

EXIRA-EHK COMMUNITY SCHOOL DISTRICT
Return to Learn Plan: 2020-2021

July 2020



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MODIFY THESE SECTIONS TO MATCH BELOW

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Section 1: Calendar and School Day:

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

- Maximizing 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 distance learning manner.
- Creating Face-To-Face Distance Learning Schedule for Required Learning
- Face-to-Face meetings for all students to ensure access for all learners.

Key Points:

Goal:	Distance Learning & 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: 8:10 AM ○ Dismissal: 3:20 PM ● Distance Learning: <ul style="list-style-type: none"> ○ Start of School Day: 8:30 AM ○ Dismissal: 2:15 PM
1.2 - School Calendar	<ul style="list-style-type: none"> ● First day of school: August 14, 2020 (1:30 PM Dismissal) ● Professional Development and Virtual Learning August 19, 26, and September 2nd: No In-Person School ● Last Day of School: May 19, 2021 ● Senior Last Day of School: May 14, 2021 ● Graduation: May 16, 2021 <p>Appropriate breaks within the school year, but 5-day school weeks will be a priority.</p>
1.3 - Class Schedule for Distance Learning	<p>Middle School and High School: [Grades 6-12]</p> <ul style="list-style-type: none"> ● Required Distance Learning <p>Monday-Thursday:(A 1st - 4th/B 5th - 8th)</p> <ul style="list-style-type: none"> ○ 1st/ 5th: 8:30AM - 9:30AM ○ 2nd/6th: 9:45AM - 10:45AM ○ 3rd/7th: 11:00AM - 12:00PM ○ 4th/8th: 1:15PM - 2:15PM ○ Staff Members will share a spreadsheet for all students to sign-up for independent or small group review opportunities with classroom teachers on every Friday Review Day <p>Friday Review Day:</p> <ul style="list-style-type: none"> ○ 1st - 8:30 - 9:00 ○ 2nd - 9:15 - 9:45 ○ 3rd - 10:00 - 10:30 ○ 4th - 10:45 - 11:15 ○ 5th - 11:30 - 12:00 ○ 7th - 1:00 - 1:30 ○ 8th - 1:45 - 2:15 <p>Primary: [Grade 4-5]</p> <ul style="list-style-type: none"> ● Staff will provide recorded lessons online for students to view, and related homework/activities to complete. Grade 4-5 5x per week content area videos in math and literacy and SEL, and one per week from a specials area. <ul style="list-style-type: none"> ○ Literacy 30-45 min/day, 5 days/week ○ Math 30-45 min/day, 5 days/week ○ SEBMH - Daily Check in

	<ul style="list-style-type: none"> ○ Specials - 1 activity shared/week <p>Primary: [Grade K-3]</p> <ul style="list-style-type: none"> ● Staff will provide recorded lessons online for students to view, and related homework/activities to complete. K-3 5x per week content area videos in math and literacy and SEL, and one per week from a specials area. <ul style="list-style-type: none"> ○ Literacy 20 min/day, 5 days/week ○ Math 20-30 min/day, 5 days/week ○ SEBMH - Daily Check in ○ Specials - 1 activity shared/week <p>Primary: [Pre-school]</p> <ul style="list-style-type: none"> ● Staff will provide recorded lessons online for students to view, and related homework/activities to complete. PK 5x per week content videos. <ul style="list-style-type: none"> ○ Literacy 10 min/day, 5 days/week ○ Numeracy 10 min/day, 5 days/week ○ SEBMH - Daily Check in ○ Specials - 1 activity shared/week 										
1.4 - Hybrid Learning	<ul style="list-style-type: none"> ● In our Hybrid Model we will have students in our school building each day. <ul style="list-style-type: none"> ○ This means that at the middle and high school we will be following an A/B schedule for our class schedule during distance learning ○ This means the elementary students will follow a normal day, but 5th grade will be split between two classrooms. ● Students not attending classes in person in our school building will be required to attend online each class period as it is scheduled throughout the school day. ● Our Middle School/High School day in the Hybrid Model will follow our regular calendar and A/B class schedule with courses beginning at 8:30 AM. Elementary will begin at 8:10 AM. ● Students will be able to attend by accessing the scheduled Google Meet invitation on the calendar within the student’s school Google Account. ● Students will be able to fully participate during instruction, class discussion, and feedback portions of the class. ● Class sessions will also be taped for students who may be ill and unable to attend and will be located in google classroom 										
1.5 - In Person Learning	<ul style="list-style-type: none"> ● Exira-EHK’s hope is to utilize our district calendar for the entire school year. We will utilize our regular calendar to provide learning opportunities. We will utilize the first three Wednesdays for data evaluation, collaboration, and meeting with small groups/individuals/online elected students. We will not have in-person full attendance on Wednesday August 19th, 26th, and September 2nd. It is also important to maximize the time we have with students during our day and our official start time for the 2020-2021 school year will be 8:10 AM. 										
1.6 – Distance Learning and Hybrid Model Schedule	<p>MS/HS Schedule:</p> <table border="1" data-bbox="516 1711 1479 1835"> <thead> <tr> <th style="background-color: #800000; color: white;">Monday (A)</th> <th style="background-color: #800000; color: white;">Tuesday (B)</th> <th style="background-color: #800000; color: white;">Wednesday(A)</th> <th style="background-color: #800000; color: white;">Thursday (B)</th> <th style="background-color: #800000; color: white;">Friday</th> </tr> </thead> <tbody> <tr> <td>1st-4th Period</td> <td>5th-8th Period</td> <td>1st-4th Period</td> <td>5th-8th Period</td> <td>Review Day</td> </tr> </tbody> </table> <p>PK-5: Regular Schedule</p>	Monday (A)	Tuesday (B)	Wednesday(A)	Thursday (B)	Friday	1st-4th Period	5th-8th Period	1st-4th Period	5th-8th Period	Review Day
Monday (A)	Tuesday (B)	Wednesday(A)	Thursday (B)	Friday							
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Section 2: Instructional Planning – Distance Learning & Hybrid Model

