

# "Return to Learn Plan"

## Bellevue Community School District Continuous REQUIRED Learning Plan for the 2020-2021 School Year



**BELLEVUE COMETS**

Believe in the Blue

Believe in Learning

Believe in Bellevue

August 11, 2020

In preparation for the beginning of the 2020-2021 school year, the Bellevue Community School District has developed a "Return to Learn" plan for students attending Bellevue Elementary and Bellevue Middle/High School. The district is planning to have students return to the school buildings for regular classes on Monday, August 24.

The district is making several changes to the normal daily operations in the buildings, including room configurations to allow for social distancing, reducing the number of people in some areas (including food service areas), transportation services, extracurricular activities, and smaller gatherings of students in general during school days and school activities. An emphasis is also being placed on safety and cleaning practices within the building and the school grounds, and students and visitors at events will see increased steps for hand sanitizing, social distancing, and general practices overall.

Additionally, the district has also made preparations for future school closures of various lengths, from 1-2 days to a month or more. While we do not want a school closure to occur, it is our duty to be prepared for any type of closure recommended or required by the Iowa Department of Public Health, the Iowa Department of Education, or Governor Kim Reynolds. We want our students to be in school and are working to have each student in school each day, but we are also preparing for other situations that may occur and impact the regular school day.

As you review the document, please feel free to contact the school district with any questions or concerns.

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<b>Who was involved in the process of the development of the "Continuous Required Learning Plan" for the Bellevue Community School District?</b>	

A multitude of conversations were held with staff members at various levels, along with parents and students. Additionally, surveys in regard to the learning environments for the 2019-2020 school year were given to parents, students, teachers, and associates. The results of the survey information were vital in the initial development of the plan, and then in the sharing with other groups before being finalized. The Bellevue CSD Board of Education will have final approval of the overall plan for the district.

The District Leadership Team (approximately 20 members from all grade levels and other support staff) developed some initial perspectives on continuous learning and a return to school for the 2020-2021 school year. In addition to this, the district will continue to work collaboratively with community members in developing standards, protocols, and guidelines for teachers and other staff, students, parents, and others associated with the school district. The collaborative work between the staff and the community on this plan will continue into the future. Some of the key areas addressed in the plan include the following areas:

- Leadership
- Infrastructure
- Health and Safety
- Iowa Academic Standards
- Social-Emotional-Behavioral Health (SEBH)
- Equity
- Data Considerations of Student Learning

### **Teacher Training**

- How will the staff communicate with students about learning expectations?
  - Development of "Student Learning Expectations at Home"
- What teaching resources will be available to teachers?
  - Seesaw - PK-5
  - Google Classroom - 6-12
  - Online resources to utilize as suggested and recommended by staff members
  - The potential use of online learning systems, such as ST Math, Edgenuity, OdysseyWare, Edmentum, Study Island, and similar resources
- What training will teachers receive prior to the closure, and during the closure?
  - Training on impactful "distance learning" concepts
    - This training has started and will be continued at the start of the next school year in August before the "first day" of school for students
  - Teachers will work on the following during August but are also involved in this through Teacher Quality Professional Learning during and at the end of the 2019-2020 school year.
    - Video training - How to share "teacher-created" videos for students to watch multiple times in regard to needed learning concepts
    - Seesaw and Google Classroom training
    - Zoom Training - How can this be utilized for class meetings? Learning of the concepts of splitting students into groups for small group discussions, and similar related aspects
  - Recognition of how to make sure students and parents have access to student assignments and grades.
  - Success Keys:
    - Length of activity
    - Size of groups
    - Personalized Learning Needs
      - Relevance to the student
    - IEP and other special needs
    - Enrichment vs New Material
      - Reteaching vs New Teaching
    - Sending material via "platforms"
- Recognition of safety requirements for the entire school district.

### **Parent Awareness**

- How will parents become aware of expectations for students about the required learning outside of the school?
  - Discussion of online learning at registration and parent-teacher conferences
    - Including gaining access to online learning platforms (Seesaw, PK-5; Google Classroom, 6-12) to know student assignments, assignment completion, and notifications for parents
  - Concise handout of learning expectations for parents, including easy-to-follow guidelines for parents.
  - Student learning expectations at home - Time Management; Learning as "in-school"

### **Student Awareness**

- How will students know how to utilize this type of learning format?
  - Teachers and students will "practice" this type of "flipped learning" regularly in classrooms during the school year in preparation for any of these situations.
    - Student "at-home" learning expectations
- How will students recognize the importance of this type of learning during a school closure?
  - Teachers will share how this learning takes place and will model the process if a closure takes place during the school year through a common learning platform for students.

## Purpose of the Continuous REQUIRED Learning Plan

The Bellevue Community School District recognizes that education offered through online resources and "packets" of work sent home is not equivalent to face-to-face education for all students in grades PK-12 based on their various learning needs. As a result, the district is continuously working to develop a cohesive plan to enter school with students on August 24, 2020 to begin the 2020-2021 school year. While the district plans on having school in the traditional manner, on the school campus, several steps may need to be taken to allow this to happen and the "normal" school may look different to students, parents, and staff. This document outlines several steps the district may take as we start the 2020-2021 school year.

The district must also prepare to deliver a strong program to meet the needs of our students if a school closure becomes necessary based on state and local recommendations and requirements. Therefore, the district is also preparing for alternative educational methods if they become necessary. Online learning would be a significant part of the learning structure if the school is closed, and some key parts of this type of learning structure are also detailed in this document.

The following three models are being recommended by the Iowa Department of Education for school districts to prepare for at this time:

1. On-Campus Learning
2. Online Learning (off-campus)
3. Hybrid Model (a mix of both online and on-campus learning)

Regardless of the learning environment, the expectation is to have students engaged in learning. While being on-campus is the preferred mode for the required learning process, if another model would need to be utilized, teachers and principals would communicate to both students and parents the variety of activities that would be available for learning. While the district had a vast amount of learning opportunities offered to students in the past during the school closure, the district is reorganizing the process to better serve the needs of our students and parents. *We believe it is crucial for students to continue to be engaged in learning opportunities if they are not in school, and these would be required in the future if necessary.* Some of the reasons for continued engagement in learning, besides earning credits and grades, are below:

- Engagement forces students to continue to "use their brains" and "think" beyond normal activities. *This also includes real-world learning opportunities that parents can provide students at home.*
- The involvement in learning is important to allow students to continue to move forward and grow academically.
- Offering learning experiences assists in confronting the boredom that some students experience during extended times away from school.
- New challenges are important for students to have when they are either in-school or out-of-school and ideally provides students an opportunity to gain a sense of self-worth academically.

