



## Continuity of Learning Plan

# Louisville Public Schools

## Louisville, Nebraska

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### Continuity of Learning Education Plan

#### Introduction:

Louisville Public Schools believes that education between home and school is truly a partnership and it takes much effort and dedication from our staff, students, parents, and the community to work as a collaborative unit. As our mission states, Louisville Public School staff, families, and community are dedicated to the intellectual, emotional, physical growth and safety of our students.

Our district Continuity of Learning Plan describes how we will ensure we are prepared and can respond if an emergency affects our ability to deliver instruction in a traditional school setting.

In regards to social-emotional mental health and related needs, Louisville Public Schools will continue to provide necessary guidance to parents and students to assist in possible trauma resulting from the Pandemic or any other emergencies. Please contact the building counselor for further information.

Student concerns of nutritional needs will be addressed on an individual student basis. Please contact the building principal for further information.

In addition, there is a detailed plan regarding our next steps as Louisville Public School district plans for the 2021-2022 school year.

#### Please note -

Louisville Public Schools' Continuity of Learning (remote learning) Plan does not replace individual students or staff absences when school is in session. We firmly believe families may face a variety of challenges when students are not physically in the school building, and it is crucial and critical to continue strong communication and problem solving so that we may work together to continue to allow for educational opportunities for all students. In the event we have limited access to the school building, we must be capable of continuing effective instruction. This plan will define the following:

1. Essential considerations under different scenarios;
2. Expectations for various stakeholders throughout the process;
3. Continuity of Learning Plan for "Remote Learning" and "Hybrid Learning";
4. Additional procedures and guidelines related to re-opening of the 2021-2022 school year

Essential Considerations for Different Scenarios:

Section 1.) - Levels of Attendance

Possibilities include - 0% in school, 50% capacity in school, 100% capacity in school.

Louisville Public School district is preparing to open under the green academic delivery option with 100% capacity in school. Please be aware that Covid -19 and the Health Department could dictate when and how students and staff attend school. This means there is a possibility the district could move between academic delivery options throughout the school year.

Academic delivery options may include: 0% in school, 50% capacity in school, 100% capacity in school.

In the event of a pandemic, or similar emergency Louisville Public Schools district could open under the possibility of three different scenarios. As a pandemic or other emergency could dictate when we attend school, it is a possibility that the district could move between academic delivery options throughout the school year.

The school district will follow and maintain any and all recommendations/guidelines provided by the health department.

<u>Type of Opening:</u>	<u>Attendance on site</u>	<u>Measures taken to be in the school building</u>
<u>RED</u> [High Threat of Virus]	None - Access to the building and district will be closed.  All Directed Health Measures (DHM) will be followed.	As a district, we recognize this solution creates obstacles in establishing routines and transitions for our families, as well as establishing relationships with our students.  In the event we need to transition into RED, LPS has a detailed plan to educate our students.