During the 2020-2021 school year, the Exira-EHK 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 Just In Time review materials
- Formative and Summative assessment opportunities
- Descriptive feedback to share with students how they may improve in a content area or assignment.

Key Points:

Goal:	Distance Learning & Hybrid Model
2.1: Class Schedule	<p style="text-align: center;">Distance Learning: 2020-2021 School Year ALL learning occurs on-line; no students in building (see schedule in section 1.3)</p> <p style="text-align: center;">Hybrid Model: 2020-2021 School Year; some students in building (see schedule in section 1.4)</p>
2.2: Staff	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> ○ Online learning is required ○ Lessons will consist of 45 minutes of active learning and 15 minutes of questions, reteaching, clarification time. ○ Each student will have a Google Classroom for every period including Seminar/Flex. Seminar will serve as a time for SEL lesson on Tuesday and then study hall for students on Thursday. ○ Friday will be used to pull small groups or individuals who need MTSS, or make-up time. ○ Teachers' office hours: 1 hour per day, according to the schedule, to be used for lesson planning, in-addition to your planning period. ○ If a student is not present for two class periods in a row, the teacher will contact the student and parents. (Email, phone call) <ul style="list-style-type: none"> ▪ If there is not a response within the next two class periods, Mrs. Harris will be informed and she will contact parents. (Phone call, house visit) ○ Various resources--online videos--teacher videos--articles--chat boards--worksheets--writing--projects ○ Feedback will be given <ul style="list-style-type: none"> ▪ Parents will be invited to access Google Classroom ○ SEL Learning will be shared with students through email from Ms. Cade and one lesson provided weekly from the Seminar/Flex teacher. ○ Teachers will be expected to meet weekly with Special education teachers about accommodations and modifications to student work. ○ Our special education staff will be reaching out to individual students and families for modifications and accommodations. ○ All general classroom teachers and core content teachers will be expected to teach their essential standards through LIVE instruction according to the schedule above. ○ All live sessions will be recorded and shared for review purposes ○ Paraeducators will attend online classes with the grades/students they support and hold office hours to provide additional assistance to students. ● K-5 Building <ul style="list-style-type: none"> ○ Grade level classroom teachers will meet weekly to plan the next week's lessons and communicate together for the benefit of students and parents. <ul style="list-style-type: none"> ▪ One Google Classroom per grade level (PLC) - NOT OPTIONAL ○ On-line Learning is required at these grade levels.

	<ul style="list-style-type: none"> o Learning needs to mimic the learning that would happen in the classroom. o Learning may be supported through print and digital resources, prepared videos describing a learning activity, or links to appropriate activities and materials. o Feedback should be given to students o Special Education and Title 1 Teachers will communicate directly with families regarding modifications, deletions, or additions to learning opportunities for students with an IEP or reading intervention as well as options for having virtual support from paraeducators. o Classroom teachers will meet weekly with Special Education and Title 1 teachers to discuss plans for the week and any accommodations and modifications for lessons. o Parents are encouraged to email our teachers with questions regarding a strategy or practice activity. o Staff members will regularly check e-mail between the hours of 9 AM and 3 PM, Monday through Friday. Staff will respond to communications within 24 hours M-F. o If you would like to Video Chat or receive a phone call from a teacher, please feel free to use email to schedule that communication. ● Pre-school Building <ul style="list-style-type: none"> o On-line Learning is an expectation at this grade level. o Learning can be supported through learning packets and prepared videos describing a learning activity. o Parents are encouraged to email our teachers with questions regarding a strategy or practice activity. o On-line learning opportunities will be designed to help students maintain skills and standards and stay connected with their teachers and classmates. o Staff members will regularly check e-mail between the hours of 9 AM and 3 PM, M-F. Staff will respond to communications within 24 hours M-F. o If you would like to Video Chat or receive a phone call from a teacher, please feel free to use email to schedule that communication.
2.3: Curriculum	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> o Curriculum will be delivered using our Essential Standards. o Pre-tests [Formative Assessments] will be used to help the teacher plan for differentiated instruction to determine which skills may additional reinforcement during the unit. o Grade level and class instruction will occur with “Just In Time” interventions designed for differentiation through the content. o Time will be given every day to address areas of concern or reteaching of material. o SDI minutes will be followed according to the student's IEP or 504 plan. ● Preschool-5 Building <ul style="list-style-type: none"> o Essential standards will be taught in Math and Literacy with continual vertical communication regarding gaps and carry up needs. o Pre-tests [Formative Assessments] will be used to help the teacher plan for differentiated instruction to determine which skills may additional reinforcement during the unit. o Grade level and class instruction will occur with “Just In Time” interventions designed for differentiation through the content. o Time will be given every day to address areas of concern or reteaching of material o SDI minutes will be followed according to the student's IEP or 504 plan.
2.4: Assessment	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> o Formative pre-assessment will be delivered through Google Classroom and be given prior to each new topic. o Concurrent formative assessment will be practice and used as practice toward summative assessments. o We will deliver summative assessments through an online platform.