Additionally, the Bellevue CSD believes that structured learning occurs best in a classroom with a highly trained, certified teacher. However, under unique circumstances when it cannot occur, the Bellevue CSD is creating a plan that will...

- Minimize the educational impact that school closures will have on students.
- Allow for maximum student engagement, in a developmentally appropriate manner.
- Allow teachers to give high-quality feedback.
- Recognize student and teacher schedules and needs during the closure period.
- Enable students and staff to maintain relationships which are the cornerstone to an effective learning environment.



## Starting School

### **Will school start early for the 2020-2021 school year?**

The district is planning on starting school for all students on Monday, August 24.

### **Potential Scenario Overview**

Below are several possible scenarios and the resulting decisions which may need to be made by the school district.

**Schools open on August 24** for students in a regular/traditional on-site learning structure with all students attending school:

- *Students would attend school with everyone in a normal routine.*
- 

**Schools open on August 24** for students in a regular/traditional on-site learning structure, all students attend school, but social distancing requirements are required/recommended for schools (more detailed information on page 13):

- *Students would all attend school, but social distancing practices would be utilized.*
  - **AT THIS TIME, THIS IS THE PLAN FOR THE BELLEVUE CSD**
- 

**Schools open on August 24** for elementary students in a regular/traditional on-site learning structure, but middle/high school students do school work on-line in a continuous required online learning model (Hybrid Model):

- *Students in elementary school would come to school on a regular basis, while students at the secondary level would attend every other day.*

**Schools open on August 24** for students in a regular/traditional on-site learning structure, but students do not leave their classrooms for classes:

- *Students would stay in the rooms and teachers would be the ones who change rooms, therefore minimizing exposure risks.*

**Schools open on August 24** for students in a regular/traditional on-site learning structure, but students are split into groups and attend on rotating days (Hybrid Model):

- *Students would be split into groups in their grade levels and come on alternating days to maintain social distancing requirements and minimize exposure risks.*

**Schools do not open for on-site learning** for students on August 24 (Continuous Required Online Learning Model)

- All students participate in required continuous online learning activities.

## **Specific Needs of Students Entering the 2020-2021 School Year**

**Students missed a significant part of the 2019-2020 school year. How is learning going to be adjusted this school year?**

The district recognizes the various aspects of missed learning during the previous school year from approximately March 13 to the end of the school year in May. Staff at all levels will be working as grade-level teams and curricular areas to adjust instruction to meet the needs of students, adjusting learning targets based on student needs, and providing more personalized assistance for students at all levels. Student learning data will be gathered in multiple areas, and instruction and assistance provided in accordance. Teachers will share learning progress and status at parent-teacher conferences and other appropriate times based on the identified needs and successes of students.

Teachers met during the closing weeks of the 2019-2020 school year and will continue to meet prior to the start of the school year and throughout the 2020-2021 school year to develop appropriate learning goals and standards for students to ensure students are learning needed material and information. The district is also developing a comprehensive formative assessment cycle for the evaluation of student learning.

## **Health and Safety**

**Who is helping the school district with health and safety decisions for students?**

The district has ongoing communication with the Iowa Department of Education and the Iowa Department of Public Health, along with information from the CDC and similar organizations. Decisions are based upon input from professionals in fields related to health and safety, specifically in regard to school environments, students and staff, and situations potentially impacting schools.

**What changes in health and safety are being made in school for the 2020-2021 school year?**

Multiple changes are being made at this time, yet final decisions and further decisions may not be made until the district receives more guidance from the Iowa Department of Education and other entities. Some specific changes students will see in the buildings are the following:

- Hand Sanitizer - When school begins hand sanitizer will be available at all entrances, in all classrooms, in food service areas, in hallways, locker rooms, and similar areas.
  - Mobile Hand Sanitizer stations will also be located at entrances for activities and events (gym area, football field, concession stands, etc.)
- Protective Shields - "Glass Protective Guards" will be placed in school offices and serving lines for breakfast and lunch.
- Cleaning - Cleaning procedures will be enhanced during the school year, and an Electrostatic Cleaning machine has been purchased to increase the cleaning effectiveness in classrooms, buses, hallways, playground equipment, and other areas.
- Handwashing - While hand washing has always been promoted, this practice will be emphasized more in the district for the 2020-2021 school year. Additionally, the proper techniques for handwashing, using hand sanitizer, covering a cough/sneeze, etc. will also be covered extensively for all students.
- Water Fountains - It is possible that water fountains where students drink from the same source will be turned off. This would mean that students would need to bring their own water bottle (water only), and this could be filled at specific water sources at school that easily allow for bottles to be filled with water.
- Face Coverings - The Bellevue CSD is requiring face coverings by all students and staff when 6-foot social distancing guidelines cannot be maintained. Students will not need to keep their face covering on when they are in classrooms in most cases,

but would be expected and required to have them on when they enter the buildings, walk in hallways with other students, are waiting in line for lunch, and other instances when people are gathering in an area where social distancing cannot be maintained. The district will provide a face covering to students if needed, although we encourage students to provide their own face coverings whenever possible.

- Social Distancing - The district will be adjusting several routines and classrooms in accordance with specific social distancing requirements to meet recommendations from the Iowa Department of Public Health and other organizations. The Bellevue CSD cannot guarantee that social distancing can be met in all school settings throughout the school day, during school activities, or with transportation. This is similar to when children congregate in their communities on a regular basis, but we are working to provide the safest routines and environments for our students at all times. Signs will be posted in our buildings and grounds to stop the spread of illness, encourage social distancing, proper personal care (washing hands, covering coughs and sneezes, etc), and similar steps advocated for by the CDC and the Iowa Department of Public Health.

### **Face Coverings/Face Shields**

**Will staff or students be required to wear Personal Protective Equipment (PPE) at school or school events, including face coverings/face shields?**

At this time there is not a requirement to wear face coverings or face shield by students or staff. But, it is being strongly encouraged by the district. This approach could change in the future, but at this time we are following the most recent guidance of the Iowa Department of Education and from legal counsel in our approach with this matter. Specific areas where guidance may change include times and areas where more people are present at a certain time making social distancing difficult to achieve, specifically in hallways, lines for lunch (lunch procedure changes are addressed in a different section), and on school buses. Additionally, anyone will be allowed to wear face coverings of any type at any time in classrooms and other areas.

