

# **AHSTW COMMUNITY SCHOOLS**

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

Hello everyone,

AHSTW Community School District continues to be proactive our Return To Learn each school year. Our plans have focused on three different learning models [In-School, Hybrid Model and Continuous Learning] based on guidance provided from the Iowa Department of Education, Iowa Department of Public Health, and the State of Iowa. At this time, we continue to receive guidance on a regular basis and this guidance furthers assists us in our continued planning.

Our plans are designed to ensure a positive learning experience for each student and family regardless of the learning model implemented. We understand that circumstances may change throughout the course of the school year and flexibility will be required. We certainly appreciate your understanding during this time and will share information as it becomes available.

## **District Goals for Return To Learn:**

1. Provide a safe environment for students and staff;
2. Maximize Face-To-Face Learning opportunities regardless of the delivery model implemented;
3. Assist in meeting the Social Emotional Needs of both our students and staff; and
4. Maintain In-Building Learning as health measures allow.

AHSTW will return to school implementing our Continuous Learning Schedule. This schedule will continue throughout the school year. Any change in planning would require permissions from the State of Iowa.

Information contained in this document shares our plan and the concepts used to assist in effectively welcoming staff and students back to learning. We are excited to provide opportunities for our students and staff over the course of the school year.

Respectfully,

AHSTW Community School District

# **AHSTW COMMUNITY SCHOOLS**

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Table Contents:

Section 1:.....	Calendar and School Day .....	3
Section 2:.....	Instruction – Continuous Learning.....	6
Section 3:.....	Instruction – Hybrid Learning [Social Distancing] .....	10
Section 4:.....	Instruction – In-person Learning .....	13
Section 5:.....	Special Education.....	15
Section 6:.....	Communication .....	17
Section 7:.....	Social Emotional Health.....	18
Section 8:.....	Behavioral Planning .....	19
Section 9:.....	Professional Development.....	20
Section 10:.....	Health and Mitigation.....	22
Section 11:.....	Technology .....	26
Section 12:.....	Transportation .....	27

# **AHSTW COMMUNITY SCHOOLS**

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 1: Calendar and School Day:

During the 2022-2023 school year, the AHSTW Calendar and Daily Schedule will prioritize:

- Maximizing learning time within the school day
- Uninterrupted instructional days in a face-to-face manner even if face to face learning must occur in a distance learning manner.
- Creating Face-To-Face Distance Learning Schedule for Required Learning
- Face-to-Face meetings for all students to ensure access for all learners.

### Key Points:

Goal:	Distance Learning & Hybrid Model
1.1: School Start time & Dismissal	<p>Our daily calendar will be modified for the 2022-2023 School Year:</p> <p>Full Return &amp; Hybrid Model:                      Start of School Day: 8:30 AM                      Dismissal: 3:30 PM</p> <p>Distance Learning:                      Start of School Day: 9:30 AM                      Dismissal: 1:40 PM</p>
1.2: School Calendar	<p>First day of school: August 23, 2022                      Last Day of School: May 24, 2023                      Senior Last Day of School: May 18, 2023                      Graduation: May 22, 2023</p> <p>Appropriate breaks within the school year, but 5-day school weeks will be a priority.</p>
1.3: Class Schedule for Distance Learning	<p>High School: [Grades 9-12]</p> <ul style="list-style-type: none"> <li>● Face-to-Face Distance Learning                             <ul style="list-style-type: none"> <li>○ Period #0:                                     <ul style="list-style-type: none"> <li>▪ 8:30 - 9:20 AM: College Class -- Meets Daily</li> </ul> </li> <li>○ Period #1: 9:30 AM to 10:15 AM                                     <ul style="list-style-type: none"> <li>▪ 9:30 - 9:55 AM Instruction &amp; 10:15 for questions.   <ul style="list-style-type: none"> <li>● A - Day: Period 1</li> <li>● B - Day: Period 2</li> </ul> </li> </ul> </li> <li>○ Period #2: 10:25 AM to 11:10 AM                                     <ul style="list-style-type: none"> <li>▪ 10:25 - 10:50 AM Instruction &amp; 11:10 for questions.   <ul style="list-style-type: none"> <li>● A - Day: Period 3</li> <li>● B - Day: Period 4</li> </ul> </li> </ul> </li> <li>○ Period #3: 11:20 AM - 12:05 PM                                     <ul style="list-style-type: none"> <li>▪ 11:20 - 11:45 AM Instruction &amp; 12:05 for questions.   <ul style="list-style-type: none"> <li>● A - Day: Period 5</li> <li>● B - Day: Period 6</li> </ul> </li> </ul> </li> <li>○ Lunch: 12:05 - 12:35 PM</li> <li>○ Period #4: 12:40 - 1:25 PM                                     <ul style="list-style-type: none"> <li>▪ 12:40 - 1:05 PM Instruction &amp; 1:25 for Questions</li> </ul> </li> </ul> </li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<ul style="list-style-type: none"> <li>● A - Day: Period 7</li> <li>● B - Day: Period 8</li> <li>○ Individual Meetings will be available with staff members throughout the day until 4:00 PM</li> <li>○ Staff Members will share a spreadsheet for all students to sign-up for independent or small group review opportunities with classroom teachers on each Friday Review Day</li> </ul> <p>Intermediate: [Grades 4th - 8th]</p> <ul style="list-style-type: none"> <li>● <a href="#">Possible Schedule (See tabs for modifications on short weeks, glossary, etc.)</a></li> </ul> <p>Primary: Grade [TK-3]</p> <ul style="list-style-type: none"> <li>● Staff will provide recorded lessons online for students to view, and related homework/activities to complete. TK-3 3x per week content area videos in math and literacy and SEL, and one per week from a specials area.             <ul style="list-style-type: none"> <li>○ Literacy 30 min/day, 3 days/week</li> <li>○ Math 30 min/day, 3 days/week</li> <li>○ SEL 15-30 min/day, 3 days/week</li> <li>○ Specials, 1 activity per week</li> </ul> </li> </ul> <p>Primary: [Pre-school]</p> <ul style="list-style-type: none"> <li>● Staff will provide recorded lessons online for students to view, and related homework/activities to complete. PK 2x per week content videos in the same areas as TK-3.             <ul style="list-style-type: none"> <li>○ Literacy 15 min/day, 2 days/week</li> <li>○ Numeracy 10 min/day, 2 days/week</li> <li>○ SEL 15 min/day, 2 days/week</li> <li>○ Specials, 1 activity idea per week</li> </ul> </li> </ul>
<p>1.4: Hybrid Learning</p>	<p>In our Hybrid Model we will have students in our school building each day. This means that we will be following our regular schedule during the day.</p> <p>Students not attending classes in person in our school building will be expected to attend each class period as it is normally scheduled throughout the school day.</p> <p>Our school day in the Hybrid Model will follow our regular calendar and class day schedule with courses beginning at 8:30 AM.</p> <p>Virtual attendance will be required through Google Meet. Invitations will be shared through Google calendar for each course period.</p> <p>Students will be able to fully participate during instruction, class discussion, and feedback portions of the class.</p> <p>Class sessions will also be taped for students who may be ill and unable to attend.</p> <p>Work products will be returned to the classroom teacher through Google Classroom.</p>
<p>1.5: In Person Learning</p>	<p>AHSTW's will utilize our district calendar for the entire school year. We will utilize our regular calendar to provide learning opportunities. It is also important to maximize the time we have with students during our day and our official start time for the 2022-2023 school year will be 8:30 AM.</p>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<p>Our school day will begin with announcements being read at 8:30 AM in the elementary and lower intermediate grades. Each building will develop morning procedures to accomplish this start time.</p> <p>Our school day will begin with 1st period at 8:30 AM. The Upper Intermediate and High School Class schedule will be developed at the building level.</p>																									
1.6: 4 week Schedule [A-B Schedule]	<table border="1"><thead><tr><th data-bbox="532 516 729 575">Monday</th><th data-bbox="734 516 930 575">Tuesday</th><th data-bbox="935 516 1131 575">Wednesday</th><th data-bbox="1136 516 1333 575">Thursday</th><th data-bbox="1338 516 1511 575">Friday</th></tr></thead><tbody><tr><td data-bbox="532 581 729 640">Day A</td><td data-bbox="734 581 930 640">Day B</td><td data-bbox="935 581 1131 640">Day A</td><td data-bbox="1136 581 1333 640">Day B</td><td data-bbox="1338 581 1511 640">Day A</td></tr><tr><td data-bbox="532 646 729 705">Day B</td><td data-bbox="734 646 930 705">Day A</td><td data-bbox="935 646 1131 705">Day B</td><td data-bbox="1136 646 1333 705">Day A</td><td data-bbox="1338 646 1511 705">Day B</td></tr><tr><td data-bbox="532 711 729 770">Day A</td><td data-bbox="734 711 930 770">Day B</td><td data-bbox="935 711 1131 770">Day A</td><td data-bbox="1136 711 1333 770">Day B</td><td data-bbox="1338 711 1511 770">Day A</td></tr><tr><td data-bbox="532 777 729 835">Day B</td><td data-bbox="734 777 930 835">Day A</td><td data-bbox="935 777 1131 835">Day B</td><td data-bbox="1136 777 1333 835">Day A</td><td data-bbox="1338 777 1511 835">Day B</td></tr></tbody></table>	Monday	Tuesday	Wednesday	Thursday	Friday	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B	Day A	Day B
Monday	Tuesday	Wednesday	Thursday	Friday																						
Day A	Day B	Day A	Day B	Day A																						
Day B	Day A	Day B	Day A	Day B																						
Day A	Day B	Day A	Day B	Day A																						
Day B	Day A	Day B	Day A	Day B																						
1.7: Field Trips	Field trips will be discontinued until further notice.																									