<p style="text-align: center;"><b><u>ORANGE</u></b></p> <p>[Elevated level of the virus exists]</p>	<p><b>50%</b> of students in session</p> <p>The number of students will be dictated by Covid ~19 and the DHM.</p> <p>Unless other circumstances dictate, all students in grades PK-3 and K-12 students receiving special education services will be on site at most 5 days a week.</p> <p>This model will consist of alternating days and a hybrid education system for all students grades 4-12.</p> <p>There will be no outside visitors, or groups during the school day.</p> <p>If school events are allowed, no spectators in attendance.</p> <p>All students may have an option to learn from home during this time.</p> <p>Box lunches - lunches will be served in the classroom</p> <p>The district will work with families on a case by case basis.</p>	<p>The following recommendations have been provided by the health department to maintain a healthy and safe environment for students.</p> <ol style="list-style-type: none"> <li>1.) <b>The wearing of face masks, or face coverings that cover the mouth and nose when possible .</b> This can include, purchased, homemade and plastic face shields. The district will provide face masks for students and staff. Parents are permitted to provide additional covering, or shields. Masks will be required, or worn on a temporary basis.</li> <li>2.) <b>Cohorting, or limited movement of students.</b> Students in grades PK-5 will be cohorted in a single class setting, with limited movement. Teachers will move to the classes. Students in grades 6-12 will move with staggered period times and one way hallways.</li> <li>3.) <b>Good Hygiene</b> - Regular use of hand sanitizer and soap and water. The district will provide both, with regular times of use.</li> <li>4.) <b>Social distancing</b> - The district will promote and require social distancing throughout the day.</li> <li>5.) <b>Self-monitoring and temperature checks.</b> Parents should check students at home for symptoms,</li> </ol>
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		<p>staff will do the same. Any individual showing symptoms should remain home. Required temperature checks on all students and staff entering the building and throughout the day.</p> <p>* See below for symptoms</p> <p><b>6.) No outside visitors/programs</b></p>
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<p style="text-align: center;"><b><u>YELLOW</u></b></p> <p style="text-align: center;">[Threat of Virus Exists]</p>	<p>50% - 100% of our students could be on site in this model.</p> <p>The number of students will be dictated by Covid ~19 and the DHM.</p> <p>If allowable, grades K-3 and special education students will be on site M-F.</p> <p>This model will consist of alternating days and hybrid learning for all students grades 4-12.</p> <p>There will be no outside visitors during the school day.</p> <p>If school events are allowed, participation requirements will follow the DHM suggestions.</p>	<p>The following recommendations have been provided by the health department to maintain a healthy and safe environment for students.</p> <ol style="list-style-type: none"> <li><b>1. The wearing of face masks, or face covering.</b> This can include, purchased, homemade and plastic face shields. The district will provide face masks for students and staff. Parents are permitted to provide additional covering, or shields.</li> <li><b>2. Cohort, or limited movement of students.</b> Students grades PK-5 will be cohorted in a single class setting, with limited movement. Teachers will move to the classes. 6-12 students will move with staggered period times and one way hallways.</li> <li><b>3. Good Hygiene -</b> Regular use of hand sanitizer and soap and water. The district will provide both, with regular times of use.</li> <li><b>4. Social distancing -</b> The district will promote and require social distancing throughout the day.</li> <li><b>5. Self-monitoring and temperature checks.</b> Parents should check students at home for symptoms, staff will do the same. Any individual showing symptoms should remain home.</li> </ol>
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		<p>Required temperature checks on all students and staff entering the building.</p> <p><b>6. No outside visitors during the day</b></p>
<p><b>GREEN</b></p> <p>[No threat of virus]</p>	<p>100% of students</p> <p>Regular schedule will resume</p> <p>District policies regarding visitors will be followed.</p>	<p>All district mandated cleaning procedures will resume.</p> <p>Staff and students that wish to continue to wear face coverings will be allowed to do so.</p>

**Please note:** Despite the approach LPS takes to the learning process, attendance will be required during all academic contact times.

Students will be provided all necessary materials to further support their learning and materials/books are collected and will be sent home for children. This can include hard copies of materials and electronic support. If needed, the teacher will make arrangements to talk to the student via video conferencing through Zoom. The purpose during that time will be to answer any specific questions and/or support the parent with any direct questions, as well as teachers will be accessible to students for delivery of instruction, answer questions, provide feedback, as well as collaborate through the program.

As a district, we have used digital learning to assist and enhance instruction through the district’s 1:1 initiative. Teachers will use Schoology to post and collect instructional materials and assignments. Remote Learning days allow us, as a district, to use a similar digital learning format for the continuation of instruction during an interruption in physical attendance that affects attendance in schools outside a classroom environment.

We understand staff, students, and families will be working through varying challenges in the event of an extended school closure. Remote learning may be utilized if changes or new requirements occur in the state or federal directed health measures. The district recognizes that flexibility may be necessary when delivering remote learning options. As a district, we will continue to communicate options to best meet the needs of all students and staff.

In order to identify and address areas of different needs, the district may survey families to better understand the obstacles related to the learning process and plan. This could include nutrition, health, academics, social - emotional well being, and technology. Once information is gathered, the district will work with families to reduce obstacles. If technology is not an option for families, paper/pencil options will be available.

**Please note:** Despite the approach LPS takes to the learning process, attendance will be required during all academic contact times.