**Will PPE (Face Coverings/Face Shields) be available to students and staff?**

The district encourages staff and students to provide their own PPE if used on a daily basis, but the district does have PPE available for anyone based on needs and signs/symptoms of illness.

### **Social Distancing - Hallways and Similar Common Areas**

**How will passing periods in hallways and lockers be handled to assist in student safety?**

The schools are working on plans to limit students in hallways as much as possible in between classes. Locker use will be limited in both buildings.

## Social Distancing - Recess

### How will students participate in recess?

Recess will be adjusted according to the recommendations of the Iowa Department of Public Health, the Iowa Department of Education and other groups. A positive with recess is that this is outside, which is viewed more positively for health and safety concerns and proximity than inside venues. Some specifics which could occur may include the following:

- Students having recess with only their class or grade level.
- Students having recess with the same group of age spans (For example, grades K-1 together, 2-3 together, and 4-5 together).
- Students in specific grades having access to only certain areas of the playground.
- Games allowed may be activities that allow for natural social-distancing
- Students would utilize classroom balls and other items from their class only (or grade level)

Equipment utilized outside will also be cleaned on a daily basis/during the day.

## Social Distancing - Transportation

### Will schools still provide transportation to school in school buses?

The district is adjusting busing routines and procedures as much as possible based on recommendations from the Iowa Department of Public Health, the Iowa Department of Education, and similar organizations. One change, as mentioned earlier, is that face coverings are required on buses and all other school transportation vehicles when social distancing standards of 6-feet cannot be maintained. All drivers will also be wearing face coverings on transportation routes.

## Student/Staff Screening

### Will there be a safety protocol for students/staff when they enter the building each day? If so, what will that consist of?

- o Your involvement as a parent is always valued and needed. Your dedication to assisting students with their learning and being a support for them is vital. Education is a community effort, and another area where the district and its fellow families and students need parental support is assisting in the monitoring of the health of students. As a result, each day parents need to complete a short health check of their children before school and report any of the following categorical symptoms below to the appropriate school office. These symptoms indicate a possible illness that may decrease the student's ability to learn and also puts them at risk of spreading COVID-19 and other illnesses to their peers and staff at school. Students and staff members with **any** high-risk symptom or **two or more** low-risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

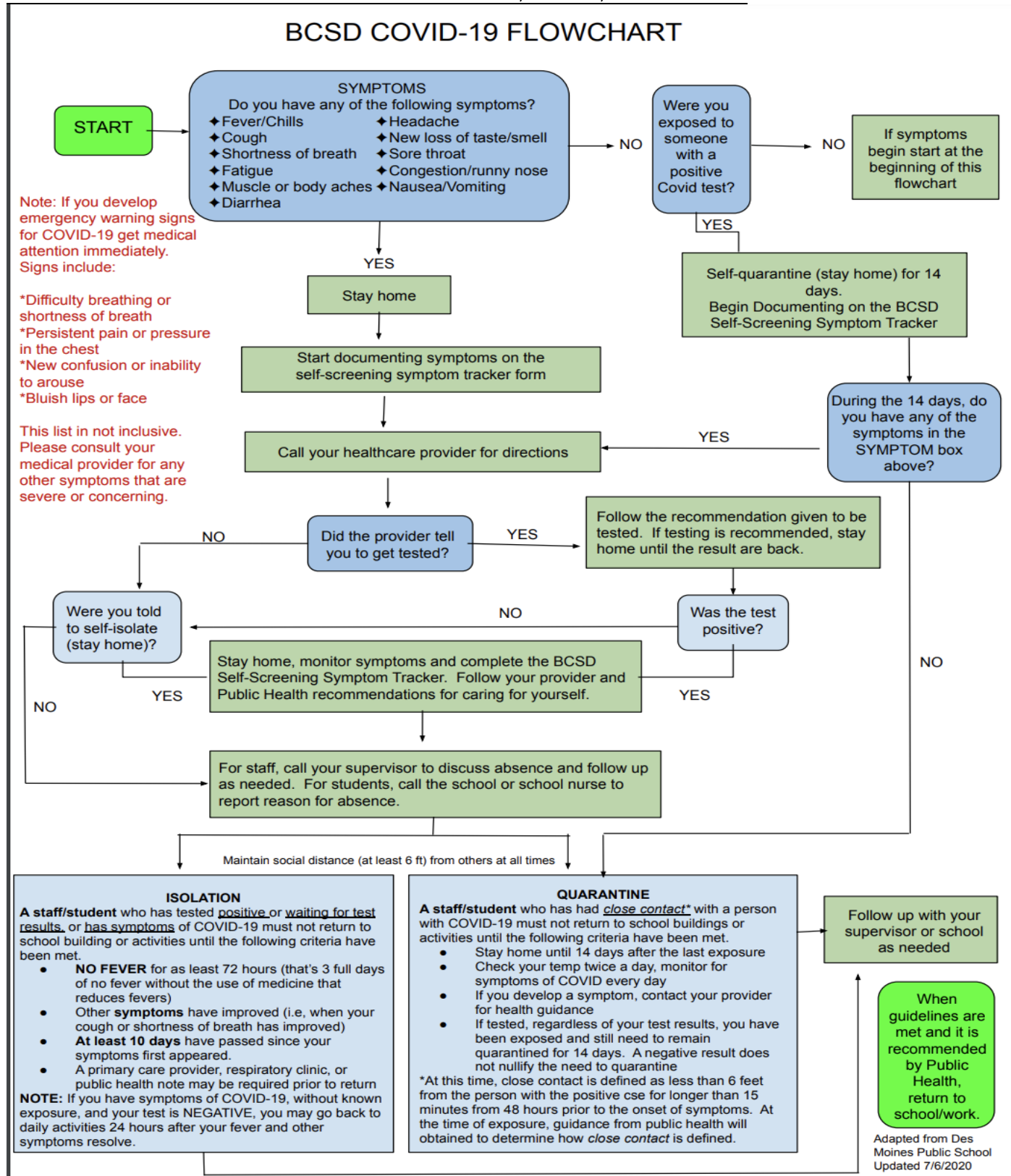
High Risk Symptoms	Low Risk Symptoms
New cough, shortness of breath or difficulty breathing, new loss of taste or smell	Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

*\*Fever indicates a temperature of 100.4 degrees Fahrenheit or higher, and students should stay home with a fever.*

- o If students have a temperature of 100.4 degrees or higher or any of the other symptoms students should remain at home and be fever-free (without fever-reducing medicine) for a minimum of 24 hours before returning to school.