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 2: Instructional Planning: Distance Learning

During the 2022-2023 school year, the AHSTW Instructional Planning will prioritize:

- Face-To-Face learning opportunities for students to receive instruction each day.
- Opportunities for students to ask questions regarding the content taught each day.
- Instruction of grade level curriculum accompanied with Just In Time review materials
- Formative and Summative assessment opportunities
- Descriptive feedback to share with students how they may improve in a content area or assignment.

Key Points:

Goal:	Distance Learning
2.1: Class Schedule	<p>High School: [Grades 9-12]</p> <ul style="list-style-type: none"> <li>• Face-to-Face Distance Learning               <ul style="list-style-type: none"> <li>○ Period #0:                   <ul style="list-style-type: none"> <li>▪ 8:30 - 9:20 AM: College Class -- Meets Daily</li> </ul> </li> <li>• Period #1:                   <ul style="list-style-type: none"> <li>• 9:30 - 9:55 AM Instruction &amp; 10:15 for questions.                       <ul style="list-style-type: none"> <li>▪ A - Day: Period 1</li> <li>▪ B - Day: Period 2</li> </ul> </li> <li>• Period #2:                       <ul style="list-style-type: none"> <li>• 10:25 - 10:50 AM Instruction &amp; 11:10 for questions.                           <ul style="list-style-type: none"> <li>▪ A - Day: Period 3</li> <li>▪ B - Day: Period 4</li> </ul> </li> <li>• Period #3:                           <ul style="list-style-type: none"> <li>• 11:20 - 11:45 AM Instruction &amp; 12:05 for questions.                               <ul style="list-style-type: none"> <li>▪ A - Day: Period 5</li> <li>▪ B - Day: Period 6</li> </ul> </li> <li>• 12:05 - 12:35 PM: Lunch</li> <li>• Period #4:                               <ul style="list-style-type: none"> <li>▪ 12:40 - 1:05 PM Instruction &amp; 1:25 for Questions                                   <ul style="list-style-type: none"> <li>▪ A - Day: Period 7</li> <li>▪ B - Day: Period 8</li> </ul> </li> </ul> </li> </ul> </li> <li>• Individual Meetings will be available with staff members throughout the day until 4:00 PM</li> </ul> </li> <li>• 4-8 Building               <ul style="list-style-type: none"> <li>○ Daily: Face-to-Face Distance Learning Schedule                   <ul style="list-style-type: none"> <li>▪ Possible <a href="#">schedule of classes</a> changing periods 5 and 6 to a repeat of 1-4 so each core content area gets 2 classes per week.</li> <li>▪ Instruction will follow a “flipped” format as much as possible where video lessons and assignments will be posted ahead of the live class meetings. Real-time sessions will be clarification, Q&amp;A, feedback, discussion, etc. and prior completion/viewing of new learning materials will be essential.</li> </ul> </li> </ul> </li> <li>• PK-3 Building               <ul style="list-style-type: none"> <li>○ Staff will provide recorded lessons online for students to view, and related homework/activities to complete. Staff will provide instruction from school if we are</li> </ul> </li> </ul> </li></ul></li></ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<p>able to be in the building or from home. TK-3 3x per week content area videos in math and literacy and SEL. PK 2x per week content videos in the same areas.</p> <ul style="list-style-type: none"> <li>○ Lessons will be posted and shared weekly via Google Classrooms and emails.             <ul style="list-style-type: none"> <li>▪ Grade level teams will determine when videos will be released for the week.                 <ul style="list-style-type: none"> <li>▪ Videos could be released for the week or over the course of the week.</li> <li>▪ The schedule will be communicated with parents at the beginning of the Distance Learning session.</li> </ul> </li> </ul> </li> <li>○ Attendance will be taken via submitted work and communication with the teacher for feedback.</li> <li>○ Packets of materials needing to be printed may be mailed to families who do not have printer access.</li> <li>○ Students will participate in a video conference at least once per week either 1:1 with the teacher or in a class meeting.</li> <li>○ Teachers will provide feedback to students as work is submitted to the teacher.</li> </ul>
2.2: Staff	<ul style="list-style-type: none"> <li>● 9-12 Building             <ul style="list-style-type: none"> <li>○ Teachers will be expected to teach their essential standards using LIVE instruction according to the schedule above.</li> <li>○ All live sessions will be recorded and shared for the purpose of reviewing material.</li> <li>○ Staff will provide instruction from school if we are able to be in the building or from home. [Based on CDC and State guidelines]</li> <li>○ A spreadsheet will be set up for each staff member and students can sign-up for appointments to meet face-to-face with their teachers to ask questions on lessons during daily office hours.                 <ul style="list-style-type: none"> <li>▪ Google Meet</li> </ul> </li> <li>○ Paraeducators will attend online classes with the grades/students they support and hold office hours to provide additional assistance to students.</li> </ul> </li> <li>● 4-8 Building             <ul style="list-style-type: none"> <li>○ Possible <a href="#">schedule of classes</a> changing periods 5 and 6 to a repeat of 1-4 so each core content area gets 2 classes per week.</li> <li>○ All teachers and core content teachers will be expected to teach their essential standards through LIVE instruction according to the schedule above.</li> <li>○ All live sessions will be recorded and shared for the purpose of reviewing material.</li> <li>○ Specials teachers (Music, P.E., Art, and Guidance) will provide one lesson/project per grade level per week and be assigned to a homeroom to help with communication, feedback, tech support, etc.</li> <li>○ Paraeducators will attend online classes with the grades/students they support and hold office hours to provide additional assistance to students.</li> <li>○ Staff will provide instruction from school if we are able to be in the building or from home. [Available based on state guidelines]</li> </ul> </li> <li>● PK-3 Building             <ul style="list-style-type: none"> <li>○ All general classroom teachers will be expected to teach their essential standards in Literacy and Math.</li> <li>○ Exploratory teachers (Music, P.E., Art) will provide one lesson/project per grade level per week and be assigned to a homeroom to help with communication, feedback, tech support, etc.</li> <li>○ The school counselor will provide one SEL/guidance lesson each week for each grade level.</li> <li>○ Paraeducators will attend online classes with the grades/students they support and hold office hours to provide additional assistance to students.</li> <li>○ Google Voice, email, and Remind will serve as additional platforms for students and parents to ask questions of the teacher. Via these platforms, students/parents may also request a video conference with the teacher.</li> </ul> </li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<ul style="list-style-type: none"> <li>○ Grade level teams will determine when videos will be released for the week.             <ul style="list-style-type: none"> <li>▪ Videos could be released for the week or over the course of the week.</li> <li>▪ The schedule will be communicated with parents at the beginning of the Distance Learning session.</li> </ul> </li> <li>○ Staff will provide instruction from school if we are able to be in the building or from home. [Available based on state guidelines]</li> </ul>
2.3: Curriculum	<ul style="list-style-type: none"> <li>● 9-12 Building             <ul style="list-style-type: none"> <li>○ Curriculum will be delivered using our Essential Standards.</li> <li>○ Pre-tests [Formative Assessments] will be used to help the teacher plan for differentiated instruction to determine which skills may additional reinforcement during the unit.</li> <li>○ Grade level and class instruction will occur with ‘Just In Time’ interventions designed for differentiation through the content.</li> </ul> </li> <li>● 4-8 Building             <ul style="list-style-type: none"> <li>○ Essential standards will be taught in Math, Literacy, Social Studies, and Science with continual vertical communication regarding gaps and carry up needs.</li> <li>○ Grade level and class instruction will occur with ‘Just In Time’ interventions designed for differentiation through the content.</li> </ul> </li> <li>● PK-3 Building             <ul style="list-style-type: none"> <li>○ TK-3 grades will provide content videos 3x per week in math, literacy and SEL. PK will provide content videos 3x per week in the same areas.</li> <li>○ Curriculum will focus on Grade Level Essential Standards.</li> <li>○ Grade level class instruction will occur with Just In Time interventions designed for differentiation through the content.</li> <li>○ Staff will provide instruction from school if we are able to be in the building or from home. [Available based on state guidelines]</li> </ul> </li> </ul>
2.4: Assessment	<ul style="list-style-type: none"> <li>● 9-12 Building             <ul style="list-style-type: none"> <li>○ Formative assessment will be delivered through Google Classroom.                 <ul style="list-style-type: none"> <li>▪ Formative assessment will be practice and used as practice toward summative assessments.</li> </ul> </li> <li>○ We will deliver summative assessments through an online platform, as well.                 <ul style="list-style-type: none"> <li>▪ The goal of each assessment is to understand the student’s abilities within the assessed standard.</li> <li>▪ Review opportunities may be provided, if appropriate steps are completed.</li> </ul> </li> <li>○</li> </ul> </li> <li>● 4-8 Building             <ul style="list-style-type: none"> <li>○ Formative assessments will be given during each new lesson and documented using the standards-based 4 pt. Scale.</li> <li>○ IXL assessments and CAT systems will be used to guide differentiated and personalized learning.</li> <li>○ Summative assessments will be given through Google Classroom.</li> <li>○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments.</li> </ul> </li> <li>● PK-3 Building             <ul style="list-style-type: none"> <li>○ ‘Being a Reader’ assessments will be given as formative assessments to develop differentiated instruction in the area of literacy for K-3 students.</li> <li>○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments.</li> <li>○ Summative assessments will be delivered via an online platform.</li> </ul> </li> </ul>
2.5: Feedback	<ul style="list-style-type: none"> <li>● 9-12 Building</li> </ul>



# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<ul style="list-style-type: none"> <li>○ Feedback looks just like what we have been working on in our building using Standards Based Grading Research:             <ul style="list-style-type: none"> <li>▪ Justify to students how their mark or grade was derived.</li> <li>▪ Identify and reward specific qualities in student work.</li> <li>▪ Guide students on what steps to take to improve.</li> <li>▪ Motivate students to act on feedback received.</li> <li>▪ Develop student abilities to monitor, evaluate and regulate their own learning</li> </ul> </li> <li>● 4-8 Building             <ul style="list-style-type: none"> <li>○ Feedback will be standards-based on all formative and summative assessments.</li> <li>○ Commenting features will be used in Google Classroom for 2-way feedback between students and teachers.</li> <li>○ Students will participate in a progress conference with their homeroom teacher at least once a month on either of the Friday flex days.</li> </ul> </li> <li>● PK-3 Building             <ul style="list-style-type: none"> <li>○ Specific, formative feedback will be provided to students via email or Google Classroom, with teachers identifying positive and negative qualities within student work, guiding students on what steps to take to improve.</li> <li>○ Samples of students reading can be uploaded and sent to the classroom teacher by parents for evaluation.</li> <li>○ K-3 have developed literacy and math rubrics, which serve to assist students and parents in understanding learning targets and what skills students have mastered, while giving them specific information on skills that still need improvement. These rubrics also help to standardize the grading process across the entire grade level.</li> </ul> </li> </ul>
2.6: Class Recording	<ul style="list-style-type: none"> <li>● AHSTW Community School District retains the right to record all instructional sessions to provide equity in the delivery of content.</li> <li>● Due to confidentiality purposes the recordings will remain the property of the school district and placed in Google Classroom for students to view. No other recording or capturing of a virtual classroom is allowed.</li> </ul>
2.7: Continuous Learning – Parental Choice	<ul style="list-style-type: none"> <li>● Families have the ability to request Continuous Learning in the event AHSTW Community School District implements the In-Person or Hybrid learning model for the 2022-2023 school year. Requests to utilize this model can be made to Mr. Darin Jones, AHSTW Community School District, by August 10, 2020.</li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 3: Instructional Planning - Hybrid

During the 2022-2023 school year, the AHSTW Instructional Planning will prioritize:

- Face-To-Face learning opportunities for students to receive instruction each day.
- Opportunities for students to ask questions regarding the content taught each day.
- Instruction of grade level curriculum accompanied with Just In Time review materials
- Formative and Summative assessment opportunities
- Descriptive feedback to share with students how they may improve in a content area or assignment.

