out for assistance.

### **Para Educators** - Connect with students in your assigned classroom(s)

- Assist classroom teacher in working with groups and students
- Help students that you are assigned to with varied learning needs

### **Cooks** - Provide meals depending on the model that we are in.

## **APPENDIX 2: FAMILY AND STUDENT ROLES AND RESPONSIBILITIES**

***In order to help our students succeed in an On-Site or Hybrid learning environment, CO-U strongly encourages the following roles and responsibilities for families:***

If your child is not feeling well or has a temperature, please keep them home and contact the building of attendance.

If you or your child feel COVID-19 symptoms, please contact your local doctor to determine if testing is necessary.

If you or your child is told to quarantine due to COVID-19 exposure, please contact your building of attendance and follow quarantine guidance from your county's health professionals.

If you or your child tests positive for COVID-19, please follow the quarantine guidance from your county's health professionals and please contact the nurse of your building's attendance.

***In order to help our students succeed in a virtual learning environment, CO-U strongly encourages the following roles and responsibilities for families:***

Establishing routines and expectations.

Defining the physical space for your child to study.

Monitoring communications from your child's teachers.

Completing daily check-in/check-out.

Taking an active role in helping your child process his/her learning.

Establishing times for quiet and reflection.

Encouraging physical activity and/or exercise.

Remaining mindful of your child's stress or worry.

Monitoring how much time your child is spending online.

## **STUDENT ROLES AND RESPONSIBILITIES**

***In order for students to succeed in a virtual learning environment, CO-U strongly encourages the following roles and responsibilities for students to consider during on-site or hybrid learning, so that you are ready to succeed if we have to move to our virtual plan:***

Establish daily routines for engaging in the learning experiences.

Identify a space in your home where you can work effectively and successfully.

Identify a space in your home where you can participate in online learning.

Monitor online platforms daily (email, Seesaw, Google Classroom etc.)

Engage in all learning with academic honesty.

Communicate proactively with your teachers if you cannot meet deadlines or require additional support and express any concerns you have that may impact your ability to learn virtually.

Comply with CO-U Community School District, including expectations for online etiquette.