

West Lyon Community School District



Return To Learn Plan Addendum

2021-22

West Lyon Community School District's Return-to-Learn Plan

The West Lyon Community School District (WLCSD) has revised its Return-to-Learn Plan for the 2021-22 school year as directed through guidance of the Iowa Department of Education, the Lyon County Health Services office, guidance through various professional affiliations and our district's leadership team. Upon direction and guidance, our District's Return-to-Learn Plan contains three different learning models that we may utilize during this upcoming school year. These three different learning settings are explained within this document. We continue to plan for three different learning situations and will move from one to another if conditions related to COVID-19 or any of the variants change within the state, community or school setting. Staff, students and parents should prepare for all three learning situations for the 2021-22 school year. Our goal is to plan and prepare to utilize these three learning settings, if necessary. We continue to believe that the On-Site Learning model is the most optimal learning environment for all students and believe that students attending in brick-and-mortar buildings receiving instruction from teachers and support from staff is the ideal situation for learning. Please understand that while any of these plans can be implemented at any time, these plans may be adjusted or altered at any time as many factors can influence our decision and we'll continue to use the information that we receive from our local and state health officials. It is vital to keep in mind that this is a fluid (can be changed) document as we continue to monitor local and state Department of Public Health data for Coronavirus cases and positivity tests. We began the 2021-22 school year on Tuesday, August 24th with the on-site or face to face model (Level I), and plan to communicate to our families if or when we need to move to one of the other two learning models. The Hybrid or (Level II) is a combination of onsite and remote/virtual learning model. Remote or E-learning is our (Level III) model and would be implemented if we are directed by Lyon County Public Health officials to do so.

We are asking that parents or families that would rather educate their children from the remote or e-learning model this school year to please contact the West Lyon main office 712-753-4917 by no later than Wednesday, August 18th. This helps us with our enrollment process and this choice would commit those families to remain enrolled in that model for the entire semester. We will also ask families to make a commitment for the second semester model of learning by no later than Monday, December 13, 2021.

On-Site Learning (Level I)

On-Site Learning occurs when the decision is made that buildings can operate, and students can return to school. The 2021-22 school calendar and assigned (normal) schedule for students will be followed. The WLCSD provides devices for students in grades 7-12 for their individual use, and devices are also provided in TK-6th grade as well in the classroom setting. Staff will be cognizant in mitigating classrooms where students and staff can properly social distance. Students will be asked to move as quickly as possibly through hallways during passing times, or while exiting the building for recess or if they are leaving the building. Students and staff will be asked to not congregate in hallways or entry ways after entering the building, while doing their best in obeying social distancing guidelines. At the beginning of the 2021-22 school year, staff will use data from local and state assessments to determine the educational level and proficiency of students. At the beginning of the year, students will be taught procedures that will include accessing classroom objectives and procedures through any of these learning settings, which may include any of the following; checking Gmail, Google Classroom settings, participating appropriately during instruction delivered through grade or class level sessions. Special education students that qualify for extended school year services attend summer school delivered virtually or in-person. If necessary, teachers can plan with their building principal to access the building to acquire materials and to deliver virtual instruction from their classroom during a prolonged closure. Parents may also contact their respective building principal to retrieve essential materials for their child, such as learning devices, medications, and necessary supplies. Outside agencies that use the building will not be permitted to access the building during a virtual learning situation.

As an extra safety measure, students and staff will be encouraged to bring a mask to school. Students will help to clean their desks or learning station before and after use. Cleaning supplies will be available. Hand sanitizer will be available in each classroom and offices. We will monitor CDC guidance and adjust procedures when needed. We will continue to follow Lyon County Health and the Iowa Department of Public Health for guidance and adjust procedures when needed. Guidance will also be provided for parents regarding the steps to take when their child is sick. 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 with a mask to the nurse's station. Our hope is to continue to mitigate large numbers of individuals in the office at one time. The nurse's station is equipped with supplies and equipment to determine if the child should be sent home. All staff members working in the nurse's station will be provided PPE materials. If it is determined that the 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 or variants in the building. Students that are sick with other non-COVID symptoms will be sent to the office when sick. Parents and volunteers will need to call the central office before they'll be allowed to visit classrooms as a health and safety precaution. Access to any outside agencies will be determined on a case-by-case basis during the 2021-22 school year. Decisions regarding extracurricular activities will follow guidance from respective high school associations. High-touch areas in the buildings and classrooms will be cleaned frequently during the day and thorough cleaning will occur more frequently as well. As the start of the 2021-22 school year near, the attendance policy may be revised; guidelines for parents regarding when to keep sick children home will be revised; expectations for starting school will be developed and

communicated; promotion, grading, acceptable use policy will be reviewed, schedules for students and staff will be developed; and communication with parents regarding technology will be developed and shared. Communication for families will be accessible in the language of the family.