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Students will be allowed multiple attempts at summative assessment just like we have allowed last year. ○ Formative, FAST & IXL Assessments will be used to guide differentiated and personalized learning. ○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments. ○ Accommodations/modifications will be implemented according to a student’s IEP or 504 plan ● PK-5 Building <ul style="list-style-type: none"> ○ Formative pre- assessment will be delivered through Google Classroom and be given prior to each new topic. ○ Concurrent Formative assessment will be practice and used as practice toward summative assessments. ○ We will deliver summative assessments through an online platform. <ul style="list-style-type: none"> ▪ Students will be allowed multiple attempts at summative assessment just like we have allowed last year. ○ Formative, FAST/IGDI’s Assessments will be used to guide differentiated and personalized learning. ○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments. ○ Accommodations/modifications will be implemented according to a student’s IEP or 504 plan
2.5: Feedback	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> ○ Feedback will be standards referenced on all formative and summative assessments and given in a timely manner (within 48 hours) ○ Feedback will be given to justify and motivate student grades. ○ Commenting features will be used in Google Classroom for 2-way feedback between students and teachers. ○ Students may participate in a small group session on Fridays during distance learning or from 2:30-3:20 during hybrid learning. ● PK-5 Building <ul style="list-style-type: none"> ○ Specific, formative feedback will be provided to students via email or Google Classroom, with teachers identifying positive and negative qualities within student work, guiding students on what steps to take to improve. ○ Bi-weekly communication with parents on student progress.

Section 3: Instructional Planning - In-School Learning

During the 2020-2021 school year, the Exira-EHK 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 Just In Time review materials
- Formative and Summative assessment opportunities
- Descriptive feedback to share with students how they may improve in a content area or assignment.

Key Points:

Goal:	Full Return [In-Person] Learning
3.1: Class Schedule	<ul style="list-style-type: none"> ● See section 1.5.
3.2: Staff Information	<ul style="list-style-type: none"> ● Exira-EHK Staff: <ul style="list-style-type: none"> ○ Staff will engage in vertical and horizontal communication and planning sessions to identify standards not met/taught in the Spring of 2020. ○ Throughout the 20-21 year, teachers will focus solely on the essential standards in the core content areas, prioritizing literacy and math. ○ Paraeducators will assist according to their standard job description. ○ Flex Period /MTSS time will be a part of the regular education class or during the Wednesday professional development.
3.3: Curriculum	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> ○ Curriculum will be delivered using our Essential Standards. ○ Pre-assessments will be used to help the teacher plan for differentiated instruction and what areas may additional reinforcement. ○ Grade level and class instruction will occur with “Just In Time” interventions designed for differentiation through the content. ○ Essential standards in Literacy, Math, Science, and Social Studies will be taught with a focus and at a pace appropriate to have 80% of students meet grade level proficiency prior to Spring 2021 ISASP. ○ SDI minutes will be followed according to the student's IEP or 504 plan. ● PK-5 Building <ul style="list-style-type: none"> ○ Essential Standards in Literacy and Math will take precedence with an emphasis on filling the gaps from the previous grade level. ○ As much Social Studies and Science content as possible will be delivered through various models. ○ Formative assessments will be given in order to assess students’ current achievement levels, with small group instruction planned accordingly. ○ Grade level and class instruction will occur with “Just In Time” interventions designed for differentiation through the content. ○ SDI minutes will be followed according to the student's IEP or 504 plan.
3.4: Assessment	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> ○ Formative pre-assessment will be delivered through Google Classroom and be given prior to each new topic. ○ Concurrent formative assessment will be practice and used as practice toward summative assessments. ○ We will deliver summative assessments through an online platform.

	<ul style="list-style-type: none"> ○ Students will be allowed multiple attempts at summative assessment just like we have allowed last year. ○ Expectations will be shared by MS/HS staff as to when a retake will be available to the student. ○ Formative, FAST & IXL Assessments will be used to guide differentiated and personalized learning. ○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments. ○ Accommodations/modifications will be implemented according to a student’s IEP or 504 plan. <ul style="list-style-type: none"> ● PK-5 Building <ul style="list-style-type: none"> ○ Formative assessments will be given in order to assess students’ current achievement levels, with small group instruction planned accordingly. ○ FAST literacy and math screeners will be given during the state’s assessment windows in the fall, winter, and spring. ○ Accommodations/modifications will be implemented according to a student’s IEP or 504 plan. ○ 3rd-5th grade will take the ISASPs in the spring of 2021.
3.5: Feedback	<ul style="list-style-type: none"> ● 6-12 Building <ul style="list-style-type: none"> ○ Feedback will be standards referenced on all formative and summative assessments and given in a timely manner (within 48 hours) ○ Ongoing feedback will be given to justify and motivate student grades. ○ Written, verbal, and gradebook entries will all be used as appropriate. ● PK-5 Building <ul style="list-style-type: none"> ○ Specific, formative feedback will be provided to students, with teachers identifying positive and negative qualities within student work, guiding students on what steps to take to improve.

