

Orient-Macksburg Return to Learn Plan

In early May of 2020, Governor Reynolds announced that Iowa school districts would be required to submit a Return to Learn plan by July 1st of that same year. The Orient-Macksburg CSD plan included the following:

- On-site delivery: full return to school
- Required continuous learning: virtual learning if schools were to close again

The ensuing document outlines Orient-Macksburg's Community School District's implementation plan for these delivery models. This plan is fluid, and it will continue to evolve as the situation around COVID-19 does. Orient-Macksburg will communicate additional information as updates are available.

On-Site Delivery: This model is a full return for all students to school. This includes face-to-face delivery of instruction with specific health and safety mitigation efforts in place.

Required Continuous Learning: This delivery model is done via distance learning in the event that school buildings are directed to close by a Governor's proclamation. Teaching and learning will take place in two different ways: the first is live (synchronous) learning sessions, where students and teachers meet together virtually. The second is through asynchronous learning, where instruction and learning occurs at different times (examples: pre-recorded video lessons, email exchanges, online discussion boards).

Meeting the Needs of All Learners: Orient-Macksburg Community Schools is committed to meeting the needs of all learners. Regardless of the delivery model, we will continue to provide services that meet the needs of our learners by working to remove barriers and supporting individual academic and social-emotional needs.

- **Special Education:** Special Education teams, in coordination with general education teachers, will continue to provide services to students who are eligible for an Individual Education Plan (IEP). A "Remote Learning Plan" will be considered for each IEP at the beginning of the school year to ensure a plan is in place in the event that distance learning is required. The plan will include necessary accommodations and modifications for access, instruction, and assessment that will meet individual needs.
- **English Learners:** The ELL teacher will regularly communicate with general education teachers, students, and families regarding academic progress and social-emotional needs. The ELL teacher will ensure that the necessary communication support is provided in the form of technology, interpretation, and modifications for the individual needs of each student and family.
- **ELP:** Staff will continue to provide services for students needing enrichment and extension beyond what is offered in the classroom. ELP teachers will coordinate with classroom teachers and families to develop plans and schedules that meet the needs of students.
- **At-risk:** Teachers and guidance counselors will continue to coordinate efforts to meet the needs of students and families who may need additional assistance to be successful in a distance learning environment. Assistance could include attendance, social-emotional health, food security, and other individual needs that may arise.

Delivery Platform: If a distance learning model is deployed, teachers and students will use Google Classroom PK-12 management system.

Attendance: Attendance will be taken during all live (synchronous) learning sessions. Additionally, students are expected to engage in asynchronous learning activities. The district will review attendance data and contact parents/guardians if the student is not engaging on the learning platform. To report absences during required continuous learning, please follow these protocols:

- For illness or appointments, call the school's main office to report an absence, just as are the expectations in a face-to-face environment
- Missing live instruction due to on-going COVID-related conflicts, such as caring for siblings or lack of internet at daycare provider call the building principal or counselor to set up an individualized plan to support your student(s) access to live learning recordings and face-to-face meetings and feedback with teacher(s)

Grading: Reporting on student progress will be tied to district priority standards. For secondary students, student progress will be reported through JMC in an on-going effort to communicate to parents. While work will be turned into teachers via Google Classroom, scores for work will be posted in JMC. Elementary report cards will continue to be distributed. Teachers will provide timely feedback through comments in Google Classroom, Google Meet, phone calls, emails, etc.

Office Hours: Designated office hours will be established PK-12, so both parents and students can connect with teachers about concerns, to ask questions, and to gather feedback. Teachers and building teams will also develop a schedule for checking in with students routinely about social emotional wellbeing.

Required Continuous Learning Schedules: The following schedules were built with the intention of keeping a consistent schedule, so families could plan for their child(ren)'s live (synchronous) learning

Orient-Macksburg 7-12 schedule: Each student will use their on-site schedule as a tool to understand his/her distance learning schedule. As an example, if a student has math class first period when on-site, he/she will have math on Mondays and Thursdays first period for distance learning. On Tuesdays and Fridays, he/she would not attend a first period class. Instead, he/she would engage in asynchronous learning tasks. A five-minute break is built in between each class period.

