



Belle Plaine Community School District
Return to Learn Manual
Last updated on 8/1/23
On-site 5 days a Week

Please note: Recommendations in this manual are fluid and subject to change upon guidance from the Department of Public Health.

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Health and Safety Guidelines

The Belle Plaine Administration will utilize guidance from the Iowa Department of Education, Benton County Department of Health, the CDC, and other health care professionals to determine best practices for returning to school.

Temperature Screenings:

STUDENTS should have their temperature checked at home by their parents/guardians prior to reporting to school.

FACE COVERINGS:

Masks will be optional for students.

SANITATION:

Classrooms will contain hand sanitizer and other cleaning supplies to help us maintain a clean school environment for our students.

Classrooms will be cleaned at the end of each day and as needed during the day.

Please note: The room cleaning schedule will change during continuous learning somewhat. We recommend using hand washing and hand sanitizer frequently as a precaution to being in a building with others.

Signage

All district buildings will have signs clearly posted regarding handwashing, symptoms, visitor policy and lunch procedures.

Handwashing recommendation

Follow the six steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.
6. Avoid touching the faucet with just-washed hands (e.g., use a paper towel to turn off the water if you don't have automatic faucets).

Younger students may need assistance and guidance in handwashing as well as reminders to do so often.

From the Center for Disease Control and Prevention (CDC): <https://www.cdc.gov/>

Washing hands can keep you healthy and prevent the spread of respiratory and diarrhea infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

Cough/Sneeze Etiquette

Follow these steps:

1. Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the wastebasket.
2. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
3. Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use a 60% alcohol-based hand rub.



Keep hand sanitizer out of the reach of young children.

Social Distancing

Social distancing also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice physical distancing, consider:

- a. Staying at least a couple of feet between people,
- b. Staying out of crowded places and avoid mass gatherings, and
- c. Increasing space between students during in-person instruction.

REPORTING COVID-19 SYMPTOMS/CASES:

The Belle Plaine Administration will utilize guidance from the Iowa Department of Education, Benton County Department of Health, IDPH, the CDC, and other health care professionals to determine best practices for returning to school.

If students or staff members would become ill at school with a temperature of 100.3 or higher; they would be placed in a specific room away from their peers. The school nurse would be called if not onsite. The students’ families would be notified immediately, and school administration would request that the parents come to pick up their child. Public Health would be notified if the student or staff member tests positive for COVID-19. This is to further prevent spread of the virus. Students who are exhibiting COVID symptoms or are diagnosed positive must immediately notify the school district.

The school building will only be closed in situations of possible rampant spread of the virus or recommendations from the state or department of health. The Department of Health will be contacted for exposures occurring in the building.

Students demonstrating positive indicators of COVID-19 will be quarantined to a separate area in the building. Parents will be encouraged to take their child for testing. Students with a fever must remain home. **Students who have tested positive for Covid-19** should remain home until they are without symptoms. The school district will follow the guidance of the Iowa department of health.

If an entire class has been exposed to Covid-19 (in the presence of someone who tests positive for more than 15 minutes) Parents will be notified. Large group quarantine may be required. If this situation takes place, students will be provided with continuous learning and still have access to their classroom teacher.



Guidelines for students and staff with chronic health risks

- School nurses will communicate with families and staff with high risk to determine additional safety precautions to be used at school

Cleaning of Facilities:

Increased emphasis will be placed on cleaning and disinfection schools on a daily and weekly basis. Additional cleaning and sanitizing procedures will be in place throughout the school year. Examples include the following: Hand washing, disinfecting wipes, physical barriers added where needed, drinking fountains will be turned off, private water bottles only, and increased time for student handwashing.

The custodial staff will be routinely cleaning and teachers/staff will be expected to help aid in the clearing of their classroom and materials being used. The classroom teacher will routinely clean surfaces, highly touched areas (doorknobs, desks, ect.), electronic devices and learning manipulatives throughout the school day.