### Key Points:

Goal:	Hybrid Model
3.1: Rationale & Assurances	<ul style="list-style-type: none"> <li>• Our hybrid model is designed to provide instruction to students who are both attending from home or in person due to recommendations from the Iowa Department of Public Health, Iowa Department of Education, and CDC.</li> <li>• Our hybrid model is designed to promote social distancing within classrooms and may require a limited capacity per day.</li> <li>• We will make all efforts to ensure families attend on the same days.</li> </ul>
3.1: Class Schedules	<ul style="list-style-type: none"> <li>• 9-12 Building:               <ul style="list-style-type: none"> <li>○ AHSTW will proceed with our regular schedule as students will be attending school within our buildings.</li> <li>○ Students not attending classes in our building will be required to attend daily in a virtual method.</li> <li>○ Instruction will be provided daily and over the course of the regular daily schedule. {See Face-to-Face Learning}</li> <li>○ Students identified in <b>Group A</b> will attend school <b>IN PERSON on every A day</b> and will attend <b>VIRTUALLY on B days</b>.</li> <li>○ Students identified as part of <b>Group B</b> will attend school <b>IN PERSON on every B day</b> and will attend <b>VIRTUALLY on A days</b>.</li> </ul> </li> <li>• 4-8 Building:               <ul style="list-style-type: none"> <li>○ AHSTW will proceed with our regular schedule as students will be attending school within our buildings.</li> <li>○ Students not attending classes in our building will be required to attend daily in a virtual method.</li> <li>○ Instruction will be provided daily and over the course of the regular daily schedule. {See Face-to-Face Learning}</li> <li>○ Students identified in <b>Group A</b> will attend school <b>IN PERSON on every A day</b> and will attend <b>VIRTUALLY on B days</b>.</li> <li>○ Students identified as part of <b>Group B</b> will attend school <b>IN PERSON on every B day</b> and will attend <b>VIRTUALLY on A days</b>.</li> </ul> </li> <li>• PK-3 Building               <ul style="list-style-type: none"> <li>○ PK-3 students will attend school in person each day of the school year.</li> </ul> </li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

3.2: Staff Information	<ul style="list-style-type: none"><li>● 9-12 Building<ul style="list-style-type: none"><li>○ Staff will provide instruction from school as students will be attending in our building on a daily basis.<ul style="list-style-type: none"><li>▪ Student capacity will be based on state guidelines and regulations and social distancing rules.</li></ul></li><li>○ Students will be able to fully participate in class by viewing lessons and asking questions through the use of Google Meet.</li><li>○ All live sessions will be viewed, recorded and uploaded for the purpose of review..</li></ul></li><li>● 4-8 Building<ul style="list-style-type: none"><li>○ All general classroom teachers and core content teachers will be expected to teach their essential standards.</li><li>○ Specials teachers (Music, P.E., Art, and Guidance) will provide one lesson/project per grade level per week and be assigned to a homeroom to help with communication, feedback, tech support, etc.</li><li>○ Paraeducators will attend online classes with the grades/students they support and hold office hours to provide additional assistance to students.</li><li>○ All live sessions will be viewed, recorded and uploaded for the purpose of review..</li></ul></li><li>● PK-3 Building<ul style="list-style-type: none"><li>○ All general classroom teachers and exploratory teachers will be expected to teach their essential standards with Just In Time Interventions to enhance student learning.</li></ul></li></ul>
3.3: Curriculum	<ul style="list-style-type: none"><li>● 9-12 Building<ul style="list-style-type: none"><li>○ Curriculum will be delivered using our Essential Standards.</li><li>○ Pre-test will be used to help the teacher plan for differentiated instruction and what areas may additional reinforcement.</li><li>○ Grade level and class instruction will occur with Just In Time interventions designed for differentiation through the content.</li></ul></li><li>● 4-8 Building<ul style="list-style-type: none"><li>○ Essential standards will be taught in Math, Literacy, Social Studies, and Science with continual vertical communication regarding gaps and carry up needs.</li><li>○ Grade level and class instruction will occur with Just In Time interventions designed for differentiation through the content.</li></ul></li><li>● PK-3 Building<ul style="list-style-type: none"><li>○ Essential standards will be taught in Math, Literacy, and in exploratory classes. SEL lessons will also be taught.</li><li>○ Grade level and class instruction will occur with Just In Time interventions designed for differentiation through the content.</li></ul></li></ul>
3.4: Assessment	<ul style="list-style-type: none"><li>● 9-12 Building<ul style="list-style-type: none"><li>○ Formative assessment will be delivered through Google Classroom.<ul style="list-style-type: none"><li>▪ Formative assessment will be practice and used as practice toward summative assessments.</li></ul></li><li>○ We will deliver summative assessments through an online platform, as well.<ul style="list-style-type: none"><li>▪ The goal of each assessment is to understand the student's abilities within the assessed standard.</li><li>▪ Review opportunities may be provided, if appropriate steps are completed.</li></ul></li></ul></li><li>● 4-8 Building<ul style="list-style-type: none"><li>○ Formative assessments will be given during each new lesson and documented using the standards-based 4 pt. Scale.</li><li>○ IXL or iReady assessments and CAT systems will be used to guide differentiated and personalized learning.</li></ul></li></ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<ul style="list-style-type: none"><li>○ Summative assessments will be given through Google Classroom.</li><li>○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments.</li><li>● PK-3 Building<ul style="list-style-type: none"><li>○ Formative assessments will be given during each new lesson and documented using the standards-based 4 pt. Scale.</li><li>○ We will follow state guidelines regarding any administration of FAST assessments or state mandated district-wide assessments.</li></ul></li></ul>
3.5: Feedback	<ul style="list-style-type: none"><li>● 9-12 Building:<ul style="list-style-type: none"><li>○ Feedback looks just like what we have been working on in our building using Standards Based Grading Research:<ul style="list-style-type: none"><li>▪ Justify to students how their mark or grade was derived.</li><li>▪ Identify and reward specific qualities in student work.</li><li>▪ Guide students on what steps to take to improve.</li><li>▪ Motivate students to act on feedback received.</li><li>▪ Develop their capability to monitor, evaluate and regulate their own learning</li></ul></li></ul></li><li>● 4-8 Building<ul style="list-style-type: none"><li>○ Feedback will be standards-based on all formative and summative assessments.</li><li>○ Commenting features will be used in Google Classroom for 2-way feedback between students and teachers.</li></ul></li><li>● PK-3 Building<ul style="list-style-type: none"><li>○ Specific, formative feedback will be provided to students via email or Google Classroom, with teachers identifying positive and negative qualities within student work, guiding students on what steps to take to improve.</li><li>○ Samples of students reading can be uploaded and sent to the classroom teacher by parents for evaluation.</li><li>○ K-3 have developed literacy and math rubrics, which serve to assist students and parents in understanding learning targets and what skills students have mastered, while giving them specific information on skills that still need improvement. These rubrics also help to standardize the grading process across the entire grade level.</li></ul></li></ul>
3.6: Class Recording	<ul style="list-style-type: none"><li>● AHSTW Community School District retains the right to record all instructional sessions to provide equity in the delivery of content.</li><li>● Due to confidentiality purposes the recordings will remain the property of the school district and placed in Google Classroom for students to view. No other recording or capturing of a virtual classroom is allowed.</li></ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 4: Instructional Planning - In-School Learning

During the 2022-2023 school year, the AHSTW Instructional Planning will prioritize:

- Face-To-Face learning opportunities for students to receive instruction each day.
- Opportunities for students to ask questions regarding the content taught each day.
- Instruction of grade level curriculum accompanied with Just In Time review materials
- Formative and Summative assessment opportunities
- Descriptive feedback to share with students how they may improve in a content area or assignment.

