



HAMILTON HEIGHTS
SCHOOL CORPORATION

2020-2021 COVID-19 Re-Entry Plan Guidelines & Expectations

Last Update: 9.11.2020

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HHSC Core Values

- *Safety* - the health and safety of all HHSC students and staff is our highest priority
- *Innovation* - seek and encourage creativity in strategies, methods, solutions and resources
- *Community* - serve the common good of our community and the needs of our students
- *Accountability* - demonstrate ownership and a sense of duty to our educational mission
- *Respect* - admire and value each individual
- *Encouragement* - inspire the spirit and realize the potential within each person
- *Excellence* - pursue exemplary performance from students and staff

Important Considerations

- **These guidelines, strategies, and plans are dynamic and can quickly change.** Current recommendations from government agencies could become requirements. We will communicate any changes to the plans outlined below to all families when adjustments are necessary or required.
- Parents and guardians must acknowledge they have received and reviewed the *HHSC COVID-19 Guidelines & Expectations Agreement* in order for their child to participate in the on-site learning program. HHSC sent the *Guidelines & Expectations Agreement* to all parents and guardians prior to the start of the 2020-2021 school year.
- Parents and guardians play an essential role in helping set a positive tone for the school year by encouraging, informing, and preparing students as they transition back to school during this COVID-19 pandemic. We appreciate the support of our families and welcome feedback to help us improve this re-entry plan. We serve a community with a variety of perspectives. Criticizing or undermining the plan in front of students could make the re-entry for students more challenging. Again, our goal is for all students to return to school through a process that is safest for everyone involved. It will take all of us working together and cooperating through many challenges.
- Prior to August 11, all parents should develop a back-up plan for childcare if on-site classes are discontinued. It is *possible* that a temporary closure could happen without any advance warning and last from a few days to a few weeks, depending on the health situation and the Hamilton County Health Department's recommendation.
- HHSC sent the first version of this plan to all parents and guardians on July 15, 2020.

Guidance for the Plan

- We used several sources to develop this plan: CDC, Indiana State Department of Health, Indiana's Consideration for Learning and Safe Schools (IN-CLASS), other area schools'

district re-entry plans, collaboration with other school district leaders, feedback from staff, and the Hamilton County Health Department.

- HHSC believes it's important for all students to attend classes on-site to minimize the multiple negative impacts of students missing school. However, we also acknowledge many students thrived last spring while learning from home with the support of their families and teachers. We also respect the decision of parents and guardians to select the off-site learning option if they believe this is the safest option for their child.
- Our goal is to provide the safest learning environment for all students and staff at HHSC, balancing well-documented, effective safety measures that minimize the risk and potential spread of COVID-19 with the strong desire to get back to as close to "normal" for students and staff as possible under the current circumstances.

Public Health Organization Information and Updates

- [Hamilton County Health Department](#)
- [Indiana State Department of Health](#)
- [Centers for Disease Control and Prevention](#)

Essential Questions and Answers for Re-Entry

- **When will school start for Hamilton Heights students?**
 - Students will begin school on Tuesday, August 11, 2020.
- **Will we have normal back-to-school or orientation events?**
 - Traditional back to school events like Meet the Teacher Nights, Husky Connect Day, and Freshman Orientation will either be canceled or modified. Building principals will communicate specific information about these events after July 15.
- **Will masks or face coverings be required for students and staff?**
 - Based on the most reliable public health sources and experts, wearing a mask significantly decreases the risk of spreading COVID-19.
 - Governor Holcomb's Executive Order requires mask use in schools for grades 3-12 for all students, faculty and staff, volunteers and anyone in schools. Masks are also required for co-curricular and extracurricular activities, with exceptions for strenuous physical activity. Exceptions are made for medical purposes, strenuous physical activity, eating, and drinking. Masks are strongly recommended for ages 2-7.

- Cloth masks, shields, or face coverings are required at HHSC on the bus, hallways, restrooms, classrooms, and cafeteria lines for students and staff when physical distancing is not an option.
 - Students must have masks, shields, or face coverings that are comfortable for them as part of their school supplies. It's expected that students will follow the safety guidance of their teachers and school staff.
 - The schools will have some masks available in certain situations for students, but parents must provide a few cloth masks, shields, or face coverings that the child is comfortable with using at times throughout the day when physical distancing is not an option. The school is not planning to provide masks or face coverings to all students at this time. Please review the helpful *Back-to-School Face Covering Guidance for Families* provided by the Indiana Department of Education. Click [here](#) to view the information.
 - Students who are required to wear a mask and refuse to wear a mask will meet with an administrator to discuss the requirement to wear a mask. If the student still refuses, we will contact the parent/guardian to pick up the student for the day. The student will get three opportunities to comply with this requirement. After three reminders, the student will be required to participate in the Off-site Learning Program. Refusing to wear a mask will not be a discipline issue, but it will determine whether or not the student may participate in the On-site Learning Program for the rest of the grading period (ES) or semester (MS/HS).
 - Staff members are not required to wear masks during their prep periods when they are alone in their classrooms or working in their offices. However, masks must be worn when students or colleagues are present and they are unable to physically distance at least six feet from each other.
 - Students will be provided 5 minute mask breaks during classes. Students may take a break a few students at a time and only when they can physically distance in the classroom.
- **What physical distancing and other mitigation measures will be taken?**
 - HHSC students and staff need to physically distance whenever possible to at least six (6) feet. Teachers will maximize physical distancing as much as possible when organizing their classroom furniture and desks.
 - Physical distancing will not be possible at all times while at school, which is why masks, shields, or face coverings are required to minimize the spread of COVID-19 in the school setting and keeping HHSC students and staff healthy and on campus.
 - Teachers are encouraged to have class outside with students when possible.