Guidelines for cleaning

- Clean materials with 80% alcohol for environmental cleaning
- Clean visible dirt and debris first, then disinfect
- Surfaces must stay wet for 5-10 minutes to disinfect
- More is not “better”- follow the cleaner/manufacturer recommendation
- Surfaces should include desks, tables, chairs, bookshelves, and window sills
- Manipulatives should be cleaned after usage
- Toys/playground balls should be cleaned after every use
- PE equipment and musical instruments should be safely cleaned following specific guidelines from the CDC

Considerations

- Students’ sensitivity to cleaning supplies.
- Keep cleaning materials out of the reach of children.
- Daily cleaning schedule for each classroom teacher

Communication Guidelines

- Communication with all staff, students, and families will be conducted via email, school information system (JMC), the Belle Plaine CSD website, and the Belle Plaine CSD Facebook page.
- The Return to Learn manual will be sent home electronically and available in paper copy upon request.. The Return to Learn manual will be shared with all staff and all families.



- Communication between teachers/staff and students will be done via email or by using the online platform (Google Classroom (3rd-12th Grade /Seesaw(Preschool-2nd Grade) to provide daily feedback to students.
- The preferred communication between teachers/staff will be via email, phone calls or Zoom meetings.
- Teachers and staff will maintain “office hours” from 7:50 a.m. to 3:30 p.m.
- If you have questions please start with the classroom teacher first.
- All technology issues need to go through the GWAEA technology coordinator and assistant.
- Damaged devices will need to be returned to the school. A loaner device may be issued to students and the district technology technician will be responsible for documentation of this transaction.
- Fees will be issued to broken or damaged devices or for replacement chargers.
- Paper copies may be suitable if there is a gap in device access or internet access.

Students may choose to have their name viewed only on Zoom or Google Meet, have a picture in place of their live screen, or be visible to their peers/teacher. We will be respectful to students’ wishes and be privy to their social comfort in a virtual community.

Copyright laws will be taken into account in an online learning environment.

Digital textbooks if available will be uploaded onto Google Classroom to provide learning opportunities similar to the classroom setting.

Assessments may be given remotely; both standardized and formative. Students will continue to receive interventions for literacy, mathematics, and SEL.

Questions:

- 1.) What happens if a staff member becomes ill?
Answer: We will follow Public Health guidelines for COVID-19 related illnesses.
- 2.) What can parents do to help?
Answer: Parents can communicate health concerns for their child and contact the school nurse/principal.
- 3.) What additional procedures will Belle Plaine have?
Answer: Face coverings optional, additional hand sanitation and stations, signage posted through the school, increased cleaning of critical touch points (desk tops, surfaces, doorknobs, restrooms) and frequent hand-washing.

Student Learning



The Department of Education is recommending schools prepare three models for the Return to Learn plan for the 2020-2021 school year. On-site learning, Hybrid Model, which will consist of two options and Online Learning. The required online learning plan was required and submitted to the Department of Education. These plans may be subject to change as we receive guidance from the Department of Public Health and the Iowa Department of Education.

On-site Learning (only option to start 2023-24)

Students, preschool-12th Grade, will return to the brick and mortar setting at the beginning of the 2023-2024 school year on August 23, 2023. Regular, full days of school will be held with modifications implemented for student and staff safety. Please see the school calendar for dates of PD and early outs.

Classrooms will contain hand sanitizer and other cleaning supplies to assist with maintaining a clean school environment. Teachers will assist with cleaning during class and between classes. Classrooms will be completely cleaned at the end of each day and as needed throughout the day.

Face Coverings will be optional.

Spectators attending activities are not required to wear face coverings. They are optional.

General Communication Expectations

- Be clear, concise, and consistent
- Maintain and encourage ongoing two-way communication
- Communicate guidance from the Department of Public Health and CDC when applicable
- Address educational issues
- Provide recommendations on how to support children as they return to learn
- Provide timely feedback and information

Technology

Every student (3rd-12 Grade) will be assigned a Chromebook to help limit the exposure to Covid-19. Students in PK-2nd Grade will be assigned an Ipad. Preschool students would have access to an iPad upon request.