### Key Points:

Goal:	Full Return [In-Person] Learning
4.1: Class Schedule	<ul style="list-style-type: none"> <li>• 9-12 Building                             <ul style="list-style-type: none"> <li>○ Master schedule will be revised with an 8:30 start</li> <li>○ Changes will come from new Admin and Counselor, if needed.</li> </ul> </li> <li>• 4-8 Building                             <ul style="list-style-type: none"> <li>○ Master Schedule to be revised by BLT with 8:30 start time</li> </ul> </li> <li>• PK-3 Building                             <ul style="list-style-type: none"> <li>○ Master Schedule has been revised to an 8:30 start time</li> <li>○ After school tutoring will be offered for students not on grade level for reading or math.</li> </ul> </li> <li>• Students not attending class in-person may be provided with an approved on-line course. Course progress will be monitored by AHSTW staff members.</li> </ul>
4.2: Staff Information	<ul style="list-style-type: none"> <li>• AHSTW Staff:                             <ul style="list-style-type: none"> <li>○ Class schedules will continue in our building as scheduled.</li> <li>○ Regular hours are in place for all AHSTW staff.</li> </ul> </li> </ul>
4.3: Curriculum	<ul style="list-style-type: none"> <li>• 9-12 Building                             <ul style="list-style-type: none"> <li>○ Curriculum will be delivered using our Essential Standards.</li> <li>○ Pre-tests will be used to help staff members plan for Just In Time interventions to determine what areas may require additional reinforcement.</li> <li>○ Grade level and class instruction will occur with Just In Time interventions designed for differentiation through the content.</li> </ul> </li> <li>• 4-8 Building                             <ul style="list-style-type: none"> <li>○ Essential Standards in Literacy and Math will take precedence with an emphasis on filling the gaps from the previous grade level.</li> <li>○ Essential standards in Literacy, Math, Science, and Social Studies.</li> <li>○ Grade level and class instruction will occur with Just In Time interventions designed for differentiation through the content.</li> </ul> </li> <li>• PK-3 Building                             <ul style="list-style-type: none"> <li>○ Essential Standards in Literacy and Math will take precedence with an emphasis on filling the gaps from the previous grade level.</li> <li>○ Social Studies content as possible will be delivered via Literacy instruction.</li> <li>○ Being a Reader assessments will be given in order to assess students' current achievement levels, with small group instruction planned accordingly.</li> <li>○ Grade level and class instruction will occur with Just In Time interventions designed for differentiation through the content.</li> </ul> </li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

4.4: Assessment	<ul style="list-style-type: none"><li>● 9-12 Building<ul style="list-style-type: none"><li>○ Formative assessments will be complete to assist staff members in their understanding of needed interventions, review and extension.</li><li>○ Summative assessments will be completed to understand the performance level of students at that point and time in their learning.</li><li>○ State-wide assessments will occur at times determined by the Iowa Department of Education.</li></ul></li><li>● 4-8 Building<ul style="list-style-type: none"><li>○ Formative assessments will be complete to assist staff members in their understanding of needed interventions, review and extension.</li><li>○ Summative assessments will be completed to understand the performance level of students at that point and time in their learning.</li><li>○ State-wide assessments will occur at times determined by the Iowa Department of Education.</li></ul></li><li>● PK-3 Building<ul style="list-style-type: none"><li>○ 'Being a Reader' assessments will be given in order to assess students' current achievement levels, with small group instruction planned accordingly.</li><li>○ FAST literacy and math screeners will be given during the state's assessment windows in the fall, winter, and spring.</li><li>○ 3rd grade will take the ISASPs in the spring of 2021.</li></ul></li></ul>
4.5: Feedback	<ul style="list-style-type: none"><li>● 9-12 Building<ul style="list-style-type: none"><li>○ Feedback is designed to provide students with an understanding of how they are achieving through the use of the following concepts:<ul style="list-style-type: none"><li>▪ Justify to students how their mark or grade was derived.</li><li>▪ Identify and reward specific qualities in student work.</li><li>▪ Guide students on what steps to take to improve.</li><li>▪ Motivate students to act on feedback received.</li><li>▪ Develop their capability to monitor, evaluate and regulate their own learning.</li></ul></li></ul></li><li>● 4-8 Building<ul style="list-style-type: none"><li>○ Formative and summative feedback will be standards-based, timely, specific, and growth-oriented. .</li><li>○ Written, verbal, and gradebook entries will all be used as appropriate.</li></ul></li><li>● PK-3 Building<ul style="list-style-type: none"><li>○ K-3 have developed literacy and math rubrics, which serve to assist students and parents in understanding learning targets and what skills students have mastered, while giving them specific information on skills that still need improvement. These rubrics also help to standardize the grading process across the entire grade level.</li><li>○ Specific, formative feedback will be provided to students, with teachers identifying positive and negative qualities within student work, guiding students on what steps to take to improve.</li></ul></li></ul>
4.6: Classroom Set-up	<ul style="list-style-type: none"><li>● Social Distancing will be promoted in classrooms and all areas of the building. Desks will be required to be spaced to the greatest extent possible.</li><li>● All classroom desks will be required to be facing the same direction.</li><li>● Seating charts will be required in all classrooms.</li></ul>
4.7: Hallways	<ul style="list-style-type: none"><li>● Traffic Patterns in our hallways will be developed to promote social distancing in our schools.</li></ul>

# **AHSTW COMMUNITY SCHOOLS**

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<ul style="list-style-type: none"><li>• Masks will be required as students travel in the hallways to other classrooms, restrooms, offices, etc...</li></ul>
4.9: Facility Use	<ul style="list-style-type: none"><li>• Guidelines will be developed in accordance with guidance from health agencies and the Iowa Department of Education. [See Health and Mitigation]</li><li>• Social Distancing Guidelines will be followed and capacity will be determined based on guidance and mitigation efforts.</li><li>• AHSTW CSD will work to provide a one-way pattern of traffic when possible.</li></ul>
4.10: Recess	<ul style="list-style-type: none"><li>• Recess opportunities will be provided in cohort groups.</li><li>• Social Distancing will be promoted during this time.</li></ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 5: Special Education

During the 2022-2023 school year, the AHSTW Calendar and Daily Schedule will prioritize:

- Providing equitable services to all students;
- Uninterrupted instructional days in a face-to-face manner even if face to face learning must occur in a distance learning manner;
- Monitoring student progress through regular progress monitoring activities.

Key Points:

Goal:	Special Education: Distance or In-Person Learning
5.1: Delivery of Services [Face to Face Learning]	<ul style="list-style-type: none"> <li>• Special education services will be provided in district and address the individuals needs of our students. Our IEP team will meet to determine the appropriateness of the learning environment, the unique needs of our students and services necessary for the success of each student.</li> </ul>
5.2: Delivery of Services [Distance Learning Model]	<ul style="list-style-type: none"> <li>• The IEP team will first determine what general education learning opportunities will look like for the child.</li> <li>• The IEP team will also discuss and plan for the following topics or our students: General Accessibility, Unique Needs, Services necessary for success.</li> <li>• The IEP team will meet to determine the most appropriate setting to receive their learning opportunities.               <ul style="list-style-type: none"> <li>• Continuous Learning &amp; Hybrid Model:                   <ul style="list-style-type: none"> <li>○ Teams will establish a transition of services between each attendance or learning model.</li> </ul> </li> </ul> </li> </ul>
5.3: Progress Monitoring	<ul style="list-style-type: none"> <li>• The IEP team will also develop the goals for the IEP and then how the IEP goals will be progress monitored annually in either model of delivery.</li> </ul>
5.4: Accommodations & Modifications	<ul style="list-style-type: none"> <li>• Accommodations and Modifications will continue to be provided to regardless of the learning environment of the educational model we are implementing. The IEP team will review and identify alternate solutions for a student’s learning if the accommodation or modification is not successful.               <ul style="list-style-type: none"> <li>• Routines, social stories, support materials and schedules prepared for use at school are also prepared for learning in a different setting [Ex. Home]</li> </ul> </li> <li>• If a student has medical concerns and is unable to participate in our school setting, the IEP team will work collaboratively to determine the best method of instruction.</li> <li>• Face masks are recommended at school to promote the overall health of our district. If medical concerns are present and a student is unable to remove a mask without assistance the student should not wear a mask.</li> </ul>
5.5: Confidentiality & Student Privacy	<p>Video Conferencing is confidential. At this time, we will be using our Google Platform as we can</p>



# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

5.6: Individualized Education Plan Meetings	<p>AHSTW is committed to continuing meaningful opportunities for parent engagement in the special education process. Our special education teams will consult with parents to identify the best way to collaborate in each meeting.</p> <p>Potential Meeting Methods: In-person, via phone conference, or by video conferencing.</p>
---	--

## Section 6: Communication Planning:

During the 2022-2023 school year, the AHSTW Communication Plan will prioritize:

- Communicating information regarding academic and health information with families in a timely manner.
- Descriptive feedback to parents and students regarding the use of technology in our distance learning models

Key Points:

Goal:	Distance Learning, Hybrid, and In-Person Models
6.1: District-Wide	<ul style="list-style-type: none"> <li>• Written communication regarding the Return to Learn/Open plans</li> <li>• Opportunities to attend/view Q&amp;A sessions regarding the Return to Learn plans</li> <li>• Regular updates via e-mail, superintendent’s blog, district social media accounts, and in person activities</li> <li>• Immediate and Proactive updates and guidance when appropriate.</li> </ul>
6.2: High School	<ul style="list-style-type: none"> <li>○ Communication with parents will occur through Google Classroom, email, and phone calls.</li> <li>○ Building level communications will share specific topics in a timely basis.</li> <li>○ Students and staff will touch base daily when instructing in a virtual in a distance learning or hybrid model.</li> </ul>
6.3: Intermediate	<ul style="list-style-type: none"> <li>○ In-person or Virtual Instruction will take place</li> <li>○ Staff members will communicate with students via video conferencing at least once per week in small groups or whole class meetings</li> <li>○ Departmentalized schedules will then lead to a weekly schedule of assignments being given with follow-up Google Meets scheduled in a face to face format.</li> </ul>
6.4: Primary	<ul style="list-style-type: none"> <li>• Building level information will be provided weekly to provide updates at the appropriate grade levels.</li> <li>• Staff members will communicate with students via video conferencing at least once per week.</li> <li>• Teachers will provide feedback [timely and specific feedback] to students as work is submitted to the teacher.</li> </ul>
6.5: Athletics & Activities	<ul style="list-style-type: none"> <li>• Athletic and Activity plans will be developed with the guidance of the IHSAA, IGHS AU, the Department of Education, and the Iowa Department of Public Health.</li> <li>• All plans will be shared with parents and community members prior to practice beginning and also before the first competition of the season.</li> <li>• Information will be seasonal, as recommendations may change for each sport season and also location.</li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 7: Social Emotional Health

During the 2022-2023 school year, the AHSTW Social Emotional Health Planning Process will prioritize:

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

### Key Points:

Goal:	Distance Learning & Hybrid Model
7.1: Staff Identification	<ul style="list-style-type: none"> <li>• Participate in regular check-ins with staff members to understand how each person is doing during a required absence from school.</li> <li>• Understand the health and safety needs of our staff members that may impact the instruction of students.</li> <li>• Collect data with the use of a survey to better understand collective needs of our staff members.</li> </ul>
7.2: Resources for Staff	<ul style="list-style-type: none"> <li>• Identify and share community resources that will assist staff members to assist them in meeting their mental health needs.</li> <li>• Provide opportunities for staff members to stay connected with each other during a time of social distancing.</li> <li>• Provide resources to staff members to identify ways to connect with students during a time of social distancing.</li> </ul>
7.3: Student and Family Needs Identification	<ul style="list-style-type: none"> <li>• Survey students to determine the needs of students and families during a time of social distancing and remote learning.</li> <li>• Meet with students during seminar activities to promote connections between staff and students during this time away.</li> <li>• Listen to students during conversations to understand how they are feeling and for potential needs.</li> </ul>
7.4: Resources for Students and Families	<ul style="list-style-type: none"> <li>• Provide resources to students and family members to assist in meeting the physical and mental health needs.</li> <li>• Create connections with students in one-on-one or small group meetings to provide social interactions to assist in promoting students' mental health.</li> <li>• Connect students and families with outside resources to assist them in meeting needs. [Mental Health needs, Local Food Banks, etc..]</li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 8: Behavior Planning:

During the 2022-2023 school year, the AHSTW Behavior Plan will prioritize:

- The safety, well-being, and security of all students.
- An environment of respect for students in a virtual setting.
- Students and staff who are collectively responsible for learning.

Key Points: [Distance Learning PBIS Matrix](#)

Goal:	Distance Learning & Hybrid Model
8.1: The safety, well-being, and security of all students	<ul style="list-style-type: none"> <li>• Safety measures are shared to ensure the safety and security of all students in an E-learning scenario.                             <ul style="list-style-type: none"> <li>○ The district utilizes GoGuardian and online safety filters.</li> <li>○ AHSTW appropriate use of technology policies are in place.</li> </ul> </li> <li>• Students in grades 2-12 will attend all class sessions with the district provided device and Google account.</li> </ul>
8.2: An environment of respect for students in a virtual setting	<ul style="list-style-type: none"> <li>• Being respectful of the learning environment, staff, students, and classmates is important to our learning.</li> <li>• Classroom expectations are important to all learning environments and will be shared by building leaders and staff members.</li> </ul>
8.3: Students who are responsible for their own learning	<ul style="list-style-type: none"> <li>• Self-advocating is an important skill and important for students to develop.                             <ul style="list-style-type: none"> <li>○ It is important to ask questions during class, as others may have the same question and questions enhance learning</li> <li>○ We encourage students contacting teachers for individual and small group review lessons, as needed</li> <li>○ Listen carefully, watch video recordings again, if necessary</li> </ul> </li> <li>• Creating a learning environment at home only benefits learning. A positive learning environment includes:                             <ul style="list-style-type: none"> <li>○ Identify a quiet distraction free environment for yourself</li> <li>○ Preparation for each class is vital</li> <li>○ Video is expected to be on during class with an appropriate background.</li> <li>○ Audio is requested to be off and turned on when you have a question or when answering.</li> </ul> </li> </ul>
8.4: Possible responses to inappropriate behavior	<ul style="list-style-type: none"> <li>• Even though students may not be participating on campus, appropriate behaviors are expected. Actions may be deemed necessary if classroom expectations are not met.</li> <li>• Potential responses to classroom behavior may include, but not be limited to:                             <ul style="list-style-type: none"> <li>○ Meeting with students to discuss behavior</li> <li>○ Phone calls to parents by classroom teacher</li> <li>○ Phone calls to parents by administration</li> <li>○ Attending the class with no sound or video, but the teacher can check in with the student.</li> <li>○ Bldg. Principal works with students on appropriate behavior and a responsibility course with a 1 page reflection. [Common Sense Media]</li> </ul> </li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 9: Professional Development Planning:

During the 2022-2023 school year, the AHSTW Professional Development Planning Process will prioritize:

- The development of professional development opportunities for staff to enhance instruction in face-to-face distance learning scenarios.
- Developing on-line resources for parents to better understand how to engage with the platforms used for instruction in a distance learning model.