Hybrid Learning (Level II)

Hybrid learning may occur when a proclamation or closure is made by the Governor or Lyon County Health officials that a district or buildings can operate at less than full capacity and where social distancing can be successfully practiced. During Hybrid Learning, the school calendar and school day may be adjusted, thus meaning staff and student learning times may be adjusted. During hybrid learning, students may attend school on-site on scheduled days of the week: This schedule will be communicated to families prior to moving to the Hybrid Learning model, and it is our goal that all students will be able to utilize the Hybrid Learning model, and when students are not attending school on-site, they will be completing coursework at home.

Our district leadership and administrative team used the information received from surveys and conversations with district stakeholders, and have decided that the Hybrid Learning option would be the most difficult option to provide to the students in our district. However, we felt that we needed to at least have this option available if the Department of Education allows districts to incorporate additional learning opportunities for our students and staff. The expectation that coursework is completed and required would still be in place and it will be important for parents/guardians to support their child's learning while at home or at school during Hybrid Learning.

If directed to implement the Hybrid Learning model, the West Lyon Community School District would communicate this intention as quickly as possible to its district families and stakeholders. Another potential positive result of the Hybrid Learning model, would be regular class sessions that teachers would have the ability to contact students on a weekly basis. The major concern with this model was that electives, exploratories, and “programs” such as music, art, and PE would be more difficult to be held on-site. The WLCSD values all courses taught and knows that students value courses they take as well. Similar to virtual learning, a top requirement for Hybrid Learning to be most successful is providing connectivity to every student. We will be prepared to deliver instruction and support students virtually during Hybrid Learning, but if internet connectivity is not available to families, hard copies, and materials downloaded to student devices will be provided. Even though no one likes to be told how to do things, the consistency in processes and procedures benefit students and families during Hybrid Learning. The WLCSD provides an iPad to all students in grades 7-12, and will do our best to provide devices for students in TK through 6th as well. The devices are internet accessible and can be taken home by students if virtual learning or Hybrid Learning is implemented. Another priority identified by our District Leadership Team (DLT) was the need for a consistent method of content delivery, consistent processes, and consistent procedures during virtual learning. All TK-12 teachers use a common learning management system during virtual learning, and most of our TK-12 teachers utilize Google Classroom or comparative classroom management software for virtual meetings and instruction. Various classroom designed meetings will be created, and students will join the meetings through sources created by the

classroom teacher, many will utilize “zoom” meetings by scheduling sessions during mandatory virtual learning. We feel the consistency in processes benefit students and families during Hybrid Learning. The 2021-22 school calendar may be revised, and the district has been given authorization to utilize currently planned professional development days as full instructional days. Teachers will receive professional development focused on delivering online instruction during their in-service professional development sessions during the week of August 18-20,

with all students starting school on Tuesday, August 24. Communication will be prepared that will help with troubleshooting technology questions during Hybrid Learning, and the communication will be available to students, teachers, and parents. A help desk will be available for technology questions for parents, students, and teachers to contact our technology staff, either through their school email address or by calling the school office at 712-753-4917.

We will monitor CDC guidance and adjust procedures when needed. We will continue to follow Lyon County Health and the Iowa Department of Public Health for guidance and adjust procedures when needed. Guidance will also be provided for parents regarding the steps to take when their child is sick. 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 with a mask to the nurse’s station. Our hope is to continue to mitigate large numbers of individuals in the office at one time. The nurse’s station is equipped with supplies and equipment to determine if the child should be sent home. All staff members working in the nurse’s station will be provided PPE materials. If it is determined that the 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 or variants in the building. Students that are sick with other non-COVID symptoms will be sent to the office when sick. Parents and volunteers will need to call the central office before they’ll be allowed to visit classrooms as a health and safety precaution. Access to any outside agencies will be determined on a case-by-case basis during the 2021-22 school year. Decisions regarding extracurricular activities will follow guidance from respective high school associations.