Section 4: Communication Planning:

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

- Communicating 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

Key Points:

Goal:	Distance Learning, Hybrid, and In-Person Models
4.1: District-Wide	<ul style="list-style-type: none"> ● Written communication regarding the Return to Learn/Open plans ● Opportunities to attend/view Q&A sessions regarding the Return to Learn plans ● 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. ● Parent Meetings: <ul style="list-style-type: none"> ○ July 29th at 9:00AM and 6:00PM, July 30th at 6:00PM (zoom)
4.2: Middle School & High School	<ul style="list-style-type: none"> ● Communication with parents will still take place weekly through Google Classroom, email, and phone calls. ● Building level communications will share specific topics in a timely basis. ● Online learning does not require different communication methods, it does require a more diligent effort on the teachers/students and the parents part. ● Students and staff will touch base daily when instructing in all models.
4.3: PK-5	<ul style="list-style-type: none"> ○ Online learning does not require different communication methods, it does require a more diligent effort on the teachers/students and the parents part. ○ Building level communications will share specific topics in a timely basis. ○ Communication with parents will still take place Bi weekly through Google Classroom, email, and phone calls. ○ Grade level schedules will then lead to a weekly schedule of assignments being given with follow-up Google Meets scheduled in a face to face format.
4.4: 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 5: Social Emotional Health

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

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

Key Points:

Goal:	Distance Learning, Hybrid, and In-Person Models
5.1: Staff Identification	<ul style="list-style-type: none"> ● Participate in regular check-ins with staff members to understand how each person is doing during a required absence from school ● Understand the health and safety needs of our staff members that may impact the instruction of students.
5.2: Resources for Staff	<ul style="list-style-type: none"> ● Identify and share community resources that will assist staff members to assist them in meeting their mental health needs ● Provide opportunities for staff members to stay connected with each other during a time of social distancing. ● Provide resources to staff members to identify ways to connect with students during a time of social distancing
5.3: Student Identification	<ul style="list-style-type: none"> ● Survey students to determine the needs of students during a time of social distancing ● Meet with students during seminar activities to promote connections between staff and students during this time away. ● Listen to students during conversations to understand how they are feeling and for potential needs.
5.4: 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 ● Connect students and families with outside resources to assist them in meeting needs. [Mental Health needs, Local Food Banks, etc..] ● https://yourlifeiowa.org/ ● https://pleasepassthe love-dsm.slack.com/join/shared_invite/zt-cv5jwhch-uAg5ce9twam4BmZmoHCt3A#/

Section 6: Behavior Planning:

During the 2020-2021 school year, the Exira-EHK 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.

Key Points: [PK-5 PBIS Matrix + Distance Learning](#)
[6-12 PBIS Matrix](#)

Goal:	Distance Learning, Hybrid, and In-Person Models
	These are considerations in addition to our official Exira-EHK Handbook and Code of Conduct
6.1: The safety, well-being, and security of all students	<ul style="list-style-type: none"> • The district utilizes GoGuardian and online safety filters. • Students will work in a place away from distraction. • Attends all classes with an appropriate background, such as a common wall. • Ask for help when you need it. [Advocate for yourself when you need assistance] • Use kind words and faces. • Use devices appropriately. • Make respectful comments. • Follow Exira-EHK’s appropriate use of technology policies. • In grades K-12, students will attend all class sessions with the district provided device and Google account.
6.2: An environment of respect for students in a virtual setting	<ul style="list-style-type: none"> • Keep video on and audio off unless you have a question or are called upon by the teacher • Answer questions in the chat box on cue, or raise your hand and wait for your teacher to call on you. • Listen to others’ ideas, opinions, and comments. • Use kind words and faces. • Listen and keep your attention on the speaker. • Respond appropriately to others. • Remain on task. • Keep open only tabs/activities/docs related to the lesson. • Follow school dress code in video meetings and recordings. • Think before posting - always use appropriate language in comments, chats, and emails. • Screenshots, photos, or video recording of meetings are only allowed by the teacher.
6.3: Students who are responsible for their own learning	<ul style="list-style-type: none"> • Be on time and ready to learn. • Start class with a device charged or plugged in. • Have all materials ready. • Ask questions when you have them. • Choose a distraction-free space to work. • Use materials appropriately. • Remain on task, avoid mult-tasking, and silence/power-off any non-school devices. • Participate. • Do your best work. • Keep video on and audio off unless you have a question or are called upon by the teacher.