- HHSC will provide extra disinfecting/cleaning supplies, time for handwashing, and easy access to hand sanitizer during the school day for students and staff.
- Staff will teach students important information about COVID-19, physical distancing, mask wearing, and handwashing procedures upon re-entry to school.
- **Who is considered a close contact to someone with COVID-19?**
 - For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.
- **Who will screen students and staff for COVID-19 symptoms each day?**
 - Parents must screen their children for COVID-19 symptoms each morning. All staff must self-screen for symptoms each day prior to coming to school.
 - Please click [here](#) to view ISDH Parent Guidance for screening and re-entry for students.
 - People with COVID-19 can have a wide range of symptoms – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
 - Daily Screening Process - If the answer is “yes” to any of the following, parents/guardians must keep the student home and contact the school nurse:
 - **In the last 14 days, have you been in close contact with someone who has tested positive for COVID-19**
 - **In the last 14 days, have you been asked to self-isolate by a public health official or medical personnel**
 - **Fever (100.0 or > fahrenheit)**
 - **New loss of taste or smell**
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - Sore throat
 - New onset of severe headache, especially with a fever
 - If there is a concern about whether or not a student has COVID-19, it’s important for the student to stay at home until there is confirmation that he/she does NOT have a positive diagnosis of COVID-19 or meets the Indiana State Department of Health’s guidelines for re-entry.
 - HHSC will NOT be screening every student and staff member each day.
- **What is the process for reporting a suspected COVID-19 infection for a student or staff member?**
 - In order to prevent the spread, it is necessary to report absences due to

COVID-19 symptoms or exposure to an infected person. Please notify your child's school immediately based on the following guidance:

- Students – follow the normal absence reporting process
- Staff – direct supervisor
- Visitor – school building and the individual with whom you met
- A student or staff member who is awaiting the results of a COVID-19 test cannot return to school IF he/she is, or has been, experiencing symptoms or had direct contact with a person with a confirmed case of COVID-19. If a student or staff member does not have symptoms (is asymptomatic) and is only taking a COVID-19 test out of an abundance of caution, he/she may return to school immediately and self-monitor for symptoms.
- Anyone with symptoms of COVID-19 who had a negative test and is not a close contact of someone with confirmed COVID-19 may return to school:
 - Must be 24 hours fever free without the use of fever-reducing medications
 - Other symptoms resolved
 - No doctor's note required
 - If also a close contact, must complete 14-day quarantine
- Anyone with symptoms who is not tested must isolate. Siblings may attend school unless a sibling in the household receives a positive result from the COVID-19 test.
- Anyone with symptoms in a household who is tested should quarantine while waiting for test results. Siblings may attend school unless there is a positive test result or the sibling himself/herself is experiencing symptoms.
- If the symptomatic person without a positive test is diagnosed with another condition that explains the symptoms, or tests negative, then no quarantine for close contacts is necessary.
 - If not tested, a provider's note with alternate diagnosis will be needed to return to school.
- If a doctor requests or suggests a COVID-19 test because he/she thinks a student has all the parallel symptoms of COVID-19, they are likely urging the parents to keep siblings home until they receive the test results.
- Parents may choose for their other child or children to stay home and quarantine if a household member is awaiting a COVID-19 test result, but the siblings or other family members are not required to quarantine at this time.
- The school WILL NOT send students or staff home who are feeling well when one of his/her family members is sent home by a school nurse because he/she is sick at school.

- **What will happen if a student or staff member has a confirmed case of COVID-19?**
 - During school hours, notify the attendance line or the school's clinic.
 - After school hours or on weekends, notify the school's safety Quick Tip line through the website. This will allow us to more quickly implement our COVID-19 protocols.
 - HHSC's nurse or school principal will contact the Hamilton County Health Department immediately.
 - It is the responsibility of the Hamilton County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions.
 - HHSC will communicate with all families if a STUDENT or STAFF member has a confirmed case of COVID-19. We will NOT identify the individual who tested positive in communications to the school community at large due to HIPAA restrictions, but we may need to selectively identify individuals for contact tracing by the Health Department.
 - If a closure is necessary, the school will consult with the Hamilton County Health Department to determine the status of school activities including the length of closure, extracurricular activities, co-curricular activities, and before- and after-school programs.
 - School nurses will closely track student and staff absences. When a parent or guardian notifies the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
 - School nurses will work with each family to plan the re-entry for on-site learning. A doctor's note may be required for re-entry.
 - Per the Governor's clarification of his Executive Order regarding schools and masks, siblings of students who are sent home because they are sick do not need to be sent home from school as long as they do not exhibit any symptoms.
 - Students living in the same household with a person who has tested positive for COVID-19 will need to stay home until further notice from the HCHD or the Contact Tracing Line (possibly 14 days).