### Key Points:

Goal:	Distance Learning & Hybrid Model
9.1: Staff PD	<p>Courses for professional development activities provided from Greenhills AEA will be shared with staff members</p> <p>Professional Learning opportunities will be developed by AHSTW staff based on the district identified platforms. [Primary: Google Classroom, Google Meet, Screencastify, Flipgrid, Zoom, Kami]</p> <p>Topics of Staff PD will focus on:</p> <ul style="list-style-type: none"> <li>• How do we redefine our classrooms to assist in the creation of on-line learning opportunities?</li> <li>• How do we organize courses/materials/communication to be as simple and streamlined as possible for families?</li> <li>• How do we deliver instruction on-line?</li> <li>• How do we build relationships in a digital format and support social-emotional learning?</li> <li>• On-line Assessment Needs</li> </ul>
9.2: Student Technology Support	<p>AHSTW Community Schools will provide instruction on the Google platforms in the first weeks of the school year to ensure all students have the ability to access educational opportunities in the event distance learning or learning in a hybrid model becomes a necessity.</p> <p>Learning Platforms:</p> <ul style="list-style-type: none"> <li>• Google Classroom</li> <li>• Google Meet</li> <li>• Screencastify</li> <li>• Flipgrid</li> <li>• Kami</li> </ul> <p>AHSTW CSD will develop expectations and standards around our learning platforms that will be essential for staff, students, and parents to understand.</p>
9.3: Parent Supports	<p>Tutorials will be developed and placed on our school website and within students Google Classroom folder for parents and community members to review. The instructional videos will provide learning opportunities to all who are in need of learning to assist students in their learning.</p>
9.4: Non-Certified Staff	<p>Food Service:</p> <ul style="list-style-type: none"> <li>• Professional Development in the area of food preparation will be completed by our food service management company.</li> </ul>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

- District staff members will be in contact with our Food Service Director to share information regarding best practice in both food service preparation and facility cleaning.
- Food Service Management Company will practice mitigation efforts within the kitchen.

#### Transportation:

- All persons associated with our transportation department will attend in-services to promote cleanliness and preventative measures within our transportation department.

#### Custodial Staff:

- Procedures are developed to ensure our facility has been appropriately cleaned.
  - Staff members will complete a checklist of activities upon completion.
- Our facility director will attend appropriate professional development activities to ensure we are meeting the expectations of the CDC and Iowa Department of Education.

#### Substitute Staff Members:

- AHSTW Building Principals will meet with our substitute staff members to ensure all are knowledgeable on our mitigation efforts during the course of the school day.

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 10: Health & Mitigation

During the 2022-2023 school year, the AHSTW Health Department will prioritize:

- The education of students and staff regarding best practice to encourage health and hygiene.
- Procedures and Processes to promote the health and safety of staff and students.
- Mitigation structures to promote the cleanliness of our district facilities.
- Communication and planning with health and emergency agencies.

### Key Points:

Goal:	Hybrid & Face-to-Face Learning
10.1: General Guidance	The general message to families, students and staff is to stay home if you are not feeling well. AHSTW recommends that staff and students take their temperature at home daily before coming to the school buildings. Additional screening protocols for staff and students entering the school building may be developed and implemented per guidance of the CDC and IDPH. Consult your primary healthcare provider to provide guidance regarding your child's specific health needs.
10.2: Group Gatherings	State and local public health orders limiting the size of group gatherings are in place. We believe that similar guidelines will continue to be in place as our school year begins.  If such guidelines remain, AHSTW Schools will limit the use of large group gathering areas such as gymnasiums, cafeterias, and hallways.  Social or Physical Distancing Requirements: <ul style="list-style-type: none"><li>• Stay at least 6 feet [about 2 arms' length] from other people</li><li>• Limit group gatherings</li><li>• Use social distancing when outside during recess, as well.</li></ul>
10.3: Student and Staff Requirements	Group gatherings may be limited to provide students and staff enough space per person in our building. AHSTW Schools consequently will be required to reduce the capacity of our school building to certain percentages.  In this case, AHSTW will limit the number of visitors to our building during the school day.  If we are required to reduce the number of staff and students in our buildings, we intend to meet the needs of families by creating cohort groups of students.  We will work to keep families together if our capacity is limited on a daily basis.
10.4: Symptom Screening	Staff and students are encouraged to stay home if feeling ill.  Students and staff members will be required to take their temperature at home before coming to school. If a person's temperature is 100.4 degrees or higher the person will be required to stay home.  We ask that staff members check temperatures prior to 6 AM. This will allow time to find a substitute teacher for the day, if needed.

# **AHSTW COMMUNITY SCHOOLS**

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<p>AHSTW Schools also reserves the ability to health screen students prior to the school day and upon a return to practice each day.</p> <p>Any student showing symptoms of illness will be evaluated by our health office and possibly recommended to go home. Please consider consulting a physician with any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• Fever: Temperature of 100.4 degrees or higher</li> <li>• Shortness of breath</li> <li>• Sore Throat</li> <li>• Loss of taste or smell</li> <li>• Headaches</li> <li>• Body aches</li> <li>• Nasal congestion</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Diarrhea</li> <li>• Positive COVID-Test</li> </ul> <p>Should a student be recommended to go home, AHSTW Community Schools reserves the ability to also evaluate siblings of the affected student and may also be asked to go home for the day.</p> <p>Symptoms are required to be shared if you are keeping your student home for the day. Symptoms can be shared on our voicemail system or with our school contact when reporting the absence.</p> <p>Students and staff must be symptom free per recommended CDC health guidelines [# hours] without medication before returning to school or activities.</p>
<p>10.5: Building Organization</p>	<p>Classroom furniture will be arranged to promote social distancing as necessary.</p> <p>AHSTW will attempt to create a one way traffic patterns, when possible, within the building. The traffic pattern is designed to enhance social distancing and crowding of hallways.</p> <p>Social Distancing is also encouraged when waiting in lines. We promote all students staying 6 feet or 2 arms lengths apart.</p>
<p>10.6: Suspected/Confirmed Cases</p>	<p>Exposure: If a staff member or student is exposed to the COVID-19 virus, it is recommended by the Iowa Department of Public Health that the person self-isolate for 14 days after exposure.</p> <ul style="list-style-type: none"> <li>• Scenario:             <ul style="list-style-type: none"> <li>○ Student A has been directly exposed to a case of COVID-19. [Primary Exposure]                 <ul style="list-style-type: none"> <li>▪ It is recommended that Student A self-isolate for a period of 14 days.</li> </ul> </li> <li>○ Student B is exposed to Student A. Student A shows no symptoms. [Secondary Exposure].                 <ul style="list-style-type: none"> <li>▪ Student B is able to participate, but is encouraged to self-monitor.</li> </ul> </li> </ul> </li> </ul> <p>Positive Case: The person with the positive test will be required to be a non-participant in all activities until the virus has passed and negatives tests have been verified.</p>
<p>10.7: Pre-existing health conditions</p>	<p>Please report all pre-existing health conditions to our school nurse. Knowledge of pre-existing conditions will help us to best promote the overall health of our students and visitors.</p>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