If students are self-isolating, students will be provided with a device to continue their online learning.



Hallways and Passing Times

Hallway interactions and proximity will be monitored.

Visitors

Visitors who have not tested positive for covid and show no signs of sickness will be allowed in the building by appointment only.

Arrival and Drop-Off

Elementary

Preschool parents/guardians are allowed to walk students to the Preschool room. **On the first day of school only, all parents may walk their children to their classrooms.** No parents will be allowed to congregate in the building before or after school, but they may set up appointments to meet with school personnel.

Recess

One grade level will have recess at a time to accommodate social distancing guidelines. Toys and shared equipment will be disinfected between groups of students using them. **No toys, balls or other items from home will be allowed.**

Students will be required to disinfect their hands upon re-entering the building.

- Elementary students receive at least thirty minutes of recess time daily.
- Recess time will be staggered
- Social distancing **may** be applicable and appropriate in all grades; particularly in the lower elementary grades.
- The use of balls and playground equipment may be limited during the pandemic. All balls will be cleaned after each group of students uses them.
- Face Coverings will not be required at recess.

Meal Times

Students will eat meals in the cafeteria abiding by social distancing guidelines as much as possible. Students may have staggered breakfast and lunch times. Additional areas(i.e. classrooms) may be available to address social distancing needs. Meal time will be staggered and self-serve stations will be discontinued. At the elementary level, milk, silverware and napkins will be placed on the trays as a



precautionary measure. Increased sanitation will occur for highly touched surfaces such as the cafeteria tables, microwave, etc.

Snacks/Birthday Treats

All classroom snacks and birthday treats **MUST BE** bought pre packaged. The teacher will be responsible for passing out all treats to students within the classroom. No homemade food will be allowed.

Transportation

Social distancing will be implemented.

Guidelines

- No food or drink may be brought on the bus
- Buses will run their regular routes; no alterations at this time
- Be mindful of social distancing

Physical Education Guidelines

Outdoor PE will be advised when possible. All materials used during PE will be disinfected after student use and between classes. Frequent hand washing and sanitizing will be required as needed.

Accommodations for students with respiratory issues (asthma) and other health related issues will be followed.

Hybrid Model (not available to start year)

If the district needs to reduce the number of students on-site, this option will be used.

Belle Plaine schools will have students Preschool-12th grades attend on-site learning; however, students would rotate on alternating days to reduce the number of students on-site at one time.

Students would attend school 50% on-site and 50% online.

Face Coverings will be optional.

Please Note: More information will be provided at a later date on the details of this Hybrid Option.

Objective: To use synchronous learning with students onsite and students at home.



Students who choose If the district chooses the Hybrid Model, students would have set days to attend school for two-three days per week. Students at home would attend class remotely to avoid a lapse in learning instruction.

Student Expectations

- Students will have interactions with teachers and classmates via small group discussions
- Group work on projects remotely and onsite (Option 2 only)
- Students participate in individual and group activities
- Students are respectful to others and their teachers
- Communicate with their teachers if they have any needs or concerns
- Daily attendance is required

Teacher Expectations

- Daily video lessons
- Use of swivel for video lessons
- Daily feedback to students using google classroom or email
- Daily assignments and tasks to measure student progress
- Progress monitoring weekly or bi-weekly to ensure learning gaps are addressed
- Intervention times set forth for small group instruction and for individual students

Special Education Student Expectations

- The special education teachers will be logged in during video instruction
- The special education teacher will meet individually with students onsite when applicable and virtually when not possible.
- Utilize one-on-one instruction using Zoom breakout rooms or Google Meet
- Progress monitoring weekly

The Student Success Teams will monitor Early Warning System data, as well as get feedback from teachers, and connect and communicate with individuals.