- **What will happen if a student or staff member has an unconfirmed case of COVID-19, yet exhibits symptoms?**
 - Click [here](#) to view the guidelines provided by the Indiana State Department of Health regarding returning to school. (Updated 9.3.2020)

- Parents and guardians MUST communicate with the school nurse when they believe a child could have an unconfirmed case of COVID-19 or if he/she has been exposed to COVID-19.
- School nurses will work with each family to plan the re-entry for on-site learning. A doctor's note may be required for re-entry.
- **Will Instruction take place on the school campus or off-site?**
 - All students are expected to return to on-site classes unless a parent completes the Off-site Learning Form, which HHSC will send to all parents on Monday, July 20. Parents must electronically submit the Off-site Learning Form by Sunday, July 26. If a parent selects the Off-site Learning Option, the principal will review the request and contact each parent to discuss the best placement for the student. Both Off-site and E-Learning options will take place using SeeSaw (Elementary) and Canvas (Middle School and High School).
 - **Off-site Learning**
 - This option is available for students who have risk factors, health issues, those who have immediate family members with health issues, or those who have some other substantial reason to not attend class on-site.
 - Grades K-4 Students must commit to this option for one grading period.
 - Grades 5-12 Students must commit to this option for one semester at a time.
 - If a student refuses to wear a mask, shield, or face covering at any time during the day or on the bus, off-site learning will be required for his/her learning program.
 - Parents must complete the Off-site Learning Form by Sunday, July 26 in order to qualify for this option for the first grading period or semester.
 - **E-Learning**
 - This is the delivery method for instruction in the event that the Hamilton County Health Department recommends/requires closing our schools due to a positive COVID-19 case. All students attending school in the HHSC buildings will participate in this E-Learning format until students and staff are cleared to return to on-site classes.

- **Students in Quarantine**

- Students who are required to quarantine at home need to continue working from home so that they do not fall behind in their learning. We count students in quarantine as present at school for attendance as long as they complete their work each day. If a student is too ill to continue schoolwork, then they will be counted absent and need to follow the student handbook policy for make-up work for their school. Students who do not complete work, even though they are able to do it, will also be counted absent.

- **How will teachers assess or grade my child's learning?**

- For the 2020-2021 school year, all quarter, semester, and year-long grades will be calculated based on each student's clear demonstration of his/her mastery of the essential skills and knowledge for each subject area. It's important for students to complete all learning activities, assignments, and assessments on time and regularly participate in classes for the On-site, Off-site, and E-Learning options.
- It's important to note that teachers took into consideration the negative effects of the unexpected, sudden, and challenging transition to online learning when they calculated the final Q4 grades this past spring. HHSC provided teachers with guidance to keep this unforeseen reality in mind when finalizing the grades, ensuring that no student's grades were negatively impacted by this unique situation. Again, students are expected to keep up with their learning, are responsible for maintaining good grades, and need to use the multiple resources provided by their teachers for their learning.

- **How will HHSC implement the attendance plan this year?**

- All schools will not use attendance incentives, like perfect attendance awards, to promote attendance.
- HHSC staff will still contact parents of students who are chronically absent to discuss the reasons for being absent, but we will do so with the understanding that health concerns are a priority to ensure the safety of all students and staff.
- Attendance for On-site Students:
 - HHES, HHMS, and HHHS will take daily attendance in PowerSchool for students in each class throughout the day for on-site learning, which has been the regular practice.
- Attendance for Off-site Learning and E-Learning:

- Students who are out of school for an extended period of time due to COVID-19 (asymptomatic individuals who have tested positive, individuals who are in quarantine because they were in direct contact with a person who has tested positive, or individuals who are experiencing minor symptoms) will be required to utilize off-site learning to meet attendance requirements during their absence from on-site learning, unless it is determined by an administrator (in collaboration with the student's parents) that the student's symptoms are too severe to continue learning. In those individual cases, students could possibly have the amount of time they miss school to make up their work, per the student handbook policy.
- HHES
 - Parents and students must check-in with the classroom teacher by responding to the **daily** attendance email letting the teacher know they have received the learning for the day.
 - Students must complete the assignments given.
 - It is possible a teacher will not provide a homework assignment in every subject every school day. In these cases, students are marked present as long as they complete the check-in process described above.
 - Students who are in the off-site learning or E-Learning program must participate in at least one virtual session with their classroom teacher each week. Teachers will communicate virtual group or one-on-one meeting options throughout the week to provide personalized academic support for students.
 - Daily engagement is essential for students to continue meeting their goals when participating in Off-site Learning or E-Learning. Meeting the criteria outlined above meets the attendance and engagement requirements.
 - The administration will follow-up with students who are not meeting the attendance and engagement expectations.
- HHMS
 - Students must check-in on Canvas with their Homeroom Teacher or Team Page (Depending on the Grade Level Team Expectations) by responding to the **daily** attendance prompt.
 - Students must complete the assignments, assessments, or projects for each class. A missing assignment, assessment, or project will count as an absence for the class in which an assignment is not turned in for that day. Teachers might not give

an assignment every school day. In these cases, students are marked present as long as they complete the check-in process described above.