Students who are absent from their classes at school due to illness, appointments, etc. will access their assignments through the district-level applications of Seesaw (K-5) and Google Classroom (6-12).

**Bellevue CSD COVID-19 Flowchart for Students, Staff, and Parents**



## Sick Day Guidelines and COVID-19 (Students and Staff)

### 1. Symptoms Requiring Absence

- a. Active vomiting and/or diarrhea
- b. Fever/Chills/Generalized Body Aches
  - i. **In light of recent events, fever threshold will constitute 100.4 or higher according to NASN guidelines.**
- c. The first 24 hours after antibiotic treatment is prescribed (i.e. pink eye, strep throat, etc...)
- d. Undiagnosed, new and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
- e. Doctor's note requiring an individualized plan of care to stay home
- f. Fever, cough and shortness of breath (COVID-19 symptoms/Loss of taste or smell
  - i. If presenting with these symptoms, the student will have to present a doctors' note stating the date they may return to school.
- g. Please call your healthcare provider and keep your child at home and away from others as much as possible. Follow CDC's guidance on **what to do if you are sick**

### 2. When to Return to School (With a Doctor's Note)

- a. If diagnosed with COVID19, with or without positive tests and/or symptoms, please refer to If you are sick CDC guidelines. Currently, as of 6/15/20, those recommendations are:
  - i. **People with COVID-19 who have stayed home (home isolated)** can leave home (and return to school) under the following conditions:
    1. **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
      - a. You have had no fever for at least **72 hours** (that is three full days of no fever **without** the use of medicine that reduces fevers)  
**AND**
      - b. other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
      - c. at least 10 days have passed since your symptoms first appeared
    2. **If you have had a test** to determine if you are still contagious, you can leave home (and return to school) after both things have happened:
      - a. You no longer have a fever (**without** the use of medicine that reduces fevers)  
**AND**
      - b. other symptoms have improved (for example, when your cough or shortness of breath have improved)
- b. **People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated)** can leave home (and return to school) under the following conditions:
  - i. **If you have not had a test** to determine if you are still contagious, you can leave home (and return to school) after these two things have happened:
    1. At least 10 days have passed since the date of your first positive test  
**AND**
    2. you continue to have no symptoms (no cough or shortness of breath) since the test

- c. **If you have had a test** to determine if you are still contagious, you can leave home (and return to school) after:
  - i. You received two negative tests in a row, at least 24 hours apart. Your doctor will follow the CDC guidelines.

Note: If students or staff develop symptoms, follow the guidance above for people with COVID19 symptoms.

In all cases, follow the guidance of your doctor and the local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example, those with conditions that weaken their immune system, might continue to shed virus even after they recover.

### **Visiting the Health Office at School**

Every teacher shall utilize the intercom system to notify the office secretary that a child is being sent to the office for health reasons.

- At the elementary building, if the nurse is available the nurse or other staff member will meet the child outside of the classroom to check for signs/symptoms of COVID-19. If symptoms/fever is present the nurse or other staff member will place a mask on the child and bring them into the assigned area designated for ill students and/or staff.
- At the elementary building, if the nurse is **NOT** available, the child will wait outside of the office doors for the secretary or other staff member to assess for signs/symptoms of COVID-19. If symptoms/fever is present the other staff member will place a mask on the child and bring them into the assigned area designated for ill students and/or staff.
- At the MS/HS building, the student will wait outside the nurse's office door for the nurse or other staff member to meet them and assess for s/s of COVID-19. If the nurse is not in the building, the student will go to the main office for a staff member to meet them and assess for s/s of COVID-19. If symptoms/fever are present, the nurse or other staff member will place a mask on the student and bring them into the nurse's office which is the assigned area designated for ill students and/or staff.

### **Returning to School with other Diagnosed Conditions**

- After the first 24 hours of various antibiotic treatments (ex: strep throat, pink eye, etc.).
  - As directed per provider's note with or without restrictions.

### **Academic School Support Regarding Illness**

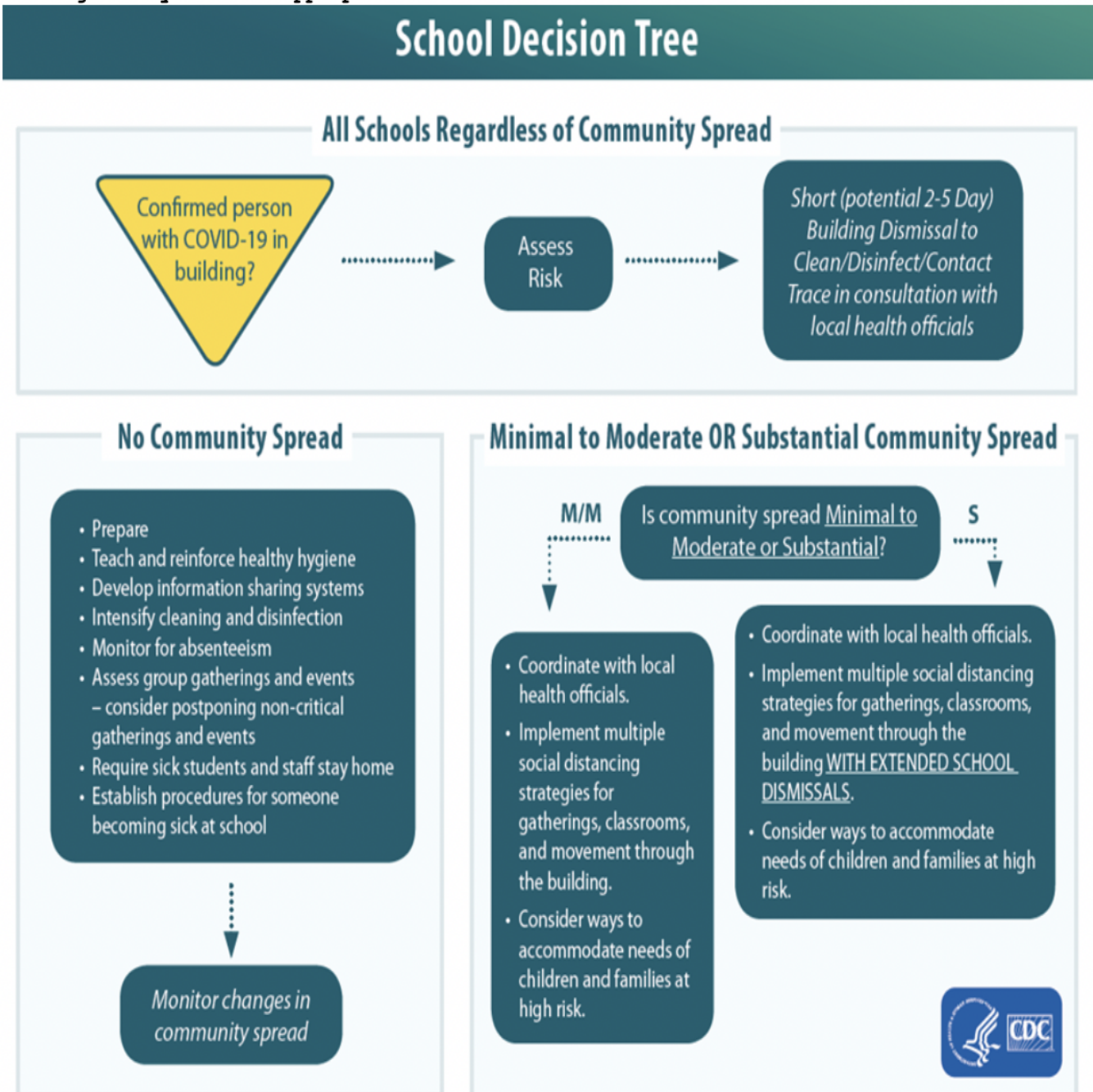
The Bellevue Community School District will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the student in touch with their corresponding teachers. Long-term absences will be evaluated if criteria are appropriate for medical leave or other potential medical accommodations.