Specials guidelines

Physical Education guidelines for Hybrid Model

- Create normalcy
- Video demonstrations of skills modeled by the instructor
- Proper demonstrations of activities to complete at home
- Game demonstrations
- Check-ins with students via Zoom or Google Meet
- Daily feedback to students
- Communication with students via Google Classroom, Seesaw or email
- Bi-weekly communication with parents
- Associates will login for their student's class time



- Students demonstrate progress through video or other means.

Band/Choir guidelines Hybrid model

- Create normalcy
- Video demonstrations of lessons, songs, and scales to practice remotely
- Proper demonstrations of instrumental care and breathing techniques
- Send music electronically to students to practice at home
- Daily check-ins with students via Zoom or Google Meet
- Daily feedback to students
- One on one lessons via Zoom or Google Meet (when applicable)
- Communication with students via Google Classroom or email
- Bi-weekly communication with parents
- Students demonstrate progress through video or other means.
- Small group instruction together (playing and singing online together as a class)
- Music Theory discussions: guest speakers zoom in, showcase of musical shows, etc.

Equity

Special Education guidelines

- Each student will have an opportunity to equal access in education.
- All special education students will have their specialized instruction and minutes met daily.
- Communication with the students will be daily and feedback will be given via email or on the Google Classroom / Seesaw platforms.
- Associates will be present during scheduled class time lessons and will offer continual support
- Maintain a sense of normalcy
- If students do not have access to internet services, then the school shall provide hard paper copies of all instructional materials
- Have access to a free and appropriate public education (FAPE)
- Have opportunities to show growth
- Weekly communication with families

Guidelines: Video recording may be used for any educational decisions, it is part of the individual's educational record and must be treated with the same protections and procedures as any other educational records.

Special education teams and the AEA team members as well as the principal will meet monthly or bi-weekly to discuss policies and procedures.

Special education teachers will communicate rosters and modifications to the general classroom teachers and associates (if applicable).

K-12 Special Education teachers will obtain written permission from parents to allow



students to participate virtually with others. Special Education teachers will keep these records on file in their classroom.

Online Learning (not available to start year)

Objective: To provide an online learning community for all students in grades Preschool through 12th grade. Credit will be rewarded to all participating students.

Goal: The goal is to identify learning gaps, accelerate student learning, and to have positive student achievement rates.

Projected learning requirements

- Whole class instruction daily
- Weekly small group instruction and group collaboration
- Daily student check after viewing the instructional videos to measure student confidence with the learning (exit tickets, checklists, verbal or written feedback)
- Direct engagement with the teacher daily through recorded videos
- Intervention instruction with individual students and through small groups (literacy, mathematics, and SEL)
- Attend learning sessions on time or watch recordings later (attendance is recorded)
- Engage in lessons and discussions created for classrooms
- Act and dress appropriately for online learning sessions
- Practice effective communication with your teachers and peers
- Turn in assigned work on time and meet deadlines
- Complete work with academic integrity
- Follow district technology acceptable use policies

Student Engagement

When students do not participate/engage at all throughout a full week's time:

- Teacher will contact the student and the parents

If no response to initial teacher contact

- Student Success Team responds (including the guidance counselor, special education teacher, and the team of teachers)

If no response after two weeks:

- Admin contact by Mrs. Coover or Mr. Devereux
- Parent/student meeting
-

Content focus

- Reading and literacy
- Writing
- Mathematics
- Science



- Social Studies
- SEL (Social Emotional Learning)

Student devices will be picked up or delivered to ensure all students have access to technology.

All instructional materials presented will be awarded credit and grading is mandatory. Participation will be essential in a successful virtual community. If students do not complete the work, they will receive a zero for the task.

If technology is not accessible, the classroom teacher will provide paper copies to supplement instruction at the lower elementary levels upon request and when appropriate. Arrangements will need to be made for pick up.

Core instruction in all curricula areas will be delivered by certified teachers. The associates will be assisting in supporting their student(s) and the classroom teacher.

All teachers and staff will have their own Google Classroom / Seesaw which will be Belle Plaine's adopted learning platforms. Google Education will include the use of Google Meet, Google Slides, Google Earth, and Youtube. Classroom teachers will have their own Youtube channel in which instructional videos will be uploaded.