- Students who are in the Off-site Learning or E-Learning program must participate in at least one virtual session with an HHMS staff member each week. Teachers will communicate various virtual group or one-on-one meeting options throughout the week to provide personalized academic support for students.
- Daily engagement is essential for students to continue meeting their goals when participating in Off-site Learning or E-Learning.
- The administration will follow-up with students who are not meeting the attendance and engagement expectations.

■ HHHS

- Students must check-in with their teachers by notifying them that they are present on the daily discussion board by answering the attendance question.
- Students must complete the assignments, assessments, or projects for each class. A missing assignment, assessment, or project will count as an absence for the class. It is possible that an assignment will not be provided every school day. In these cases, students are marked present as long as they complete the check-in process described above.
- Students who are in the Off-site Learning or E-Learning program must participate in at least one virtual session with an HHHS staff member each week. Teachers will communicate various virtual group or one-on-one meeting options throughout the week to provide personalized academic support for students.
- Daily engagement is essential for students to continue meeting their goals when participating in Off-site Learning or E-Learning.
- The administration will follow-up with students who are not meeting the attendance and engagement expectations.

- **Will any of the schools have pre-scheduled E-Learning days like the Middle School has used the last few years?**
 - We are not planning to have pre-scheduled E-Learning days at this time. We hope to resume pre-scheduled E-Learning days in the future.
- **Will I be allowed to visit my child's school?**

- At this time, visitors will be limited to essential curriculum-related personnel: guest speakers, mentors, or other program-related participants.
 - Parents will not be permitted to eat lunch with their child in school at this time, but this guideline will be reviewed if the situation changes.
 - Parents may choose to attend a case conference on-site. Our preference is for all case conferences to be completed using video conferencing to minimize any health risks for all who are involved on the Case Conference Committee.
 - If the parent/guardian chooses an on-site conference, he/she MUST complete the COVID-19 self-check for possible symptoms prior to entering the school.
- **Will students attend field trips throughout the year?**
 - Field trips will be significantly limited, attended virtually, modified, or canceled.
 - **How will my child access water throughout the school day?**
 - Traditional water fountains will be turned off within the buildings, but HHSC will place bottle filling stations in each building. Students are encouraged to bring water bottles to school.
 - **How will the schools practice safety drills?**
 - HHSC will utilize the Indiana Department of Education’s recommendations for Fire, Intruder, Tornado, and Bus Evacuation Drills. We will maximize and emphasize physical distancing, require wearing masks if possible, and utilize table top exercises to support a safe environment.
 - **What is the plan for athletic teams and student athletes?**
 - The HHMS athletic supervisor and HHHS athletic director communicated plans earlier this summer to all parents and coaches. Click [here](#) to view the *HHSC Athletics Re-Entry Plan*. The plan was developed using guidelines and expectations provided by the IHSAA.

Supporting Social and Emotional Needs

- We recognize the importance of providing students and staff with extra social and emotional support as they return to school this year. Expect to see special welcome activities, extra time for building relationships and establishing new routines, and focus on coping strategies.
- Our counselors will be ready to assist students and staff in need of support. Additionally, school-based mental health professionals will be available. We’ll be sharing additional

resources throughout the year as we get closer to the start of school. As parents/guardians and students prepare for the start of school, please click [here](#) to view the *Common Behaviors and Reactions from COVID-19* by the Indiana Department of Education for some helpful information on typical behaviors that we might see from our young people as we return to school during COVID-19.

- The National Association of School Psychologists developed guidance on how to help children cope with all the changes due to COVID-19. Click [here](#) to view this resource.
- Click [here](#) to view a sample model of an intervention framework called the PREPaRE Model that our counseling team and staff are using to guide us in providing social and emotional support for our students.

Special Education Considerations

- **Case Conferences and Annual Case Reviews**
 - HHSC will continue to conduct annual case reviews within the one-year timeline, regardless of school closure status. As school reopens, case conference meetings with parents may be scheduled to review the provision of services and the educational progress of each student once school has been back in session long enough to determine if there are gaps that exist beyond the delays exhibited by other students. These discussions will determine whether or not there is a need for an IEP revision.
 - Some factors to consider when needing to revise an IEP:
 - whether the student was provided services at all during the closure;
 - whether the student was able to learn effectively and work towards IEP goals during the closure (assuming services were provided), which may require collecting data from teachers, parents, and other family members;
 - the student's progress during the closure as compared to the progress of his/her peers (i.e., where is the student with respect to grade-level expectations);
 - whether the student regressed during the closure (comparing data on the student's progress on IEP goals before schools closed with the student's levels of performance when schools reopen);
 - whether the student requires new services and supports that were not previously provided to assist with successfully re-entering the school environment;
 - whether or not it is reasonable for the student to regain the skill and make appropriate progress within a certain amount of time without the need for recovery services;

- the amount of review and other activities that will be provided to all students to address the loss of instructional time due to school closures; and
 - whether the student has historically needed extended school year (ESY) services to avoid regression after extended breaks.
- **Transition IEPs**
 - We will continue to annually update transition assessments. When updating transition assessments, teachers of record (TORs) may conduct assessments off-site or on-site. Transition services will be created with both off-site and on-site ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.
- **Evaluations**
 - Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if the evaluator has access to the digital assessments and the student is able to provide valid results in this platform. If a student is attending school via off-site learning, the parent or guardian will need to make the student available at school in order to complete the evaluation. If this is not possible, the evaluation may be delayed until the student is available for an assessment.
- **Homebound Services**
 - Students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel will follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19.