	<ul style="list-style-type: none"> ● Listen carefully, watch video recordings again, if necessary.
<p>6.4: Possible responses to inappropriate behavior</p>	<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. ○ 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. ○ Bldg. Principal works with students on appropriate behavior and responsibility. ○ If the behavior occurs in a group video conference, the teacher will 1) redirect, 2) mute the student, 3) eject the student from the conference and follow up with parents to discuss concerns. 4) The student and parent will also meet with the principal online to discuss the concerns. 5) Other possible consequences could include attending the class with no sound or video capabilities, or completion of work packets with no online attendance. Behavior referrals will be tracked through the district management system. ● 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. ○ In person and on-line videos of how to work with the platforms that will be utilized by teachers. ○ Place both policies and resource videos on the school website.

Section 7: Professional Development Planning:

During the 2020-2021 school year, the Exira-EHK 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 on-line resources for parents to better understand how to engage with the platforms used for instruction in a distance learning model

Key Points:

Goal:	Distance Learning & Hybrid Model
7.1: Staff PD	<p>Recommended courses for professional development activities provided from Heartland AEA will be shared with staff members.</p> <p>Professional Learning opportunities will be developed by Exira-EHK technology department based on the district identified platforms. [Primary: Google Classroom, Google Meet, Google Jam Board, SeeSaw, OWL Meetings, Screencastify/Loom] and information will be provided to students and families.</p> <p>Professional learning opportunities for staff for “Just in Time Learning”, delivery of interventions, standards referenced grading (flow chart), engagement, formative assessments, and pre-assessments.</p>
7.2: Student Technology Support	<p>Exira-EHK 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 may include:</p> <ul style="list-style-type: none"> • Google Classroom • Google Meet • Screencastify/Loom • Flipgrid • Jam Board <p>Exira-EHK CSD will develop expectations and standards around our learning platforms that will be essential for staff, students, and parents to understand.</p>
7.3: Parent Supports	<p>Tutorials will be placed on our school website for parents and community members to review. The instructional videos will provide learning opportunities to all who are in need of learning to assist students in their learning.</p> <p>Scheduling and prioritizing learning opportunities will be directed through classroom teachers and building administration.</p>
7.4: Non-Certified Staff	<p>Food Service:</p> <ul style="list-style-type: none"> • Professional Development in the area of food preparation will be completed through Heartland AEA and Department of ED.

	<ul style="list-style-type: none">● 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">● Exira-EHK Building Principals 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 building administration will attend appropriate professional development activities to ensure we are meeting the expectations of the CDC and Iowa Department of Education. <p>All other non-certified staff</p> <ul style="list-style-type: none">● Mandatory Professional Development will be completed through Heartland AEA and Department of ED.
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Section 8: Health & Mitigation

During the 2020-2021 school year, the Exira-EHK School 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 structures to promote the cleanliness of our district facilities.
- Communication and planning with health and emergency agencies.

Key Points:

Goal:	Face-to-Face Learning
8.1: General Guidance	<p>The general message to families, students and staff is to stay home if you are not feeling well. Exira-EHK recommends that staff and students take their temperature at home daily before coming to the school buildings. Additional screening protocols for staff and students entering the school building will be developed and implemented per guidance of the CDC and IDPH. Consult your primary healthcare provider to provide guidance regarding your child’s specific health needs.</p>
8.2: Group Gatherings	<p>State and local public health orders limiting the size of group gatherings are in place. We believe that similar guidelines will continue to be in place as our school year begins.</p> <p>Exira-EHK Schools will follow state and local public health orders limiting the size of group gatherings when in place.</p> <p>Social or Physical Distancing Suggested Requirements:</p> <ul style="list-style-type: none"> • Stay at least 6 feet [about 2 arms’ length] from other people • Do not gather in groups • Stay out of crowded places and avoid mass gatherings. • Use social distancing when on buses and outside during recess, as well.
8.3: Student and Staff Requirements	<p>Group gatherings may be limited to provide students and staff enough space per person in our building. Exira-EHK Schools consequently will be required to reduce the capacity of our school building to certain percentages.</p> <p>In this case, Exira-EHK will limit the number of visitors and restriction of access to our building during the school day.</p> <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>
8.4: Symptom Screening	<p>Staff and students are encouraged to stay home if feeling ill.</p> <p>Students and staff members will be required to take their temperature at home before coming to school. If a person’s temperature is 100.4 degrees or higher the person will be required to stay home.</p> <p>Students and staff must be symptom free for 24 hours without medication before returning to school or activities.</p> <p>We ask that staff members check temperatures prior to 6 AM. This will allow time to find a substitute teacher for the day, if needed.</p>