### Description of Student and Family Roles and Responsibilities

Student	<ul style="list-style-type: none"> <li>● Establish a daily routine for engaging in the learning experiences</li> <li>● Establish a space in your home where you can work effectively and successfully</li> <li>● Access curriculum/materials online timely</li> <li>● Be available online during the scheduled time</li> <li>● Ask questions to help you understand the tasks and assignments that are assigned</li> <li>● Communicate using appropriate programs when necessary</li> <li>● Complete assignment/tasks by due dates</li> <li>● Comply with the student handbook, including academic integrity and the use of technology</li> </ul>
Family	<ul style="list-style-type: none"> <li>● Establish and monitor a daily routine for your child</li> <li>● Monitor for signs of illness and contact school if needed</li> <li>● Define a space in your home where your child can work effectively and successfully</li> <li>● Monitor communication from your child’s teachers</li> <li>● Begin and end each day with a check-in</li> <li>● Establishing downtime (non-academic activities) for your child</li> <li>● Encouraging physical activity and/or exercise</li> <li>● Remaining mindful of your child’s stress or worry</li> <li>● Monitor how much time your child is spending online</li> <li>● Supporting social connections, but setting rules for social media</li> </ul>

### Description of School Roles and Responsibilities

Principals	<ul style="list-style-type: none"> <li>● Monitor communication between teachers and their students</li> <li>● Daily/Weekly video message with students and/or families to continue open communications and relationships with families</li> <li>● Be an instructor in as many remote learning format (classroom) (existing or new) and complete “virtual walk-throughs”</li> <li>● Review records of lesson plans at the start of each week</li> <li>● Review records of student attendance at the Live Online learning sessions</li> </ul>
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	<p>and work completion submitted to you by teachers at the end of each week</p> <ul style="list-style-type: none"> <li>● Work with teachers to reach out to students who have not actively participated</li> <li>● Support staff and students/families shifting to a hybrid remote learning environment</li> <li>● Help teachers implement their remote learning Plans</li> </ul>
Director of Learning	<ul style="list-style-type: none"> <li>● Assist in developing Continuity of Learning Plan (Remote Learning Plan)</li> <li>● Support and provide additional resources to faculty shifting to a remote learning plan</li> <li>● Help teachers implement remote learning Plans</li> <li>● Provide Remote Professional Learning for teachers and paraprofessionals</li> </ul>
Director of Special Education	<ul style="list-style-type: none"> <li>● Support interventionist staff and students/families shifting to a remote learning Plan</li> <li>● Review records of student attendance for learning sessions and work completion submitted by special education teachers</li> <li>● Work with teachers to reach out to students who have not actively participated</li> <li>● Support faculty and students/families shifting to a hybrid remote learning environment</li> </ul>
Director of Technology	<ul style="list-style-type: none"> <li>● Ensure that devices are prepared to be taken home (necessary software and content filtering)</li> <li>● Provide written/video support to assist staff with using district identified resources</li> <li>● Provide written/video support to assist students using district identified resources</li> <li>● Provide written/video support to assist families using district identified resources</li> <li>● Ongoing support through individual needs through the help desk and email.</li> </ul>
Core Elementary Teachers	<ul style="list-style-type: none"> <li>● Collaborate with other members of your team or department to design common distance learning experiences for your students (Zoom)</li> <li>● Use district curriculum and resources (ex. Google, Seesaw, online resources, and textbooks) to communicate and deliver content</li> <li>● Provide a range of activities and learning opportunities during the remote learning processing by providing educational opportunities</li> <li>● Create records of lesson plans at the start of each week</li> <li>● Keep records of students attendance at the live online learning sessions and work completion - submit information to building principals at the end of each week</li> <li>● Follow the guidelines for content delivery or other district guidance</li> <li>● Frequent, ongoing collaboration with the interventionist who supports the students on your class roster</li> <li>● Work with the interventionist to ensure that you are providing accommodations/modifications listed on IEP or student individual learning plans</li> </ul>