Busing and Transportation

- All students who ride a bus will be provided an assigned seat.
- Student pick-up and drop-off locations will be limited to one, except in emergency situations. (HHSC will communicate information soon regarding additional transportation items, including this change.)
- Staff will clean and disinfect after each route.
- HHSC will provide hand sanitizer on all buses.
- Students and staff are required to use a mask or face covering while riding the bus to minimize the potential spread of COVID-19 in the enclosed setting.
- We will maximize physical distancing as much as possible on buses with no more than two students per seat (1 student/seat when possible).

- If a student shows any COVID-19 symptoms (as listed on pages 4-5) on the bus, he/she will be sent directly to the clinic upon arrival at school for evaluation by a school nurse.
- If parents are overly concerned, they have the option of having their child be a car rider. Administration will closely monitor and adjust car lines to improve efficiency for the expected increase in traffic.
- The process for transfer student transportation requests will remain the same. However, approval may be limited due to physical distancing on buses with resident enrollment student transportation needs.

Cafeteria and Food Service

- HHSC is not required to provide meal service during E-Learning Days or for Off-site Learning if a student chooses this option.
- Food service staff will wear masks at all times.
- Point-of-Sale stations may be equipped with a barrier, or the cashiers will wear a face shield.
- No cash will be accepted at the Point-of-Sale stations.
- Hand sanitizer will be located at the entry of the cafeteria and serving lines for students to use. Students will also be encouraged to use hand sanitizer after use of the pin pad/finger scanner prior to eating.
- Staff will regularly disinfect Pin pads/finger scanners.
- All students will practice physical distancing using floor markings while in line.
- Food service staff will prepackage, cover, and plate all food. No self-serve food or salad bars will be available, but prepackaged salads will be available at certain buildings.
- Students will use pre-wrapped utensils, prepackaged condiments, and touchless water stations.
- Students may be assigned a seat for lunch. The Elementary School and Middle School will use the adjacent large group instructional space to expand the cafeteria space and make physical distancing more possible during lunch.

Buildings and Cleaning Processes

- **All cleaning and disinfecting solutions are EPA approved products.**
- HHSC will follow normal cleaning routines for classrooms and restrooms, with additional cleaning routines for high traffic areas/items. Staff will utilize checklists to closely monitor cleaning activities.
- Teachers and students will be encouraged to wipe down surfaces as often as possible whenever they prepare to leave an area – supplies will be provided.
- Principals will work closely with the Head Custodians to understand non-routine use of spaces to ensure areas are cleaned and disinfected between uses.

- Staff will clean and disinfect areas between the changes in student cohorts (for example Early Childhood AM and PM classes).
- Staff will use disinfectant sprayers as much as possible throughout the buildings.
- HHSC will place hand sanitizer bottles and stations throughout buildings in entrances, classrooms, offices, cafeterias, and other locations.
- HHSC will post CDC signage in main areas throughout each building.
- Traditional water fountains will be turned off within the buildings, but bottle filling stations will be accessible in various locations. Students are encouraged to bring water bottles to school each day.

School Nurses and Clinics

- Immunizations remain a requirement for this school year.
- Students and staff must complete and acknowledge the *COVID-19 Agreement and Guidelines* prior to returning to school/work.
- Each building will provide a separate room, holding area, or curtained space for students/staff who might have COVID-19 symptoms or other communicable diseases and are waiting for pickup.
 - The isolation room will be disinfected (after 2 hours if possible) and restricted to authorized staff/students. We will keep a record of all who enter the room.
 - We will provide a mask to the infected person while he/she waits to be picked up. We will walk the student out of the building to his/her parents.
- Other items to keep in mind:
 - Students will use individual supplies when possible for art classes or other hands-on/lab classes.
 - Students will maximize physical distancing in band and choir classes.
 - PE class
 - Teachers are encouraged to move activities outdoors whenever possible.
 - Staff and students will clean equipment often (after or before using equipment in each class if possible).
 - Sensory type items should not be used unless proper cleaning between student use can occur or items are assigned to individual students.

Staff and Human Resources

- All staff will complete the *Coronavirus Awareness Training & Agreement* in the SafeSchools Training Program. HHSC emailed the training to all staff July 1 with completion expected prior to returning or August 1.

- Staff completed a COVID-19 Concerns Survey. We used the feedback from the survey results to ensure the plan met the needs and concerns of our staff.
- HHSC is providing *Families First Coronavirus Response Act (FFCRA)* education, posters, details, information, and notifications for staff so that they understand the benefits provided under this Act related to COVID-19 and employment.
- All employee questions or concerns should be directed to Kristin McCarty.