	<p>Exira-EHK Schools also reserves the ability to health screen students prior to the school day and upon a return to practice each day.</p> <p>Any student showing symptoms of illness will have a facial covering applied (mask and/or shield) and will not be allowed to remain in school for the day.</p> <p>We will follow local Public Health and CDC guidelines. Please consider consulting a physician with any of the following symptoms:</p> <ul style="list-style-type: none"> ● Fever: Temperature of 100.4 degrees or higher ● Cough ● Shortness of breath, difficulty breathing ● Sore Throat ● New loss of taste or smell ● fatigue ● Headaches ● Muscle or Body aches ● Nasal congestion ● Nausea ● Vomiting ● Diarrhea ● Positive COVID-Test <p>Symptoms are asked to be shared if you are keeping your student home for the day. Symptoms can be shared on our voicemail system or with our school contact when reporting the absence.</p>
<p>8.5: Building Organization</p>	<p>Classroom furniture will be arranged to promote social distancing as necessary.</p> <p>Exira-EHK will attempt to create a modified traffic flow within the building. The traffic pattern is designed to enhance social distancing and crowding of hallways.</p> <p>Social Distancing is also encouraged when waiting in lines. We promote all students staying 6 feet or 2 arms lengths apart.</p> <p>Placement of sanitizing stations in the building.</p>
<p>8.6: Suspected/Confirmed Cases</p>	<p>Per Public health guidelines.</p> <p>Exposure: If a staff member or student is exposed to the COVID-19 virus, it is recommended by the Iowa Department of Public Health that the person self-isolate for 14 days after exposure.</p> <ul style="list-style-type: none"> ● Scenario: <ul style="list-style-type: none"> ○ Student A has been directly exposed to a case of COVID-19. [Primary Exposure] <ul style="list-style-type: none"> ▪ It is recommended that Student A self-isolate for a period of 14 days. ○ Student B is exposed to Student A. Student A shows no symptoms. [Secondary Exposure]. <ul style="list-style-type: none"> ▪ Student B is able to participate, but is encouraged to self-monitor. <p>Positive Case: The person with the positive test will be required to be a non-participant in all activities until the virus has passed.</p>
<p>8.7: Pre-existing health conditions</p>	<p>Please report all pre-existing health conditions to our school nurse. Knowledge of pre-existing conditions will help us to best promote the overall health of our students and visitors.</p>

<p>8.8: Health Office Student Pick-up</p>	<p>If a student is being sent home ill, we will ask that parents call from the parking lot and we will bring your student to the car for you. This is all in an attempt to promote a healthy school environment.</p> <p>A student will remain in isolation until their parents arrive. Mandatory pick up of child within a reasonable time.</p>
<p>8.9: Personal Protective Equipment</p>	<p>Exira-EHK will follow the guidance of the Iowa Department of Public Health to develop policies in regards to the use of PPE devices.</p> <p>Communication will be provided to students and families as to how to properly use PPE devices during the school day or at after school activities.</p> <p>Staff members will not place a PPE device on a child without parental consent.</p>
<p>8.10: Travel</p>	<p>There are no travel restrictions for travel within the United States. However, if a staff member or student was exposed to a person with a positive test the expectation will be that the person self-isolate for 10-days after exposure.</p>
<p>8.11: Mitigation Procedures</p>	<p>Students and staff are encouraged to use your own materials and limit the amount of sharing of utensils, pencils, devices, books, and learning tools.</p> <p>Exira-EHK custodial staff will follow directions of both the Iowa and Audubon and Shelby County Department of Public Health to identify appropriate cleaning procedures that are in place to promote the health of our students and staff.</p> <p>Cleaning procedures will focus on high contact areas and areas where bacteria is most likely to be located.</p>
<p>8.12: Water Bottles</p>	<p>Exira-EHK encourages the use of water bottles during the school day and will be filled at filling stations. Students will NOT have access to drinking water fountains at school.</p>
<p>8.13: Transportation</p>	<p>Following local Public Health guidance and safety measures.</p> <p>School transportation will be cleaned and sanitized after route or event.</p> <p>Hand sanitizer and disinfectant wipes will be supplied in each vehicle.</p>

Section 9: Technology

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

- Ensure that all students and staff have access to a working device. [Chromebook/Ipads]
- Supporting staff, students, and families in the use of our on-line 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. [JMC]

Key Points:

Goal:	Distance Learning & Hybrid Model
9.1: Provide technical support for students and staff.	Develop a ticket system to collect and respond to issues staff and students may encounter. Tech Support Request: techsupport@eehkspartans.org
9.2: Instructional Technology	Provide professional development opportunities to staff. Professional Development will be created around our Google Platforms, Screencastify and Flipgrid, ect. Share videos with students & families to develop an understanding of how to access on-line learning content.
9.3: Partnerships	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 on-line learning.
9.4: 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. [Flipgrid, Quizlet, etc...]
9.5: Student Information System	Support families in their understanding of JMC. <ul style="list-style-type: none"> • Check attendance • Lunch Accounts • Grading information
9.6: Technology Checkout	Exira-EHK will distribute devices to students in grades K-12 during any required distance learning experience. Devices will be shared with students as needed to meet our distance and hybrid learning plan. Each device is to be used for school purposes and will be protected with district anti-virus and student safety programs such as GoGuardian.