### **How will the school investigate instances of COVID-19 and contact tracing?**

The district will seek guidance and investigative procedures and steps from the Jackson County Health Department and their related resources. The district will comply with requests and follow their guidance in cases of COVID-19.

## School Decision-Making Process

The following decision tree will be used to help BSCD determine which set of mitigation strategies may be most appropriate for our current situation:





## Visitors

### **Will there be restrictions on visitors to the building?**

The buildings will not be allowing visitors, guest speakers, or volunteers in the schools at the start of the school year. Parents will meet their students in front of the buildings, and parents will need to contact the office prior to entering the school via a phone call or email in most cases. We feel we need to do as much as we can to limit who has access to our buildings. This is for the safety of our students and staff, along with the safety of the visitors. It is likely at this time that parents will need to call the office to be admitted into the school for a visit. More details will come based on environmental conditions and the recommendations of state departments.

## Learning Options

### **What if social-distancing requirements are still in place at the school? What are the options for our students in attending school?**

*The Bellevue CSD cannot guarantee that social distancing can be met in all school settings throughout the school day, during school activities, or with transportation. This is similar to when children congregate in their communities on a regular basis. But, we are working to provide the safest routines and environments for our students at all times. Signs will also be posted in our buildings and grounds to stop the spread of illness, encourage social distancing, proper personal care (washing hands, covering coughs and sneezes, etc), and similar steps advocated for by the CDC and the Iowa Department of Public Health.*

There are several *potential options* in this regard. Some of these include the following:

*Students would all attend school, but social distancing practices would be utilized. This may include the following:*

- *Students would all attend school, but social distancing practices would be utilized.*
  - *Bellevue Elementary classrooms can be adapted to fit the amount of students in the classroom to meet social-distancing requirements in nearly all cases.*
  - *Bellevue MS/HS classrooms are going to be adapted as much as possible to allow for the maximum amount of student usage at one time while still maintaining social-distancing requirements. But, based on the sizes of classes and classrooms there will be some classes that will need to meet with a group of students at some point in the classroom while another group meets in a different location, with the teacher rotating between the two groups during the class time. This would allow all students to attend school each and every day.*

While this is not ideal, this is the preferred method of the district if social-distancing requirements must be maintained. This allows for each and every student to be able to come to school, in comparison to other options (some of these listed below) where students are not attending school on-campus each day or for the full day.

- *Students would be split into groups in their grade levels (possibly alphabetically and by families). If this would be the case one group would possibly come to school on Monday and Wednesday, while the other group would come on Tuesday and Thursday. Friday would be for special meetings with students in small groups. On days when students would not be in school, they would "tune-in" to the class from their home or similar location to continue their learning.*
  - *In this type of situation where students would not be in school on a daily basis, the district will also provide additional support to students to*

assist with their learning with additional teachers or associates, in addition to the normal teacher.

- If this is the scenario that is needed, building principals will develop schedules with teachers and their grade levels and subject areas to develop consistency for the district and ease for the students and parents.
- *Students in elementary school would come to school on a regular basis, while students at the secondary level would attend every other day.*
  - The reasoning for this is the need for childcare is more significant at the younger ages, students would ideally be able to work remotely better at an older age, and “foundational learning” for the future is more crucial at the elementary level.
- *Students would stay in the rooms and teachers would be the ones who change rooms.*
  - While students are usually the members of the school who rotate from classroom to classroom to classroom (specifically at the secondary level), some suggest that teachers should be the individuals who are rotating. This would stop students from sitting at a desk where another student sat earlier in the day (likely where several students may have sat earlier in the day). How this would impact PE, Music, etc. is somewhat unknown and not as much of an issue possibly as students would be going into rooms where they may not be as close to other students and or be in a small of an area or forced to be close to others, but its impact on high school students who take several different courses based on their interests is concerning (very few high school students have the same schedule for electives).

While these are some possibilities, other situations could also be recommended or occur with input from the local and state health departments and the Iowa Department of Education. If these situations do appear, it is likely that we would need to focus on recording teaching sessions for students, and then monitoring them during this time.

Some other aspects to consider about the normal school day are the following:

- Food Service - It is likely that breakfast/lunch times will be altered with students being spread out more during both of these times and utilizing alternate locations to maintain more social distancing. Additionally, it is likely that the following will not be allowed at the start of the school year:
  - Salad bar
  - Student-Choice serving area

Additionally, meals may be served in other ways than the traditional trays.

- Arrival and Departure - Arrival and departure times have also been discussed to provide less students entering and being in the building at one time, but this could be a problem for families sending students to school who are in different grades but could be required to come at different times.
- Assemblies and Large Gatherings - It is likely that assemblies as we have traditionally known them will not take place for some or all of the 2020-2021 school year. To maintain social distancing, gatherings would take place in large areas with students spread out 6' and beyond.