School-specific Re-Entry Plan Details

- Click [here](#) to view the Hamilton Heights Elementary School Re-Entry Plan.
- Click [here](#) to view the Hamilton Heights Middle School Re-Entry Plan.
- Click [here](#) to view the Hamilton Heights High School Re-Entry Plan.

FAQs and Answers (Updated after Initial Publication)

- With the release of Hamilton Heights COVID-19 School Re-Entry Guidelines & Expectations Plan on July 15, 2020, we understand parents/guardians may have additional questions. We encourage and welcome those questions. To address and respond in the most efficient manner, we have created this form to submit your question electronically. Responses will be posted on our corporation website (www.hhschuskies.org/covid-19). Thank you in advance for asking and for giving us the opportunity to respond.
- Can my child bring his/her own hand sanitizer to use at school?
 - *Yes, students are permitted to bring their own hand sanitizer to use during the school day.*
- If I choose the Off-site Learning option for my child who is in MS or HS, can he/she still participate in sports?
 - *MS and HS students who participate in Off-site learning will NOT be eligible to participate in fall or winter sports during the same semester they are participating in Off-site learning. Students will be eligible to participate in Winter Sports when the Fall Semester concludes in December, assuming they are planning to do On-site learning second semester.*
- How will classes like Band, Choir, Physical Education, Art, Music, Business, PLTW, etc., be handled?
 - *HHSC is gifted with a tremendous team of teachers in these classes. Teachers will handle these courses in as normal a manner as possible with appropriate social distancing and guided by suggestions from state and national teacher organizations in those areas. We will limit shared supplies in classes like art and*

disinfect those supplies that students use. Choir classes are looking at purchasing specific types of masks/face shields that are designed for singing.

- If students may be asked to assist with cleaning/disinfecting in the classroom or gym, what chemicals will the students be exposed to/using?
 - *The only cleaning/disinfecting in the classroom or gym that students will be asked to assist with is the cleaning of desks, chairs, or equipment they use. Each classroom will have an approved disinfectant. Students might also use disinfectant wipes. Students who are sensitive to cleaners will not be responsible to help with any cleaning.*
 - *We will no longer be using bleach water to clean surfaces.*

- May students bring gloves to wear at school?
 - *Yes.*

- Will students have mask breaks during the day?
 - *Yes, mask breaks will be allowed in a manner that follows CDC guidelines for social distancing without a mask.*

- Will students be allowed to carry specific medication, like an asthma inhaler, if wearing a mask increases the likelihood of an attack?
 - *Yes, the parent/guardian must make a request for the physician to complete the Asthma Action Care Plan and mark the box that states the student has permission to carry the inhaler. The student's school simply needs a copy of the completed form on file.*

- What are the specific details for the Off-site Learning Plans?
 - https://bit.ly/HHSC_Off-site_Learning_Plans
 - [HHSC Off-site Learning Request Form](#) (Due July 26 by 11:59 PM)

- Will the school provide an iPad (ES/MS) or MacBook (HS) if my child chooses the Off-site Learning Option?
 - *Yes, student devices (for K-12) can be picked up between 1:00-7:00 on August 5 and 6 at the Elementary School for those students who are approved for Off-site Learning. Please use the car rider drop-off and pick-up line. We will provide a drive thru service.*

- Can a student go to school every other day rather than each day of the week?

- *No, a student must choose whether to participate in the On-site or Off-site learning program. We are not offering a combination of the two options at this time.*
- Are COVID-19 tests mandatory for students who will be completing school on-site?
 - *No, students are not required to take a COVID-19 test prior to participating in On-site learning. If a student is showing symptoms of COVID-19, we recommend getting a confirmation of the diagnosis by having the student tested for COVID-19.*
- How will recess be handled?
 - *Recess will take place in grade level cohorts. Students will be reminded of social distancing guidelines prior to each recess. Students will sanitize their hands on the way out to recess and at conclusion of recess.*
- Have you been able to add custodial staff or are you addressing this need in other ways?
 - *We have not added additional staff but we are more appropriately staffed going into the start of school this year than in the past because we kept the past level of staffing but will only be cleaning three buildings most of the time. The Student Activity Center will not be used throughout the day after the high school moves back to the regular campus. We have also purchased additional cleaning equipment that will allow our current staff to be more efficient and thorough in their cleaning efforts.*
- What improvements have been made to virtual learning plans over the summer? Surely this is an area of concentration since it might be used for extended periods.
 - *HHES now has a learning platform (SeeSaw) they can use to better deliver material. Off-site learners at HHES will also be able to take home school-issued iPads. Teachers at all levels have been provided additional training over the summer on how to better deliver instruction to Off-site learners. MS/HS staff will also use a consistent format for classes in order to improve accessibility for students and parents. Using CARES Act funding, we have created 19 additional positions for staff to compensate them for the extra time and efforts needed to provide quality Off-site learning support for our students.*
- Will entry/dismissal times and locations be strategically planned?
 - *Yes, all three buildings will be doing everything possible to make sure we are intentional about how students enter and exit the building specifically concerning*

social distancing: staggered dismissals for classrooms, ensuring physical distancing, and requiring wearing a mask during these times.