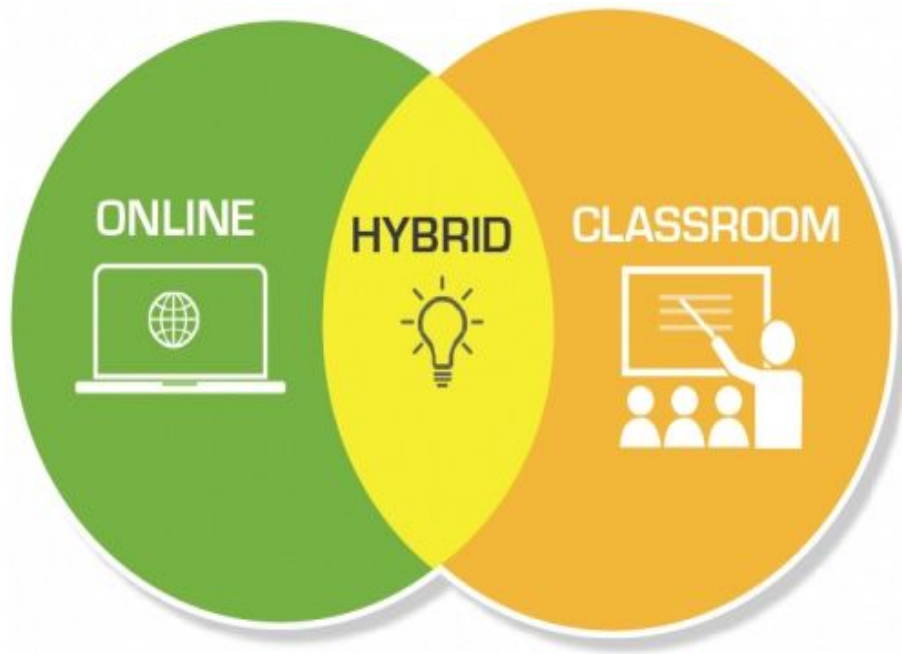
Section 10: Operations

During the 2020-2021 school year, Exira-EHK will be flexible in providing services to staff, students, parents, and community. Flexibility will be vital to ensure that our students and community members continue to receive appropriate services. Please understand that our school district will follow all orders provided by governmental offices at both the State and County Levels.

Key Points:

Goal:	Distance Learning & Hybrid Model
10.1: Food Service	<p>Exira-EHK 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> <p>The Grab-n-Go program will include pick-up opportunities in each of our two communities:</p> <ul style="list-style-type: none"> ● Exira: Front entrance of Exira-EHK Elementary School ● Elk Horn: Front of gym entrance of the Exira-EHK MS/HS School (circle drive) <p>We do ask that persons receiving meals at each location remain in cars. The meals will be delivered to your car.</p> <p>We will drop meals off at each location between 12:00 PM and 1:00 PM on Monday. Subject to change. Communication will be sent through JMC and/or school app.</p> <p>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.</p> <p>All meals will meet the guidelines of the Nutrition Program.</p>
10.2: Facilities	<p>Exira-EHK 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> <p>Exira-EHK will develop drop-off and pick-up procedures designed to limit exposure to COVID-19 within our school building. MS/HS students will be able to enter and exit through the southwest door and east door during the day. The bell door will not be in use. Elementary students riding the bus will be dropped in front of the north facing doors, parents dropping off or picking up at the end of the day will use the south facing doors.</p> <p>We ask that all persons picking students up remain in their car during both drop-off and pick-up times.</p> <p>Learning activities will be suspended at the appropriate time to ensure student safety.</p> <p>Our facilities and grounds group will continue to work at appropriate times to ensure the cleanliness of our school facilities.</p> <p>If building projects are underway, the companies will be allowed to continue or begin projects based on guidance from each agency listed above.</p>

<p>10.3: Student Transportation</p>	<p>Exira-EHK 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> <p>Measures may include: Using an alternating pattern of seating, allowing siblings to sit in the same seat with each other, assigning seats, and wearing masks or PPE.</p> <p>Regular sanitizing measures will be completed to ensure our vehicles will be disinfected. ‘High touch’ areas will be points of emphasis.</p> <p>We also will encourage parents to bring their students to school during the Hybrid Model plan.</p>
<p>10.4: Business Service</p>	<p>Our district business office will be opened to the greatest extent possible. Please understand that recommendations from health and governmental agencies may require us to close and we will comply with all recommendations.</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. Please know that district staff will be in touch in a timely manner.</p>
<p>10.5: District Meetings</p>	<p>In the case of a school closure all meetings will be hosted in a virtual manner.</p> <p>School Board meetings will be available to the public via a Zoom link that will be shared at least 24 hours prior to the meeting. Meeting links will be posted on the district website.</p> <p>Participation in the meeting is invited during the visitors section of the meeting agenda. Questions or comments shall be posted in the Q & A section of the virtual meeting will be shared with meeting panelists for consideration.</p>
<p>10.6: Activities and Athletics</p>	<p>Exira-EHK 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 our Student Information System and the Exira-EHK District Website.</p> <p>Students re-entering campus for activities and practices will be asked to check in with the school in the high school office upon returning to school prior to the last bell. Exira-EHK 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>



Exira-EHK Return to Learn Infrastructure Plan



[Learning Management System](#)

[Online Resources to compliment Google Classroom:](#)

[Bandwidth and Internet Access](#)

[Online Learning Platform](#)

[Google Meet Bandwidth Requirements](#)

[Zoom Bandwidth Requirements](#)

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Learning Management System

Exira-EHK will primarily use Google Classroom for the central hub of online learning. This will allow one location for students and parents to access to see all classroom or course content and materials. However, for younger ages, Google Classroom can be a little more cumbersome to navigate. In this case, SeeSaw is recommended for K-1 classrooms and even to be