High-touch areas in the buildings and classrooms will be cleaned frequently during the day and thorough cleaning will occur more frequently as well. As the start of the 2021-22 school year near, the attendance policy may be revised; guidelines for parents regarding when to keep sick children home will be revised; expectations for starting school will be developed and communicated; promotion, grading, acceptable use policy will be reviewed, schedules for students and staff will be developed; and communication with parents regarding technology will be developed and shared. Communication for families will be accessible in the language of the family. Access to any outside agencies will be determined on a case-by-case basis during Hybrid Learning situation. Decisions regarding extracurricular 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 onsite 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 breakfast and lunch at locations to be identified. All staff will report to a school weekly during Hybrid Learning times, as staff will either be engaged in

professional development or preparing lessons. 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. Nightly custodial staff will come to work in the afternoon to clean while students are in the building. Before the 2021-22 school year starts, the attendance policy may be revised; guidelines for parents regarding when to keep sick children home will be revised; expectations for starting school will be developed and communicated; promotion, grading, and other policies may be reviewed; acceptable use policy will be reviewed, schedules for students and staff will be developed; and communication with parents regarding technology will be developed and shared. Communication for families will be accessible in the language of the family.

Virtual Learning (Level III)

Virtual learning occurs when a decision is made for an emergency closure or governor's proclamation of closure due to health concerns related to pandemic concerns or emergencies. If our building closes due to a COVID-19 or any variant outbreak and there is a need for sanitization, the students and staff in that building will immediately begin virtual learning. Virtual learning may be utilized for single classrooms to mitigate COVID-19 or any variant exposure beyond the classroom. With proper notification, virtual learning may be implemented rather than cancelling school due to inclement weather. Learning 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 District is authorized to provide Hybrid Learning or On-Site Learning. We will deliver all instruction and complete all learning virtually in the case of an emergency closure if internet connectivity is provided to families. If internet connectivity is not available to families, hard copies of learning materials will be provided. The WLS D provides an iPad device to all students in grades 7-12, and will do our best to provide devices for students in TK through 6th as well. The devices are internet accessible and can be taken home by students if virtual learning is implemented. Another priority identified by our District Leadership Team (DLT) was the need for a consistent method of content delivery, consistent processes, and consistent procedures during virtual learning. All TK-12 teachers use a common learning management system during virtual learning, and most of our TK-12 teachers utilize Google Classroom or comparative classroom management software for virtual meetings and instruction. Class sections will be created, and students will join the meetings through sources created by the classroom teacher, many will utilize “zoom” meetings by scheduling sessions during mandatory virtual learning. Even though no one likes to be told how to do things, the consistency in processes benefit students and families during virtual learning. The West Lyon Community School District will do its best to provide professional development training for teachers, students, and parents focusing on virtual learning. The 2021-22 school calendar may be revised, and the district has been given authorization to utilize currently planned professional development days as full instructional days. Teachers will receive professional development focused on delivering online instruction during their in-service professional development sessions during the week of August 18-20, with all students starting school on Tuesday, August 24. Communication will be prepared that will help with troubleshooting technology questions during virtual learning, and the communication will be available to students, teachers, and parents. A help desk will be available for technology questions for parents, students, and teachers to contact our technology staff, either through their school email address or by calling the school office at 712-753-4917.

At the beginning of the 2021-22 school year, staff will use data from local and state assessments to determine the educational level and proficiency of students. Students will be taught procedures that will include accessing classroom objectives and procedures through any of these learning settings, which may include any of the following; checking Gmail, Google Classroom settings, participating appropriately during instruction delivered through grade or class level sessions. Access to the building during virtual learning will be limited. Teachers can plan with the building principal to access the building to acquire materials and to deliver virtual instruction from their classroom during a prolonged closure. Parents can contact their building principal to retrieve essential materials for their child, such as learning devices, medications, and supplies. Outside agencies that use the building will not be permitted to access the building during a virtual learning situation.

Because of the ever-changing conditions surrounding COVID-19, identifying essential staff and nonessential staff will occur if an order is made to initiate Virtual Learning and guidance provided at the time of the order will be considered. Of course, staff and student's health and safety continue to be the top priority for our district and we'll continue to look at making necessary adjustments to the Return-to-Learn Plan, or on a needed basis. Sanitation of the building occurs during virtual learning implementation. Parents that choose the virtual learning options for their child during the 2021-22 school year, will be expected to support their child or children at home as their learning **will be required**. Keep in mind during the 2021-22 school year, attendance policy may be revised, guidelines for parents regarding when to keep sick children home will be revised, expectations for starting school will be developed and communicated, promotion and grading policies may be reviewed, acceptable use policy will be reviewed, schedules for students and staff will be developed, and communication with parents regarding technology will be developed and shared. Communication for families will be accessible in the language of the family. The West Lyon Community School District continues their partnership with Lyon County Health Services, which helps provide students and staff with COVID testing at a determined rate.