	<ul style="list-style-type: none"> <li>● Communicate with parents which online resources your students will access upon implementation of the plan and when changes are made. Include the name of the resource in your communication.</li> <li>● Communicate with and provide timely feedback with your students; Reach out to students who have not actively participated</li> <li>● Communicate with parents, as necessary</li> </ul>
Middle/High School Teachers	<ul style="list-style-type: none"> <li>● Collaborate with other members of your team or department to design distance learning experiences for your students (Zoom)</li> <li>● Use district curriculum and resources (ex. Google, online resources and textbooks) to communicate and deliver content</li> <li>● Provide a range of activities and learning opportunities during the remote learning process</li> <li>● Create records of lesson plans at the start of each week</li> <li>● Keep records of students attendance at the Live Online learning sessions and work completion - submit information to building principal at the end of each week</li> <li>● Follow the guidelines for content delivery or other district guidance</li> <li>● Frequent, ongoing collaboration with the interventionist who supports the students on your class roster</li> <li>● Work with the interventionist to ensure that you are providing accommodations/modifications listed on IEP or student individual learning plans</li> <li>● Communicate with parents which online resources your students will access upon implementation of the plan and when changes are made. Include the name of the resource in your communication.</li> <li>● Communicate with and provide timely feedback with your students; Reach out to students who have not actively participated</li> <li>● Communicate with parents, as necessary</li> </ul>
Special Education Teachers	<ul style="list-style-type: none"> <li>● Frequent, ongoing collaboration with the subject or classroom teachers who teach the students on your caseload</li> <li>● Provide activities that support IEP goals</li> <li>● Communicate regularly with students on your caseload and/or their parents</li> <li>● Virtually meet with students as needed to support their educational needs</li> <li>● Keep records of students attendance at the live online learning sessions and work completion</li> <li>● Work with core teachers to ensure they have an understanding for accommodations/modifications listed on IEP (extended time, frequent breaks, large print, etc)</li> </ul>
Special Education Alternate Curriculum	<ul style="list-style-type: none"> <li>● Establish an ongoing communication plan with families (Email, Phone, Zoom) <ul style="list-style-type: none"> <li>○ Determine if lessons need to be paper/pencil or electronic for each family- as long as there is internet access, it could be electronic</li> <li>○ Paper/Pencil- building administration/district admin will help with mailings/delivery</li> <li>○ Work is focused on IEP goals</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Provide distance learning supports (ex. Zoom, physical materials, phone calls) by collaborating with related service providers</li> <li>● Collaboration with regular education teacher and team members</li> <li>● Work with core teachers to ensure they have an understanding for accommodations/modifications listed on IEP (extended time, frequent breaks, large print, etc)</li> </ul>
Learning Support Teachers (ex. Reading Specialists, Title I, EXCEL)	<ul style="list-style-type: none"> <li>● Provide supplemental instruction and support within the regularly scheduled classroom</li> <li>● Communicate regularly with the subject or classroom teachers who teach the students on your caseload</li> <li>● Communicate regularly with students on your caseload and/or their parents</li> <li>● Provide supplementary learning activities for students on your caseload</li> </ul>
Specials & Exploratories	<ul style="list-style-type: none"> <li>● Collaborate with other members of your team or department to design distance learning experiences for your students (Zoom or Google Meet)</li> <li>● Develop a bank of activities and lessons for students to complete</li> <li>● Provide</li> <li>● Create records of lesson plans start of each week and submit to building principal</li> <li>● Communicate with parents which online resources your students will access upon implementation of the plan and when changes are made. Include the name of the resource in your communication.</li> <li>● Communicate with and provide timely feedback with your students; Reach out to students who have not actively participated</li> <li>● Communicate with parents, as necessary</li> </ul>
Counselors	<ul style="list-style-type: none"> <li>● Be available to attend class sessions with core teachers</li> <li>● Be available as needed to work with small groups or individual students through different modes of communication (zoom with a class, phone, email, etc)</li> <li>● Serve as a liaison for communication with students/families in crisis</li> <li>● Serve as a liaison for students who have deficiencies in credit with building principal</li> <li>● Ongoing communication with families</li> <li>● Provide resources for students and families to support them while they are away from school</li> <li>● Communicate about updated resources</li> </ul>
Birth-3	<ul style="list-style-type: none"> <li>● Establish an ongoing communication channel with families (Email, Phone, Zoom) <ul style="list-style-type: none"> <li>○ Collaboration with team members</li> </ul> </li> <li>● Provide coaching and resources to support IFSP goals</li> <li>● Process through any new referrals and/or evaluations (Birth-age 3)</li> </ul>
Preschool	<ul style="list-style-type: none"> <li>● Provide enrichment and play-based opportunities for students</li> <li>● Provide activities that support IEP goals</li> <li>● Communicate regularly with students in your classroom and/or on your</li> </ul>