Students receiving instruction from Special Education teachers, Interventionists, and/or the EL teacher will work directly with that teacher to schedule additional instructional meetings

Student engagement and expectations for digital learning

- PK-2 Student Role and Responsibilities
 - Engage in lessons and discussions created for classrooms
 - Act and dress appropriately for online learning sessions
 - Sit away from background clutter, so you are easily visible
 - Mute your microphone when not speaking
 - Wear school appropriate dress
 - Identify a space in your home where you can work effectively and successfully
 - Practice effective communication with your teachers and fellow students
 - Attend Google Meets and wait your turn to speak
 - Turn in assigned work on time
 - Complete work with honesty
 - Use technology tools and resources appropriately
- 3-6 Student Role and Responsibilities
 - Engage in lessons and discussions created for classrooms

- Act and dress appropriately for online learning sessions
 - Sit away from background clutter, so you are easily visible
 - Mute your microphone when not speaking
 - Wear school appropriate dress
 - Identify a space in your home where you can work effectively and successfully
- Practice effective communication with your teachers and fellow students
 - Attend Google Meets and wait your turn to speak
- Turn in assigned work on time
 - You or your parents send your teacher an email if you are unable to complete work
- Complete work with honesty
- Use technology tools and resources appropriately
- Monitor Google Classroom daily
- When in Google Meets:
 - Use the chat box for questions about class discussion or content
 - Do not present your screen without permission
 - Do not be on your phone and do not take pictures of the class meeting
- 7-12 Student Role and Responsibilities
 - Engage in lessons and discussions created for classrooms
 - Act and dress appropriately for online learning sessions
 - Sit away from background clutter, so you are easily visible
 - Mute your microphone when not speaking
 - Wear school appropriate dress (see handbook)
 - Identify a space in your home where you can work effectively and successfully
 - Practice effective communication with your teachers and fellow students
 - Attend Google Meets and wait your turn to speak
 - Turn in assigned work on time
 - Send your teacher an email if you are unable to complete work
 - Complete work with honesty
 - Use technology tools and resources appropriately
 - Monitor online platforms daily (student email and Google Classroom)
 - When in Google Meets:
 - Use the chat box only for questions about class discussion or content
 - Do not present your screen without permission
 - Do not be on your phone, stay off of social media.
- Family Roles and Responsibilities
 - Provide support for your children by:
 - Reviewing work assigned to students
 - Google Classroom with your student
 - Encouraging students to get enough sleep
 - Establishing a daily routine
 - Defining an appropriate physical space for your child to interact online during class
 - Monitoring communications from your child's teachers
 - Taking an active role in helping your child process his/her learning
 - Encouraging physical activity and/or exercise

- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online
- Beginning and ending each day with a check-in
- What are you going to learn today?
- What did you learn today?
- Did anything confuse you during your learning today? When age-appropriate, did you contact your teacher about the confusing topic?
- What errors did you make today and what did you learn from that error?

Communication Plan

Orient-Macksburg Community School District aims to inform and engage all stakeholders and the community, no matter the environment. Whether functioning in a traditional school model, implementing remote learning or a hybrid plan, the district will continue to keep Orient-Macksburg's employees, its families and students, and the extended Orient-Macksburg community informed about the work of the district.

External Communications

External communication will be situationally responsive. Major announcements and day-to-day messaging for the community (families, students, employees, community members, media, elected officials, and others) will include emails, e-newsletters, phone and text messaging, websites, and social media. Orient-Macksburg will convey remote learning plans, implementation, and support for families and students. Content will include critical topics: school schedules, curriculum resources, student expectations, tech support, meal distribution, mental health, special education, FAQs, and community resources.

Social Media - Maximize the use of district social media channels (Facebook) to provide content that encourages interaction and participation with external audiences. This serves as a key tool to engage students and staff to share learning experiences with a wider audience.

Health and Safety Practices: The following will occur in any delivery model involving staff and students in school:

- Face masks for students, staff, and visitors will be optional.
- Information for screening children daily prior to school will be provided to parents to ensure those who are ill or exhibiting symptoms do not come to school. Staff are expected to screen for illness and symptoms prior to arriving at work and stay home if they are exhibiting symptoms.
- Students and staff who have tested positive for COVID-19 are encouraged to follow the guidelines developed by the Iowa Department of Public Health for isolating, monitoring, and returning to school. Public health officials and the Orient-Macksburg School district will no longer be conducting contact tracing.
- The school health office will manage students who are ill in a separate space from students with general health and medication needs.
- Signage will promote and encourage mitigation strategies.
- Staff and students will be trained to utilize prevention strategies like hand washing, symptom screening, and sanitizing.

- Sanitizer stations will be located throughout the buildings.

Cleaning and Sanitizing

- High traffic areas used by multiple students in the building will receive increased sanitizing throughout the day, more so than under normal circumstances. Examples of these spaces are restrooms, cafeterias, and common areas like hallways and entrances. Cleaning high touch surfaces (chromebooks, door handles, desks, bottle filling stations, etc.) will be a priority. Processes for doing so will include all staff, in addition to custodians, and students when appropriate.
- Students and staff are encouraged to maintain a personal supply of hand sanitizer and disinfecting wipes to supplement cleaning processes already in place.

Food Service: Enhanced procedures for sanitizing and disinfecting, hygiene, food preparation safety, and serving will be in place.