Delivery of online instruction will be recorded and accessible to all students to ensure success and equitable instruction. Both learning opportunities; direct instruction through video lessons and curating from web resources will be utilized. Daily assignments will be given remotely.

Zoom will be utilized by several classroom teachers and staff. Each associate will be present during their students' video instruction to help assist with classroom materials and instruction. Building principals will be viewing online video lessons as well.

Break out rooms on Zoom and within Google Meet will be utilized for small group work and partner works.

All teachers will be giving daily feedback to students during their normal office hours of 7:50 a.m.-3:30 p.m. This will be done online in the Google Classroom or via email. Parental contact may be made via email or phone calls.

Attendance



Attendance will be taken daily when a student logs onto the platform and completes assigned tasks. The teachers and staff will be tracking attendance for the day and the records will be stored at the school. Appointments and other circumstances will be counted as excused. Unique family circumstances will be taken into consideration.

In order for students to be successful, it is crucial for students to be present during the instructional hours set forth by their teachers.

Teacher and staff guidelines

It is recommended staff utilize their classroom setting when video conferencing with their students. This provides normalcy, the desired learning environment, and the availability of presentable learning materials at hand. Certified staff will need to communicate with the support staff when they will be onsite.

It is recommended associates plan to attend the video conferencing with their student. The associate is recommended to assist and support the classroom teacher.

Staff must keep “office hours” during their contract time to provide feedback to students on a daily basis and be open to answering questions from students/parents. The preferred means of communication will be via email. If communication is occurring with students and parents, please make sure you have a copy or documentation for your personal records.

Staff must record their video conferencing on Zoom and on Google Meet. This ensures protection for staff and students. Documentation of student and parent conversations is recommended.

Staff is expected to provide students with directives on appropriate online learning methods including safety and privacy while online.

Delivery of curriculum

- Required online learning
- Attendance will be taken daily
- Onsite and online learning will be considered
- Group instruction and individualized learning will occur



- FAST assessments will be administered to identify the learning gaps
- Formative assessments in the secondary will be administered to set a baseline
- Review materials
- Identify learning gaps
- Present new grade-level materials as soon as possible

Assessments to be used

- GOLD (Preschool)
- FAST (PrepK-6th) for literacy and mathematics
- Formative assessments
- Summative assessments

FAST Bridge Assessment Guidelines

- 1.) Test Security is crucial. Parent/Guardian(s) may help students with technology log-ins, but nothing else.
- 2.) Students will be reading their passage and problems from their own devices as the teacher is assessing from their device. This will be done remotely.
- 3.) Screenshots of the passages are unethical and results will be disregarded.
- 4.) Paper copies are not allowed to be sent home with individuals.
- 5.) The only application which will be open on student devices during the testing window will be the FAST website.

FAST Screening Dates

August 17 - October 9th (Fall)

January 4 - February 26 (Winter)

April 12 - June 4 (Spring)

Professional Development Delivery

- We will follow the PD calendar as closely as possible if we are online-only or with a hybrid model.
- Professional development training at the start of the school year will have a focus on technology with instructions in Google Education, Seesaw and Zoom.
- The TLC team will meet weekly at the start of the school year to ensure support for their colleagues.
- Student Success Team will meet virtually once a month for all grade levels



Preschool-2nd Lower Elementary Guidelines Remote Learning

Student Expectations for online learning

- The following amount of direct instruction or video lessons will be provided on a daily basis from the certified teacher in all content areas with the focus on literacy, mathematics, and SEL instruction
 - Preschool: 80 minutes
 - Prep Kindergarten/Kindergarten - 2nd Grade: 90 minutes
- A consistent and set schedule will be provided per grade level in order to help families with multiple children as well as provide a routine for students to follow
- Have a learning spot within the household
- Parental support will be essential when accessing technology
- Zoom and Seesaw recordings may be watched at any time in order to monitor attendance
- Instructional materials will be graded and feedback will be provided daily
- Daily feedback will be provided during teacher/staff “office hours” (7:50 a.m.-3:30 p.m. via email or within Seesaw)

Teacher Expectations for online learning

- Daily recommended time of direct instruction through video lessons and live videos.
- Daily feedback to students using the online platform and to parents.
- Office hours for all staff will be 7:50 a.m.-3:30 p.m. Teachers need to be available via email to provide feedback and answer questions.
- Paper copies will need to be prepared and arrangements made for pick-up .
- Being present in the classroom for video lessons is recommended.