- Are the seniors still planning on having class at the middle school and if so will the students be required to share lockers?
 - *Yes, seniors are still attending school at the old middle school building for the first semester. No, there will be no sharing of lockers. There are plenty of lockers for all of our students, even (ideally) without using the 6th grade hallway.*
- What would cause the schools to close In-Person lessons due to positive COVID-19 cases in the building?
 - *Please see the Essential Questions and Answers for Re-Entry section that we have outlined in the plan above. We will work closely with the Hamilton County Health Department to contact trace and collaborate with them on if and when to close schools.*
- If students choose the Off-site Learning program, why are they not permitted to participate in athletics?
 - *We believe that the risks of participating in Middle or High School sports are equal to or greater than attending school; therefore, students who choose not to do On-site learning should not participate in sports activities. Having said that, we believe that we can safely provide instruction and safely allow participation in sports if we are following the guidelines in the HHSC Re-Entry plan and the HHSC Athletic Re-Entry plan.*
- If a child already gets speech therapy and chose to do virtual will they be able to continue with therapy through zoom?
 - *Yes, please contact your child's SLP or TOR to develop a plan for this service and support.*
- Will students have an assigned teacher if they choose the Off-site Learning Program? If elementary students return to On-site Learning, will they already be in a certain class with a particular teacher?
 - *We have developed different plans to support students who participate in the Off-site Learning Program depending on the results of the Off-site Learning Form responses that are due July 26. Some of these details are outlined in the School-specific Re-Entry Plans. The support will depend upon how many students choose Off-site Learning. We will share more details with families once we analyze the results of the Off-site Learning Form.*

- Will elementary students be eating in grade levels in the cafeteria, or will they be eating in their classrooms to limit indoor exposure to other students?
 - *Elementary students will be eating in the cafeteria by grade level. The wall between the cafeteria and LGI will be open so that we can space out our cafeteria tables to provide better physical distancing.*

- Are the seniors still planning on having class at the previous middle school building, and if so, will the students be required to share lockers?
 - *Yes, seniors are still attending school at the previous middle school building for the first semester. No, there will be no sharing of lockers. There are plenty of lockers for all of our students, even (ideally) without using the 6th grade hallway.*

- How will physical distancing be implemented on the buses?
 - Please see the Busing and Transportation section outlined above (pg13). Students are required to wear masks and sit no more than two to a seat. Students will also sit in assigned seats.

- Will we have the opportunity to tour the middle school before the start of school and when will the new middle school handbook be updated?
 - *No, there will not be tours prior to the first day of school. The handbook has been updated and can be found on our HHMS website. The updated handbook is also available in the program you used to register for the school year.*

- Why are masks not required?
 - *When we initially developed our plan, we used the phrase “Highly Recommend” because we wanted everyone to wear a mask, but we didn’t want it to become a discipline issue. Our goal was to use education and encouragement to get most people to wear a mask. The re-entry plan has been updated to include the Governor’s new executive order REQUIRING students, staff, and visitors to wear masks on the bus and in hallways, lines, restrooms, and other places throughout the school buildings.*

- What will be used to clean areas, how much cleaning will the kids be doing, and how often?
 - *Please see the Buildings and Cleaning Process section above. Our goal is to have a practice of simply cleaning our areas and materials after we use them. We will use an approved solution and/or disinfectant wipes when they are available to clean and sanitize the areas we use. No student will be required to clean. We will*

simply make this option available to students and staff to help protect the safety of students and staff as we share spaces and equipment.

- How will elementary students travel between specials, lunch, recess? Typically, there are large groups of students traveling to destinations causing congestion in the hallways and the inability to social distance.
 - *We will have classroom teachers stagger the times they leave classrooms when all are leaving for the same destination like specials, lunch, and recess. Masks will be required when walking in the halls and transitioning from one location to another.*

- Is it possible to have staff take forehead temperatures during arrival for car riders and bus drivers do the same as students get on the bus? Is there a reason the plan instead opted for parents checking their children and staff self screening?
 - *Temperature screenings for all students will be very time consuming and we do not have the staff resources to do this. Each building clinic will be stocked with touchless thermometers to check student temperatures when needed. This information is included in the IDOE IN-CLASS guidance document: Temperature Screening - Using temperature checks for screening purposes can present challenges. Most districts/schools do not have enough staff and equipment to screen temperatures as students and staff are entering the building and/or loading buses, and there is a shortage of accurate, touch-free thermometers and other medical devices to conduct the screenings. Even if a district/school has the resources to screen temperatures, these efforts will not eliminate the risk in the building and/or on buses. Each district/school needs to determine if this method of screening is worth the expense independently. The district/school may take the temperature of students, employees and visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill. Touch-free thermometers are recommended*

- Are clear face shields acceptable?
 - *Yes, face shields are acceptable.*

- When can we pick up the school supplies purchased through EduKit? Should I purchase a backup set to ensure my child will have supplies?
 - *EduKit purchased school supplies will be waiting for your child in their classrooms on the first day of school.*

- What is the plan if someone tests positive in the school or in my child's class?