### **Online Learning Options for Families Unable to Attend School**

**What if parents do not feel comfortable sending their students to school based on family reasons or some other reason based on COVID-19?**

The district has options available for online learning to students who cannot attend due to their own personal health issues or to reasons based on family health reasons.

The district recognizes that *some families may be forced to make a difficult decision about whether or not to have their students return to school during the 2020-2021 school year. Based upon significant health risks of the student or the caretaker that make them*

more susceptible to complications from COVID-19 are serious issues that families must confront. If families have health concerns/reasons to not send their students to school the district will make quality learning options available from either the district or an Iowa accredited and licensed provider. Two specific examples are the following:

1. Long-Term Absence (Over a month...Full Semester or Full Year) - In this scenario, the students would join an online learning platform where courses would be offered online for a semester or the entire school year. The district has evaluated various online learning platforms and worked with other districts in the area to adopt an online learning system for students. This system would allow students to complete online assignments and assessments with online tutorials, and some assistance would be provided from the school district through a curricular teacher or other teachers. Students would still earn credit from the Bellevue CSD, and would ideally transition back into school at the end of the semester or at the start of the next school year.
2. Short-Term Absence (a month or less) - In this scenario, parents do not wish to send their students to school for a time period of a month or less based on family reasons and students would be transitioning back into school within a month at the Bellevue CSD. As a result, the district would provide learning through platform for students that would resemble the option above, or potentially having the district and its teachers provide learning times for students with their normal subject areas/classes throughout the day. The second part of this option would allow students to keep in contact with the learning in the classroom through Zoom learning sessions during normal class times, completing assigned work, and still being a "class member" with their peers. A final decision on the enrollment for this shortened time frame has not been made at this time, but will be finalized by August 11, 2020 at the latest.

The goal of the district is to successfully work with families to provide the most appropriate learning environment for students. While the pandemic has created issues that were never considered in the past in many ways, it has also allowed our district to discover new learning opportunities and approaches for our students and their learning.

### **Students Ill or in Quarantine**

**What if a student has to stay at home as a result of being ill or being quarantined from a parent, relative, or someone else who has been diagnosed with COVID-19 or similar illnesses?**

While the school has always sent work home in the past if possible, this step will be increased for students with COVID-19 or being forced to stay home as a result of quarantine or isolation. Teachers will video record portions of their teaching for the student to view at a later time or allow the student to be involved via Zoom or other electronic methods for the student to participate in the class with other students.

### **Teacher in Quarantine**

**What if a teacher has to be quarantined? Will they provide learning for students online?**

A teacher would still teach from their home if they are forced to stay home, and are physically able to teach. Additionally, the district would have a substitute in the classroom at the school for students in order to coordinate learning activities. If a teacher is not able to teach based on illness or other reasons related to COVID-19, the peer grade level or curricular area teachers may also offer the learning opportunities for students beyond their classroom for students based on their experience and knowledge in the field. The district would still employ a substitute in the classroom to assist

students with their learning, but the grade level or curricular area teachers would provide instruction on a regular basis.

### **Positive Test for COVID-19**

**What happens if a student (or staff) is ill in school, and then tests positive for COVID-19?**

The district will follow the guidance from the Iowa Department of Public Health. At this time, broad recommendations for this type of situation at an elementary school would require the class that student is in would be quarantined for up to 14 days based on being with the students in the classroom for an extended period of time. At the MS/HS level, this may differ because of contact with more students. The district and the public health department would work collaboratively to attempt to trace who were close contacts to the student and only have those students be placed in quarantine for 14 days. But, if deemed necessary, the building could be closed at the MS/HS level with the elementary still being open. Regardless, online learning would take place for anyone not in school due to an illness. These steps may still change as we near the start of the school year.

### **Social-Emotional-Behavioral Health Needs**

**How will the school assist students with their social-emotional needs?**

While the district discusses academic learning, it also recognizes the impact of the social-emotional aspect for each of our students and their families. School closures are a stressful time for everyone involved, and everyone must make sure to take care of themselves and each other and model good mental health habits.

More detailed reminders will be shared at a later time, but the district encourages parents and students to check out the school district website to view the videos on "Coping Tips" from Mr. Ott about a variety of topics. Some other specifics to consider are the following:

- Listen. Simply put, listen to what people are saying. This can assist in many ways in assisting others.
- Contact the school counselor or other mental health professionals if you believe your student is struggling socially-emotionally.

**Online Learning Information for the 2020-2021 School Year  
(If needed based on a school closure, or in combination with On-Campus  
Learning in a "Hybrid Learning Model")**

**Online Learning Requirements During a School Closure**

**How would online learning work for this school year if there is a school closure?**

While it is still too early to decide if it will be needed for this school year based on potential school closure, some potential options could include the following:

- All students would do online learning for the entire time of the school closure.
- Students would be split into groups in their grade levels (possibly alphabetically and by families). If this would be the case one group would possibly come to school on Monday and Wednesday, while the other group would come on Tuesday and Thursday. Friday would be for special meetings with students in small groups. On days when students would not be in school, they would "tune-in" remotely to the class from their home or similar location to continue their learning.
  - In this type of situation where students would not be in school on a daily basis, the district will also provide additional support to students to assist with their learning (this could be another teacher or an associate), as well as their classroom teacher.
  - If this is the scenario that is needed, building principals will develop schedules with teachers and their grade levels and subject areas to develop consistency for the district and ease for the students and parents.

While these are two possibilities, other situations could also be recommended or occur with input from parents, students, the local and state health departments, and the Iowa Department of Education.

**Contact by the School**

**Will the school contact students if there is a closure?**

Yes. If there is a closure, teachers will be contacting students via phone, email, Google Classroom, Seesaw, etc. Teachers will also be sending learning materials electronically throughout the closure, and parents and students will be able to locate all specific classroom or course information on the platforms for their student(s) on the school district website in one location.

The district website will have specific information for the Bellevue Elementary School (grades PK-5), which will be utilizing the Seesaw platform online for their courses, and the Bellevue MS/HS (6-12), which will utilize Google Classroom for their courses. Additionally, students, and parents if desired, will be able to participate in "live" sessions via Zoom with teachers and groups of students for their learning. These sessions will also be recorded and made available for those not able to attend online during the session, and teachers will have daily office hours in the late afternoon and early evening for both students and parents.