Special Education expectations for online learning

- Each student on an IEP will have individualized instruction in order to be compliant with set minutes
- Associates will be required to be on the Zoom or Google Meet when their students are online, and they will offer continuous support
- Modifications will be followed and the classroom teachers will be provided the modifications by the Special Education teacher
- Daily feedback will be provided during teacher/staff “office hours” (7:50 a.m.-3:30 p.m. via email or within the Google Classroom/Seesaw)

Parent/Guardian(s) expectations for online learning



- Assist your child in logging on to the appropriate platform (Google Classroom, Meet, Seesaw or Zoom)
- Provide a learning spot within the house for your child to work with minimal distractions
- Communicate with the classroom teacher/staff during the set office hours
- Encourage your child to be present during school hours daily

Upper Elementary (3rd-6th Grade) Guidelines Remote Learning

Student Expectations for online learning

- The following amount of direct instruction or video lessons will be provided on a daily basis from the certified teacher in all content areas with the focus on literacy, mathematics, and SEL instruction
 - 3rd-5th Grade Students: 120 Minutes
 - 6th Grade: 180 Minutes
- A consistent and set schedule will be provided per grade level in order to help families with multiple children as well as provide a routine for students to follow
- Have a learning spot within the household
- Parental support will be essential when accessing technology
- Zoom and Google meet recordings may be watched at any time in order to monitor attendance
- Instructional materials will be graded and feedback will be provided daily
- Daily feedback will be provided during teacher/staff “office hours” (7:50 a.m.-3:30 p.m. via email or within the Google Classroom)

Teacher Expectations for online learning

- Daily recommended time of direct instruction through video lessons and live videos.
- Daily feedback to students using the online platform and to parents.
- Office hours for all staff will be 7:50 a.m.-3:30 p.m. Teachers need to be available via email to provide feedback and answer questions.
- Paper copies will need to be prepared and arrangements made for pick up.
- Being present in the classroom for video lessons is recommended.

Special Education expectations for online learning

- Each student on an IEP will have individualized instruction in order to be compliant with set minutes
- Associates will be required to be on the zoom or google meet when their students are online and they will offer continuous support



- Modifications will be followed and the classroom teachers will be provided modifications by the Special Education teacher
- Daily feedback will be provided during teacher/staff “office hours” (7:50 a.m.-3:30p.m. via email or within the google classroom)

Parent/Guardian(s) expectations for online learning

- Assist your child in logging onto the appropriate platform (Google Classroom, meet, or Zoom)
- Provide a learning spot within the house for your child to work with minimal distractions
- Communicate with the classroom teacher/staff during the set office hours
- Encourage your child to be present during school hours daily

Junior High and High School Guidelines Online Learning

Student Expectations for online learning

- The following amount of direct instruction or video lessons will be provided on a daily basis from the certified teacher in all content areas with the focus on literacy, mathematics, and SEL instruction
 - 7th-12th Grade: 270 Minutes (4.5 hours)
- A consistent and set schedule will be provided per grade level in order to help families with multiple children as well as provide a routine for students to follow
- Have a learning spot within the household
- Parental support will be essential when accessing technology
- Zoom and Google Meet recordings may be watched at any time in order to monitor attendance if the student is unable to attend virtually
- Instructional materials will be graded and feedback will be provided daily
- Daily feedback will be provided during teacher/staff “office hours” (7:50 a.m.-3:30 p.m. via email or within the Google Classroom)
- If students are not present for the video lessons or logging on to view them then zero credit will be rewarded

Teacher Expectations for online learning

- Daily recommended time of direct instruction through video lessons and live videos.
- Daily feedback to students using the online platform and to parents.
- Office hours for all staff will be 7:50 a.m.-3:30 p.m. Teachers need to be available via email to provide feedback and answer questions.
- Paper copies will need to be prepared and arrangements made for pick up.