Google Classroom K-12

- “Homebase” for all instructional content.
- Instructional materials are posted directly to Classroom or linked to other supplemental tools or areas.
- Familiarity with the Google Ecosystem will assist in training and end-user comfort in using the technology.
- SeeSaw may be a better solution for younger ages. This may be used by any teachers that want to use it, but it is recommended that all teachers use Google Classroom as the starting point for online learning. SeeSaw is ideal for grades K-5 (specifically early elementary).
- Advantages of SeeSaw for younger ages are a simplified interactive interface, audio recorded directions, activity library and more.
- A variety of other tools that can be used are listed below. This list is not exhaustive and teachers are not limited to using only these resources:

Online Resources to compliment Google Classroom

Assessment Tools: Google Forms Kahoot Edpuzzle PlayPosit Quizizz	Supplemental Tools: Padlet Kami Zoom Screencastify Flipgrid	District Subscriptions: Renaissance ???
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PearDeck	InsertLearning	
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In addition, emphasis should be made to use the tools that are part of the GSuite applications (Google Drive, Calendar, Youtube, etc.) as users have familiarity with these products already.

Bandwidth and Internet Access

Exira-EHK currently has 100 Mbps Download and 50 Mbps Upload bandwidth in both the Exira and Elk Horn buildings. This amount of bandwidth is typically sufficient for every day school operations. However, with schools being limited or shut down due to COVID-19, considerations should be made to adjust to different scenarios throughout the school year.

- Typical Operations - Bandwidth should be sufficient in all aspects.
- Flipped Classroom - Teachers would record content and upload when able. This would be the most flexible solution as the upload could take place when bandwidth is available.
- Hybrid of online and in-person learning - Will be the most taxing on bandwidth needs as teachers will likely be using the upload stream to due live classes.
- All Online Learning - Would be taxing if all teachers were live teaching at one time

I believe that with the bandwidth currently in place, online learning should go well. In the event that additional bandwidth is needed, then arrangements should be made with METC to provide more needed bandwidth.

Online Learning Platform

The choice of video conferencing platform should depend on district preference. Google Meet has been made a free product as part of our GSuite service. Zoom can also be used. See below for bandwidth requirements.

Whatever platform is used, teachers should record all content and post to an online source (Youtube, Google Drive, etc.) to have for viewing at a later time.

Google Meet Bandwidth Requirements

- HD video quality
 - Latency should be less than 50 ms when pinging Google's public DNS server at 8.8.8.8.
 - Outbound signals from a participant in all situations must meet a 3.2 mbps bandwidth requirement.
 - Inbound signals depend on the number of participants:
 - 2.6 mbps with 2 participants
 - 3.2 mbps with 5 participants
 - 4.0 mbps with 10 participants
- Standard definition (SD) video quality bandwidth requirements
 - Latency should be less than 100 ms when pinging Google's public DNS server at 8.8.8.8.
 - Outbound signals from a participant in all situations must meet a 1 mbps bandwidth requirement.
 - Inbound signals depend on the number of participants:
 - 1 mbps with 2 participants

- 1.5 mbps with 5 participants
- 2 mbps with 10 participants

Zoom Bandwidth Requirements

The bandwidth used by Zoom will be optimized for the best experience based on the participants' network. It will automatically adjust for 3G, WiFi or Wired environments.

Recommended bandwidth for meetings and webinar panelists:

- For 1:1 video calling:
 - 600kbps (up/down) for high quality video
 - 1.2 Mbps (up/down) for 720p HD video
 - Receiving 1080p HD video requires 1.8 Mbps (up/down)
 - Sending 1080p HD video requires 1.8 Mbps (up/down)
- For group video calling:
 - 800kbps/1.0Mbps (up/down) for high quality video
 - For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
 - Receiving 1080p HD video requires 2.5mbps (up/down)
 - Sending 1080p HD video requires 3.0 Mbps (up/down)
- For screen sharing only (no video thumbnail): 50-75kbps
- For screen sharing with video thumbnail: 50-150kbps
- For audio VoIP: 60-80kbps
- For Zoom Phone: 60-100kbps

Recommended bandwidth for webinar attendees:

- For 1:1 video calling: 600kbps (down) for high quality video and 1.2 Mbps (down) for HD video
- For screen sharing only (no video thumbnail): 50-75kbps (down)
- For screen sharing with video thumbnail: 50-150kbps (down)
- For audio VoIP: 60-80kbps (down)

Other Considerations

In a hybrid in-person/online model, a device such as the Meeting Owl may be beneficial for online participants to see the classroom interaction more effectively. These units cost \$800 to \$1,000 each. Availability is a concern if these units become high in demand.

If all learning is online, teachers may use their computers and screen sharing to record lessons. These should be saved and uploaded to an online platform for posterity.

Rural areas of the district are underserved by local ISPs. Factors that are beyond the control of the district at this time include the quality of the family's home network, the service available to them, and other users on the network concurrently. Families should be educated to use their internet service responsibly during school hours for the best learning experience. In addition, non-technical resources should be made available to families lacking reliable internet access.