**What if students or families do not get contacted by the school?**

If someone does not contact a family during the closure, the family should contact the school office (Bellevue Middle/High School - 563.872.4001 - Ext. 1; Bellevue Elementary - 563.872.4001 - Ext. 2)

## **Teaching Online by Bellevue CSD Staff**

### **Would there be "live" teaching between students and teachers?**

Yes. Each day would have a schedule for students to follow in regard to the classes. At this time, we are planning on having students follow a schedule with their teachers, and having students "tune-in" to the class presentation for learning. This would be completed online.

### **Expectations and Requirements of Students**

#### **What would students be required to do for this plan?**

Students are required to complete the work for school during a school closure of any length. The **expectation and requirement** from the district and all the schools is for students to be involved in the learning process provided by their grade level teacher at Bellevue Elementary, curricular area teachers at Bellevue Middle and High School, and other teachers in the district. This assists students in meeting the Iowa Academic Standards for their grade level and curricular areas. The district believes it is important for students to be involved in their learning, even during these very unique times.

#### **Why would online learning be required this year?**

If needed, the online learning component will be required to continue the educational development of our students during a closure. In order to meet the educational needs and expectations of students it is essential for students to continue their learning and develop for not only the next grade or curricular class, but for life after their required attendance in school.

Optional learning opportunities were provided to students at the end of the 2019-2020 school year based on developing the necessary frameworks for students and families to be successful, along with preparing as a staff to ensure appropriate learning was being provided for each and every student. Entering the 2020-2021 school year, learning will be required if done remotely to assist students in their learning as they progress through the school year and re-entry into school later in the school year.

### **Role of Teachers in Online Learning**

#### **What would teachers be required to do for this plan?**

Teachers are required to provide extensive learning requirements for students to resemble the essential learning standards which would take place in the school environment. While being in an online learning environment is different for students and teachers, it is imperative and required that teachers are still teaching key standards for the grade level and subject area and that students are participating and learning the key standards.

#### **How would students be given work to do for their learning? How would teachers teach in this format?**

Teachers will continue to make learning activities engaging in an online environment. Teachers will be providing a variety of ways of learning for students.

Bellevue Elementary will utilize Seesaw and Zoom, while Bellevue MS/HS will utilize Google Classroom and Zoom.

Some specifics of how learning may take place in these formats are the following:

- Writing or oral reflections to learning videos, reading assignments, etc.
- Shared reading from students to teachers; Shared reading from teachers to students.
- Online "Teaching" via Zoom, "Facebook Groups", Recorded videos
- "Packet" work or work from workbooks or copied materials.
- Posting of resources by teachers with feedback from the resources and learning opportunities.

**How often would teachers share information with students about learning that is expected to be completed? What would this look like?**

While this varies based on the age and grade level of students, teachers will be involved with students every day. At the Bellevue Elementary and at the Bellevue MS/HS, students will take part in their normal class schedules as much as possible. Ultimately, students will be involved with their teacher(s) on a daily basis, as teachers will post or share information daily (this includes classroom meetings or small groups at different times).

It is also possible that classes may meet with some students some days in a face-to-face environment and other days in a remote environment. For example, some students may come one day, with another group coming the other day (continuing this group rotation of every other day). In this situation, students would be in class one day and then watch remotely the following day. If this is the scenario that is needed, building principals will develop schedules with teachers and their grade levels and subject areas to develop consistency for the district and ease for the students and parents.

**How would teachers meet with students, or would they have meetings with students?**

Teachers would schedule times to have online "meetings" with groups of students via Google Hangouts, Zoom, or similar manners. This would include direct teaching via an online framework, along with smaller class meetings for more in-depth discussions. Parents would also be welcome to join these meetings as a "spectator" at any time.

**Would teachers have specific times they are available, or "office hours" to contact them?**

A key to learning for students is feedback and educational conversations with teachers. While this cannot be done at this time in traditional formats face-to-face, the district wants these conversations and feedback to still be possible and continue for the benefit of students and their learning.

Teachers will be sharing specific "office hours" where they will be answering communication from students and parents via email and other formats. Teachers will have multiple times/week (a minimum of one time each day) where they will be available for one hour at a time, with one of these being in the early evening hours (where others may be during the normal school day).

### **Grading for Students**

**What about grades for students?**

The work will be graded by teachers for students, and will likely resemble the regular grading practice that is practiced in the school. The grading philosophy may be altered during the closure, and if needed each teacher will communicate their grading changes to the students and parents. It is an expectation and requirement that students participate in the work that is being offered to students in all content areas. This format makes it more important than ever for our learning opportunities to engage students through formats beyond normal classroom experiences.

**Would my student be held back in the same grade or classes for next year? Will my student have to repeat a course or grade?**

While it is unlikely that this would happen, students could be held back a grade at the elementary level, and not pass a specific course(s) at the middle/high school level. The district will make every effort to provide opportunities for students to pass courses and learn, and some of this will depend on the student's dedication to learning and recognizing the importance of the learning for their lives and advancement in school.

### **Grade Point Average and College Admissions**

#### **What about college admissions and grade point averages for high school students?**

Grades will be assigned via the traditional grading practice of A-F (not the pass/fail grading practice utilized during the second semester of the 2019-2020 school year). As a result, the grades will impact a student's GPA at the secondary level. These may impact admission into college, scholarships, etc. Grades on transcripts for grades 9-12 are only semester grades, and these are what school districts send to colleges for admission.

### **Parent Awareness of Student Assignments**

#### **How would parents know what the student assignments are for each class?**

It is imperative for parents to be aware of what the classroom requirements are for students. As a result, parents will be included in assignments posted at all levels and could check the online grading system for assignments and completion on JMC at the 6-12 level, and in other manners at the elementary level. There will also be a common resource page on the district website for each grade level and curricular area. Teachers would indicate when assignments are due, along with marking the grade or completion of the assignment no later than one day after its indicated due date.

Training and information will be provided for parents on how to be notified of this information, and how to access this information regularly. In addition, training will be provided (as mentioned earlier in the document).

### **The Involvement of Parents for Online Learning**

#### **How could parents help?**

Encourage your student to be involved in the educational expectations provided for the learning of your student. You can help them by...

- Asking your student about the expectations the teachers and the school has for them.
- Asking your student if they have completed the work.
- Assisting your student in developing a routine/schedule for class days, as this assists them in having some time set aside for learning.
- Asking them about the feedback they are receiving from their teacher(s).