- Being present in the classroom for video lessons is recommended.

Special Education expectations for online learning

- Each student on an IEP will have individualized instruction in order to be compliant with set minutes
- Special education teachers or associates will be required to be on the Zoom or Google Meet when their students are online and they will offer continuous support
- Modifications will be followed and the classroom teachers will be provided these by the Special Education teacher
- Daily feedback will be provided during teacher/staff “office hours” (7:50 a.m.-3:30 p.m. via email or within the google classroom)

Parent/Guardian(s) expectations for online learning

- Provide a learning spot within the house for your child to work with minimal distractions
- Communicate with the classroom teacher/staff during the set office hours
- Encourage your child to be present during school hours daily
- If students do not complete tasks or assignments, they will receive a zero
- Students are expected to be present during the set classroom time set forth by their teachers

Digital Citizenship

Teachers are expected to instruct students on appropriate Google Meet and Zoom etiquette. Topics to discuss will be appropriate language, respect for themselves and others, appropriate sharing of topics and information, and the same expectations teachers would have for their own classroom. Students may be given violations if they do not adhere to these expectations.

Each 3rd grade student and all new students to the district will sign a technology agreement during registration to ensure appropriate internet use. All returning students (4th-12 grade) already have a technology agreement on file.

If there is an online violation that is deemed inappropriate or in violation of the BPCSD and PBIS guidelines; the student will immediately be taken off Zoom or Google Meet.



ELL Guidelines

ELL students will participate in general education classes. The ELL teacher will plan with and support general education teachers and students through instruction to fit the individual needs of their students.

The ELL teacher will set up individual sessions with students using the online Google platform.

Weekly communication with parents and translated communication methods.

At-Risk Guidelines

Monitoring system and identification for at-risk students

- Assessment tools: Diagnostic assessment on the FASTbridge system
- Referrals from classroom teachers and the guidance counselor
- Daily and/or weekly check-ins with the guidance counselor
- CICO intervention if applicable (Check in/Check Out)
- Referrals from The Student Success Team meetings
- Student and parent advocacy
- Weekly meeting and/or check-in with the AEA Social Worker
- Communication with the student and families will be essential

504 Plan Guidelines

All students with a 504 plan will have equal access to all learning materials and accommodations listed in their plan.

All classroom teachers will be responsible for following the required plan for their students. All “specials” teachers will be responsible for following the accommodations. This includes pull out and co-teaching options for instruction.

A free appropriate public education (FAPE) is an education that is designed to meet a disabled student's individual educational needs and is based upon procedures that satisfy Section 504's identification, evaluation, placement, and due process requirements.

An appropriate education can consist of education in regular classes, education in regular classes with related aids or services, special education, or a combination of



such services. The definition of related aids and services under Section 504 is broad and includes any service that a student needs to participate in and benefit from a district's education program. Related aids and services include but are not limited to the following: school health services; counseling; environmental, instructional and behavioral accommodations; and transportation.

Social Emotional Learning Guidelines

- Offer free learning activities all kids can do at home
- Provide strategies to help them cope as a family at home
- Offer parental guidance on how to talk to children about COVID concerns
- Guidance counselor may meet in small groups or individually with students in need
- The school psychologist may assist with teacher support and meet with students in small groups or individually
- Daily and weekly check-ins with students regarding their social and emotional needs
- Communication with families regarding student concerns on returning back to school
- Communication with staff on transitioning back into school
- Normalcy needs to be a key component as we transition back to full school days

Please Note: All Covid-19 related illnesses and family choices for education model will be kept confidential.

Resources to utilize

CDC.org

IDPH

Iowa Department of Education