- *We will contact the Hamilton County Health Department, identify students and staff who were in close contact with the infected students, communicate with affected students and families, complete contact tracing, and follow the recommendations of the Hamilton County Health Department regarding transitioning to E-Learning for some or all students. We will communicate important information to all HHSC families once we know our response so that they clearly know the next steps.*
- With 8th graders taking their backpacks to first period, and the risk of school shootings, will clear backpacks be required?
 - *Clear backpacks will not be required. We will have students set the bags outside of their classrooms or against a classroom wall to improve safety. Sixth grade students have taken their backpacks to last period in previous years to improve the efficiency of loading the buses. Our goal is to balance school safety and the health of students and staff. At this time, we believe these adjustments strike that delicate balance.*
- How will the seating work in the elementary school? Last year (1st grade) there were only 4 desks and the kids moved throughout the day to different types of seats, cushions, etc. Will they still do that? 6 feet apart, but touching the same surfaces as they rotate around the room?
 - *HHES classrooms will still have flexible seating choices in the classroom. Teachers will assign students to specific spaces for at least one week or longer. Teachers are setting up their classrooms an identifying spots that students will sit throughout the day. Student seating will not be 6 feet apart, but teachers will strategically spread out the seating spaces in the classroom.*
- If my child has a common cold how will this be handled?
 - *Parents should treat any illness as they normally would. Call the attendance line if the student has a cold and needs to stay home. If the child has a significant symptom listed for COVID-19, more than one of the symptoms, or one of the symptoms marked in bold in the re-entry plan, call our nurse to discuss the situation further. Parents should use the screening guidelines provided by the Indiana State Department of Health (Click [here](#) to view the school screening guidelines.).*
- I have a medical condition that poses a risk to my health. What do I do as a parent if I need to come in?

- *We are able to conduct almost all school business with parents without the need to enter the building, especially if you are unable to wear a mask. If it's necessary for you to enter the building, then please contact the building principal to make special arrangements. We have significantly limited visitors entering the building during school hours for everyone with or without a mask.*
- If families choose to travel out of state for fall break, are you asking/requiring that they quarantine upon arriving back home?
 - *No, the CDC has recently discontinued this recommendation.*

Log of Updates and Changes to the Re-Entry Plan

Date	Change/Addition/Clarification	Location
7.20.2020	Added FAQ Section with Specific Q & A	Pg. 15
7.21.2020	Updated FAQ Section with Additional Q & A	Pg. 15
7.22.2020	Added School-specific Re-Entry Plan Details Section	Pg. 15
7.23.2020	Updated Mask Language per the Governor’s Executive Order	Entire Doc.
7.23.2020	Updated FAQ Section with Additional Q & A	Pg. 15
7.24.2020	Updated FAQ Section with Additional Q & A	Pg. 15
7.27.2020	Updated FAQ Section with Additional Q & A	Pg. 15
7.29.2020	Updated FAQ Section with Additional Q & A	Pg. 15
7.30.2020	Updated ISDH Documents for Screening and Re-Entry for Students	Pgs. 5-6
7.31.2020	Updated FAQ Section with Additional Q & A	Pg. 15
8.1.2020	Clarification of Governor’s Order Regarding Siblings of a Sick Student and Mask Breaks	Pgs. 4 & 6
8.4.2020	Testing Language Added	Pg. 6
8.4.2020	Changed Fever Guidelines to School Policy 100.0 or >	Pg. 5
8.4.2020	Changed Quarantine Language for Siblings with Positive Case	Pg. 6
8.4.2020	Changed Communication Process for a Positive Case to Align with the Nursing Plan	Pg. 6

8.4.2020	Updated Previous Q & A Responses	Pgs. 20 & 22
8.19.2020	ISDH Home Screening Guidance Updated	Pg. 5
8.19.2020	ISDH Return to School Guidance Updated	Pg. 7
8.19.2020	Changed Q & A Response for Disinfecting Desks - Removing Bleach Water Solution	Pg. 20
8.21.2020	Added Information about Household Members & Quarantine Requirements while Awaiting Test Results	Pg. 6
8.21.2020	Added Information about Attendance and Work Expectations for Students in Quarantine	Pg. 8
8.22.2020	Added Definition of Close Contact	Pg. 5
8.25.2020	Changed Quarantine Guidelines for Family Members when Awaiting Test Results per ISDH Recommendations	Pg. 6
8.25.2020	Added Q & A for Guidance Related to Returning from Traveling Out of State	Pg. 23
8.26.2020	Changed Guidelines on Pages 5 and 6 per ISDH Recommendation Updates-Reversing Changes on 8.25.2020	Pgs. 5-6
8.26.2020	Updated the Links to the ISDH Screening Document	Pgs. 5, 7, 23
8.29.2020	Updated the Links to the ISDH Quarantine and Screening Documents	Pgs. 5, 7, 23
9.11.2020	Changed Guidelines on Pages 5 and 6 per ISDH Recommendation Updates-Reversing Changes on 8.26.2020	Pgs. 5, 7, 23