West Lyon Community School District

In person learning 2021-22 School Year:

As we begin the 2021-22 school year, face coverings are not required of students or staff, however, those wanting to wear a face covering will be supported and encouraged.

We will again follow local and state health guidelines if these departments determine if and when face coverings become required. If face coverings become required we will once again ask that all families provide their student(s) with face coverings. Similar to shoes, face coverings will be

an item that students and staff have in their possession at school. This will allow students to wear the covering they are the most comfortable with. The district will also have disposal and reusable face coverings available if needed in the main office.

If face coverings do become required, all staff and students will be expected to have a face covering (face shield or mask that covers mouth and nose) in their possession and to be worn as outlined below.

- ❖ **On School Buses:** Face Coverings are required on buses at all times, this is to ensure safety for riders and our drivers.
- ❖ **In all classrooms and the library**
- ❖ **During study halls or while in common areas**
- ❖ **In the lunch line and until seated for lunch**
- ❖ **Restrooms**
- ❖ **During activities where social distancing guidelines can't be observed or followed.**

Special considerations will be made to the specific needs and health concerns of staff and students on an individual basis.

- Special education
- EL
- Hearing impaired
- Young students (3rd grade and younger)
- Special health needs (Note must be provided by the medical provider that is treating the stated diagnosis)

Exceptions when face coverings will not be expected to be worn:

- During breakfast or lunch time while eating or drinking
- Indoor and Outdoor recess or PE activities (except during check in or rest periods)
- During choir and band practices or rehearsals
- While face covering is not expected to be worn during PE or recess activities – staff and students need to observe social distancing guidelines and protocols (i.e. 6 feet apart and no longer than 15 minutes.) During free time in the gym, masks must remain on.

Visitors: We will ask that all visitors arrange your visit prior to your arrival to our building and ask that all visitors wear a face covering upon entering the building and keep them on during their visit, except when eating or drinking.

Health/Hygiene

- Students absent from school with an illness will be screened at school prior to readmittance
- Continuous promotion of using hand sanitizers and hand washing
- Water bottle filling stations remain be available in the building to refill water bottles
- No external food brought into the school to be shared with others.
- Hand sanitizer provided in all classrooms, as well as sanitizing spray bottles
- Increase the frequency of classroom/bus cleaning and sanitization with a hospital-grade cleaner approved for COVID mitigation.

Sick children will be walked to the main office, and released to the parent/caregiver upon their arrival.

Breakfast and Lunch times.

- During breakfast, all students will social distance at designated seating in the lunchroom.
- Lunchroom seating for students spread out as much as possible
- Spacing marked for lunch lines

Buses:

- Assigned seating for all bus passengers
- Household units will sit together
- Parents always have the option to transport their children to school, but are reminded that students are not to be dropped off any earlier than 8 am.

Assigned Seating and preventative measures:

- Preschool through High School students will be assigned seating in all classrooms
- Be asked to wear face coverings where social distancing can't be observed

Threshold for changing levels

- Positive COVID threat and diagnosis in classrooms and in Lyon County. More than a 10% absenteeism in any classroom or school wide outbreak, determined by Lyon County Health.
- Multiple classrooms at increased positive case confirmations- Lyon County Health
- Iowa Department of Public Health guidance

Mandatory Exclusion from School/Work Due to Exposure

Exposure happens when there has been a positive case in your home or you have been within six (6) feet of someone for fifteen (15) minutes or more who has tested positive for COVID-19. Either or both scenarios below may be ordered.

- 14 days - Self-quarantine, unless a negative Covid test result is received 5 days after exposure the student or staff member can return to school on the 7th day.
- Negative test results and 24 hours of being symptom free (without fever reducing medications)

Coronavirus (Covid-19) Symptom Screening

- If You have a fever (100.4), cough, shortness of breath, or at least 2 of these symptoms: (* That are not normal for you)
 - Chills
 - Headache*
 - Muscle Pain*
 - Fatigue*
 - New Loss of Taste or Smell
 - Repeated Shaking with Chills
 - Sore Throat
- 10 days self-quarantine and the last 72 hours symptom free or a negative test results and 24 hours of being symptom free