	<ul style="list-style-type: none"> <li>caseload and/or their parents</li> <li>● Provide supplementary learning activities for students in the classroom</li> </ul>
School Psychologist	<ul style="list-style-type: none"> <li>● Serve as a liaison for communication with students/families in crisis</li> <li>● Provide resources for students and families to support them while they are away from school</li> <li>● Assist Special Education teachers to support the academic and social-emotional needs of students</li> </ul>
Speech Pathologists	<ul style="list-style-type: none"> <li>● Communicate regularly with the subject or classroom teachers who teach the students on your caseload.</li> <li>● Provide activities that support IFSP/IEP goals</li> <li>● Communicate regularly with students on your caseload and/or their parents</li> <li>● Provide supplementary learning activities for students on your caseload</li> </ul>
Occupational/ Physical Therapists	<ul style="list-style-type: none"> <li>● Communicate regularly with the special education teacher</li> <li>● Communicate regularly with subject or classroom teachers who teach the students on your caseload</li> <li>● Provide activities that support IFSP/IEP goals</li> <li>● Communicate regularly with students on your caseload and/or their parents</li> <li>● Provide supplementary learning activities for students on your caseload</li> </ul>
Para Professionals	<ul style="list-style-type: none"> <li>● Communicate regularly with the subject or classroom teachers who teach the students for the classes that they are assigned</li> <li>● Work with core teacher or special education teacher to assist with materials and resource preparation, as needed</li> </ul>

Continuity of Learning for Remote Learning and Hybrid Learning by Grade Span

Each scenario presents different challenges for the following three functions:

1. Content Delivery: How will teachers deliver content to students and in what format?

2. Interaction: How will teachers interact with students, check for understanding, and how often?
3. Assessment: How will teachers assess student's work and communicate results?

Louisville Elementary School	
Remote Learning	
Pre-School	
<p>Expectations:</p> <ul style="list-style-type: none"> <li>● Learning will be mainly focused on language, cognitive, physical, literacy and math to maintain current skills and build new knowledge around prioritized content found in their learning expectations.</li> <li>● The primary tools for communication between the teachers and the families will be parent email addresses and through Schoology.</li> </ul>	
Content Delivery	<ul style="list-style-type: none"> <li>● Pre-school will not have access to school-issued devices</li> <li>● Pre-school teachers will provide additional strategies/ideas for parents to assist their child at home</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● Completion and submission of work will be submitted to classroom teachers via schoology before noon on Friday of the current calendar week.</li> <li>● Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend or complete remote learning.</li> <li>● Academic Zoom meetings scheduled by classroom teachers require student attendance. All academic Zoom meetings will be recorded</li> </ul>

Preschool Approximate Time Frames for Remote Learning	
Total Distance Learning Time: approximately 1 hour per day	
20+ minutes per day	<b>Emergent Literacy Activities</b> focused on language development, vocabulary, comprehension, and phonological awareness
20+ minutes per day	<b>Emergent Numeracy Activities</b> focused on counting, sorting, and patterning
20+ minutes per day	<b>Holistically-Focused Activities, Games, and Challenges</b> to support cognitive, physical, and social development
Additional Home - Based Opportunities for Learning	Reading aloud Board games and challenges Pretend play Learning a new skill Puzzles Designing and building structures with blocks or other available materials

Louisville Elementary School  
Remote Learning  
Kindergarten through 3rd grade

Expectations:

- Opportunities for picking up student materials will be provided to families every two weeks.
- The district will issue chromebooks for students to access instruction to utilize at home. If families do not have access to the internet, parents are encouraged to reach out to the school district for assistance.
- Remote learning will be focused on reading, writing, and mathematics. Social studies and science connections will be included as appropriate.
- Students will have the opportunity for both online and off-line learning activities (i.e. worksheets/games).
- Online learning will be delivered by a pre-recorded video from the teacher and made available to students to watch at any time.
- Special teachers (Music, PE, Art, Guidance, and Media) will provide a bank of activities on Fridays.

Content Delivery	<ul style="list-style-type: none"> <li>● Online learning will be delivered by a pre-recorded video from the teacher and made available to students to watch at any time.</li> <li>● Content will be delivered by classroom teachers through Zoom meetings using Schoology.</li> </ul>
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Attendance	<ul style="list-style-type: none"> <li>● Completion and submission of work will be submitted to classroom teachers via Schoology before noon on Friday of the current calendar week.</li> <li>● Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend or complete remote learning.</li> <li>● Academic Zoom meetings scheduled by classroom teachers require student attendance. All academic Zoom meetings may be recorded.</li> </ul>
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Grading	<ul style="list-style-type: none"> <li>● Required and will count toward academic progress</li> <li>● Teachers will use standards-based report card methods</li> </ul>
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Louisville Elementary School  
Remote Learning  
4th grade through 5th grade