#### **How could parents assist their student(s) with completing work?**

Parents can obviously assist students with their work, and in some ways, your encouragement and expectations are important for the success of the learning. Some keys to remember are the following:

- Assist students in finding a dedicated work/study space free from as many distractions as possible.
- Develop a routine/schedule with your student on when they will work on learning activities.
- It is recommended that students get up to move around as needed instead of sitting in one spot. This can be done by walking around, doing some exercises, etc.

Additionally, parents will have access to assignments given to students, and other class-related work. This would be available via Seesaw (PK-5) and Google Classroom (6-12)



**How would parents know if their student is doing the work, or if they are learning?**

Students will be given feedback, by their teachers for what they do, which will also be shared with parents. This feedback will be provided via Seesaw in grades PK-5, and Google Classroom and JMC for grades 6-12. The district believes that a key component to learning is the feedback from teachers. This will look and be different than normal, but it will still be of assistance.

Directions and training for accessing Seesaw, Google Classroom, and JMC will be provided to parents prior to the start of the school year.

**How would students (or parents) be able to contact teachers?**

Students can contact teachers with any questions about assignments via Seesaw (PK-5), Google Classroom (6-12), email (PK-12), or other ways that the teacher communicates as an option (including "online office hours which will be held daily in the event of school closure).

**What are some other resources parents could provide their student(s)?**

There are a lot of opportunities for learning posted online, with some being of high-quality. As with anything, utilize as you believe is appropriate as a parent. Teachers may send out a variety of online resources as well, but some additional high-quality learning sites are also located on the Iowa Department of Education website at the following link:

<https://educateiowa.gov/pk-12/resources-support-learning-during-covid-19>

**Guidance on Student Participation**

**How long should students spend on learning activities each day or class in an online setting?**

Instructional Learning Time will vary depending on grade level, along with the time spent by students. Some expectations are below:

- Students at Bellevue Elementary will be expected to participate in sessions with their classroom teacher(s) on a daily basis. In addition to this, students will be expected to spend 10 minutes times their grade level on other learning and homework (Example, a student who is in 4th grade would spend 40 minutes a day on school work - 4th grade X 10 minutes = 40 minutes), plus any additional reading.
- Students at Bellevue MS/HS will also be expected to attend daily sessions with teachers based on their established schedule for the semester. Students would be required to participate in the daily learning sessions for their courses and normally complete any extended learning during class, with some time also potentially necessary outside of class time in some instances. Ultimately, the school will try to make the school day resemble a normal day as much as possible, but the courses would last for 60+ minutes each, with a short break between classes for students. Students would participate in four classes each day on a rotating basis daily.

**Special Assistance for Students**

**Some students have an Individualized Education Plan. How would they be supported?**

Special education students are still going to be supported in various manners by regular education teachers and special education teachers. Learning opportunities will be modified if necessary to meet the needs of the students, and special education teachers will be working with regular education teachers in this process. It may become necessary, and possible, that special education students at certain levels with specific learning needs would be on-campus when many other students are not on-campus.

IEP meetings may be held face-to-face or completed in an online format depending on the safety of environmental conditions.

**Some students typically receive extra assistance from the teacher in the classroom, other teachers, or associates. How are they going to continue to get this help in this type of environment to allow them to be successful?**

Students at all levels will continue to be supported by the staff members who have typically assisted them while within the school walls. The district will contact students at all levels, but especially those who have shown the need for extra assistance during the normal school year within the school walls.

### **Technology Devices/Internet Access**

**What if our residence does not have internet, or I cannot get on the internet?**

Teachers and others will be contacting parents about access to online capability (along with the district requesting this information prior to the start of the school year), and if your residence does not have access the district will provide some "paper packets" that resemble the learning, along with providing "hot spots" for families to use for online access.

**What if families do not have a device for students to utilize, or have a limited amount for multiple children?**

Students in grades 6-12 have their own device to take home, and if they have left it at school they can contact the school/teacher to pick up their device.

The district will work to provide devices to families with no devices (or limited devices). Families should let their teacher at the elementary level know about this need.

### **Preparation for a School Closure (and Return from a School Closure)**

**How is the school preparing for the possibility of a school closure?**

The teaching staff is learning several approaches to online teaching, and this will continue in August before students arrive. Teachers are becoming "learners" as they learn how to utilize various approaches. Specifically, Bellevue Elementary teachers are learning how to utilize the learning platform Seesaw more effectively for students, parents, and themselves. Bellevue MS/HS teachers are learning how to utilize Google Classroom more effectively for students, teachers, and themselves. Additionally, all teachers are learning how to hold online meetings with students and other staff via Zoom.

In addition, all teachers will participate in further training in these areas in August, and will work in groups as "teachers" and "students" in their groups.

Parent training is also being planned to assist parents with how to utilize these resources and be an active member in the learning process. Parents would be sent an invitation to join the Seesaw or Google Classroom learning platforms in late-July or early-August by a teacher, and then followed up with at registration by staff members to assist with any questions or concerns about the process. Videos will also be created for parents to view.

Finally, students will be participating in training with teachers in their classrooms when they return to school in August, to potentially prepare for the need for online learning.

**How would school resume on-campus in the future, if it is closed for some period of time?**

While there may be a closure or an altered schedule, the district will continue to plan to have students return to the school campus for their educational endeavors. Safeguards will be established and/or continued, and the intent is for each student to return to school to resume a "normal schedule" for learning. If there are changes to student schedules and attendance patterns, the school district will communicate this in advance.

### **Extracurricular Activities**

#### **What about extracurricular and co-curricular activities? Will we have these in the fall?**

At this time the plan is to have extracurricular and co-curricular activities of all kinds. This includes volleyball, football, cross country, marching band, color guard, dance, cheerleading, and other activities. Travel outside of the area and the conference may be limited by the district for safety concerns (this could include state conventions, judging competitions out-of-state, distances beyond our conference area, and similar locations).

There may be specific regulations for many activities, including athletics and fine arts. For example, choir may be moved to a larger physical area based on recommendations to distance beyond 6-feet for singing. Additionally, dances may likely be prohibited for students based on social distancing, or they will be adapted to other types of events and activities that meet social distancing requirements.

#### **Will students be able to travel to events for these activities?**

At this time we are planning on traveling to events, with an emphasis on safety for all students and staff. There may be limits at times for some events, specifically events outside of our conference area and out-of-state travel.