10.8: Health Office Student Pick-up	<p>If a student is being sent home ill, we will ask that parents call from the parking lot and we will bring your student to the car for you. This is all in an attempt to promote a healthy school environment.</p> <p>Have a plan in place to pick up an ill child within 30 minutes of any call from our health office to help prevent the spread of illness to other students.</p>
10.9: Personal Protective Equipment	<p>AHSTW will follow the guidance of the Iowa Department of Public Health to develop policies in regards to the use of PPE devices.</p> <p>Communication will be provided to students and families as to how to properly use PPE devices during the school day or at after school activities.</p>
10.10: Travel	<p>There are no travel restrictions for travel within the United States, at this time. However, if a staff member or student was exposed to a person with a positive test the expectation will be that the person self-isolate for 14-days after exposure.</p> <p>If restrictions are put in place on state to state travel, we will follow governmental guidelines.</p>
10.11: Water Bottles	<p>AHSTW encourages the use of water bottles during the school day. Students will be allowed to fill water bottles at classroom sinks, as our water fountains will be shut off.</p>
10.12: Transportation	<p>Transportation guidance will be shared by the IDPH and IDOE at a later time.</p> <p>Mitigation efforts will be implemented by developing cleaning procedures to be completed at the end of each route.</p> <p>Transportation on school vehicles will be limited to only students assigned to the regular route or activity. Additional riders are not allowed at this time.</p>
10.13: Recess	<p>Recess areas will be socially distanced</p> <p>Classes will attend recess with a cohort group. Students of a cohort group should play with students within the cohort.</p> <p>All students must wash hands with soap and water or hand sanitizer if hands are not visible soiled upon returning to class.</p>
10.14: Lunch	<p>Students in grades 2-12 will eat lunch in classrooms.</p> <p>PK-1 will eat in the lunchroom. Rotations will be established by Building Principals to arrange meal patterns.</p> <p>Students eating in the lunchroom will be socially distanced and eat on alternating sides of the tables.</p> <p>Tables will be disinfected in between each grade levels meal time.</p>
10.15: Mitigation Procedures	<p>Students and staff are encouraged to use your own materials and limit the amount of sharing of utensils, pencils, devices, books, and learning tools.</p>



# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	<p>AHSTW custodial staff will follow directions of both the Iowa and Pottawattamie County Department of Public Health to identify appropriate cleaning procedures that are in place to promote the health of our students and staff.</p> <p>Cleaning procedures will focus on high contact areas and areas where bacteria is most likely to be located. [Door knobs, desktops, sink areas, light switches, etc.]</p>
10.16: Face Coverings	<p>Face coverings are required during the course of the school day.</p> <p>Face coverings will be provided for both staff and students, if members of our school community do not have a covering.</p>
10.17: Visitors to Buildings	<p>Visitors to our building will be limited during the school day and will be restricted to our office areas upon appointment only.</p> <p>We ask that parents drop students off at the front door and allow them to enter the building with our staff in the morning.</p> <p>Please call the office from the parking lot, if you are coming to pick your son or daughter up for an appointment earlier than our scheduled dismissal time.</p> <p>End of day: We ask that parents wait in cars or meet young students at the curb near the parking at the end of the school day. This again promotes social distancing within our school building.</p>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

## Section 11: Technology

During the 2022-2023 school year, the AHSTW IT Department will prioritize:

- Ensure that all students and staff have access to a working device. [Chromebook]
- Supporting staff, students, and families in the use of our on-line delivery platforms. [Google Classroom, Screencastify, Go Guardian, AWS Applications Stream]
- Collaborating with various community partners, as needed, in problem-solving efforts to ensure that families and staff have access to internet access to complete their work remotely.
- Introducing new tools and applications in a way that continues to offer flexibility, but also moves towards standardizing platforms to provide more robust support for an overall system that is secure, stable, and effective.
- Provide support to staff and families in regards to our district student information system. [JMC]

Key Points:

Goal:	Distance Learning & Hybrid Model
11.1: Provide technical support for students and staff.	Develop a ticket system to collect and respond to issues staff and students may encounter.  Tech Support Request: <a href="mailto:techsupport.ahstwschools.org">techsupport.ahstwschools.org</a>  Phone Support: 712-343-6364 ext. 7505
11.2: Instructional Technology	Provide professional development opportunities to staff. Professional Development will be created around our Google Platforms, Screencastify and Flipgrid.  Share videos with students & families to develop an understanding of how to access on-line learning content.
11.3: Partnerships	Develop partnerships with area businesses and community groups to assist families and staff members in obtaining access to an internet connection during the need for Required on-line learning.
11.4: Standardized Delivery Platforms	Identify specific platforms that will be utilized to provide remote core instruction opportunities.  Support individual teachers in their efforts to utilize successful technology programs already used in the classrooms. [Flipgrid, Quizlet, etc...]
11.5: Student Information System	Support families in their understanding of JMC. <ul style="list-style-type: none"> <li>• Check attendance</li> <li>• Lunch Accounts</li> <li>• Grading information</li> </ul>
11.6: Technology Checkout	AHSTW will distribute devices to students in grades 2-12 during any required distance learning experience.  Devices will be shared with students on the last day of school prior to our distance learning program beginning.

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	Each device is to be used for school purposes and will be protected with district anti-virus and student safety programs such as GoGuardian.
--	--

## Section 12: Transportation

During the 2022-2023 school year, the AHSTW IT Department will prioritize:

- Maximizing the Health and safety of our students and staff
- Sanitization of vehicles at the conclusion of each route in preparation for upcoming routes and activities.

### Key Points:

Goal:	Return to Learn Transportation Plans
12.1: Student Transportation	<p>AHSTW Schools will promote precautionary measures in the area of transportation and will follow the guidelines of the CDC, Iowa Department of Public Health, and Iowa Department of Education.</p> <p>Measures may include: Using an alternating pattern of seating, allowing siblings to sit in the same seat with each other, assigning seats, and wearing masks or PPE.</p> <p>AHSTW buses will be able to transport 20-25 students during each route with one student per seat.</p> <ul style="list-style-type: none"> <li>• Siblings are able to sit together during a bus route.</li> </ul> <p>Masks will be required on each bus route when an alternating seating pattern is not possible.</p> <p>Voluntary parent transportation is always a possibility and recommended.</p> <ul style="list-style-type: none"> <li>• This is an option for athletic or activity events, as well.</li> <li>• Participants are expected to be at the activity location at a time identified by the coach or sponsor.</li> </ul>
12.2: Student Screening	<p>Parents are asked to screen children before placing students on the bus in the morning.</p> <p>Any student showing symptoms of illness will not be allowed to remain in school for the day. Please consider consulting a physician with any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• Fever: Temperature of 100.4 degrees or higher</li> <li>• Shortness of breath</li> <li>• Sore Throat</li> <li>• Loss of taste or smell</li> <li>• Headaches</li> <li>• Body aches</li> <li>• Nasal congestion</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Diarrhea</li> <li>• Positive COVID-Test</li> </ul> <p>Please contact your school bus driver if your student will not be riding the bus on that day. This communication helps in the efficiency of our bus routes.</p>

# AHSTW COMMUNITY SCHOOLS

*Proudly serving the communities of Avoca, Hancock, Shelby, Tennant, and Walnut*

	Symptoms are required to be shared if you are keeping your student home for the day with our school nurse or office. Symptoms can be shared on our voicemail system or with our school contact when reporting the absence.
12.2: Pre-Trip	Complete Pre-Trip Procedures [Document on Inspection Form]
12.3: Post-Trip	Complete a walk-trough of the bus. <ul style="list-style-type: none"><li>• Ensure ALL students have exited the bus and are safe at the end of the route.</li><li>• Ensure no items have been left on the bus at the end of the trip.</li></ul> Sanitize AHSTW vehicles <ul style="list-style-type: none"><li>• Directions will be listed on the cleaning materials provide to all transportation drivers.</li></ul>
12.4: Vehicle Mitigation Efforts	<ul style="list-style-type: none"><li>• Regular sanitizing measures will be completed to ensure our vehicles will be disinfected. 'High touch' areas will be points of emphasis.</li><li>• Mitigation efforts will be conducted by the driver before and after each route.</li></ul>

The AHSTW School District is committed to the health, safety and education of all students. We understand that the 2022-2023 school year will be different due to the continued potential for illness, but we are doing our very best to provide opportunities to our students while also addressing the concerns of our community. Please understand that during this time, we will continue to be flexible and our learning modes may be altered, but that any changes and updates will be communicated at appropriate times within the school year.

Thank you for your help and understanding as we begin the 2022-2023 school year.

Respectfully,

AHSTW School District