Expectations:

	<ul style="list-style-type: none"> <li>● Opportunities for picking up student materials will be provided to families every two weeks.</li> <li>● The district will issue I-Pads for students to access instruction to utilize at home. If families do not have access to the internet, parents are encouraged to reach out to the school district for assistance.</li> <li>● Remote learning will be focused on reading, writing, and mathematics. Social studies and science connections will be included as appropriate.</li> <li>● Students will have the opportunity for both online and off-line learning activities (i.e. worksheets/games).</li> <li>● Online learning will be delivered by a pre-recorded video from the teacher and made available to students to watch at any time.</li> <li>● Special teachers (Music, PE, Art, Guidance, and Media) will provide a bank of activities on Fridays.</li> </ul>
Content Delivery	<ul style="list-style-type: none"> <li>● Content will be delivered by classroom teachers through recorded Zoom meetings using Schoology.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● Completion and submission of work will be submitted to classroom teachers via Schoology before noon on Friday of the current calendar week.</li> <li>● Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend or complete remote learning.</li> <li>● Academic Zoom meetings scheduled by classroom teachers require student attendance. All academic Zoom meetings may be recorded.</li> </ul>
Grading	<ul style="list-style-type: none"> <li>● Required and will count toward academic progress</li> <li>● Teachers will use standards-based report card methods</li> </ul>

<h2>Louisville Elementary School - K-5</h2> <h3>Approximate Time Frames for Remote Learning</h3> <p>Total Distance Learning Time: approximately 2 hours per day (add no more than 30 additional minutes for intervention per week and no more than 30 additional minutes for special education/speech services per week)</p>	
20-25 minutes per day	Reading (Science/Social Studies connections as appropriate)
20-25 minutes per day	Writing
20-25 minutes per day	Mathematics
Additional Opportunities for Home-Based Learning	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Puzzles Designing and building structures with blocks or other available materials
Intervention and Special	Add no more than 30 minutes per week if needed for intervention

Education	Special Education services will be provided according to the student's IEP
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**Louisville Elementary School**  
**Hybrid Learning**  
**PreSchool**

Expectations:

- The two preschool classes will run as usual due to their small class size.
- An AM (8:05-11:15) and PM (12:10-3:20) session will be conducted.
- The primary tools for communication between the teachers and the families will be parent email addresses and Schoology.

Content Delivery	<ul style="list-style-type: none"> <li>• Content will be delivered through classroom instruction.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Preschool attendance will be taken as usual.</li> <li>• Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend or complete remote learning.</li> </ul>

**Louisville Elementary School**  
**Hybrid Learning**  
**Kindergarten through 3rd grade**

Expectations:

- K-3 classes will be split into smaller groups to allow for attendance every day.
- No more than 15 students will be in a classroom.
- The district will utilize special teachers, title teachers, and long term substitutes to fill the extra positions.

Content Delivery	<ul style="list-style-type: none"> <li>• Content will be delivered through classroom instruction.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• K-3 attendance will be taken as usual.</li> <li>• Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend.</li> </ul>
Grading	<ul style="list-style-type: none"> <li>• Required and will count toward academic progress</li> <li>• Teachers will use standards-based report card methods</li> </ul>

**Louisville Elementary School**



Hybrid Learning (if needed due to class size)

4th grade through 5th grade

Expectations:

- The 4th and 5th grade classes will be split into Gold and Purple sessions.
- Morning sessions will focus on Social Connections, ELA, and Math.
- Afternoon sessions will focus on Writing, Science and Social Studies.
- Purple students will attend school all day on Mondays and Tuesdays and every other Wednesday.
  - Purple students will zoom in for attendance on Thursday and Friday mornings and every other Wednesday afternoon.
- Gold students will attend school all day on Thursdays and Fridays and every other Wednesday.
  - Gold students will zoom in for attendance on Monday and Tuesday mornings and every other Wednesday afternoon.

**\*\*If there are four days during the week, then the first two days will be Purple Days and the last two days will be Gold Days.\*\***

- Refer to the district's Gold/Purple calendar for specific dates throughout the semester.
- The district will issue Chromebooks for students to access instruction to utilize at home. If families do not have access to the internet, parents are encouraged to reach out to the school district for assistance.
- Students will have the opportunity for both online and off-line learning activities (i.e. worksheets/games).

Content Delivery	<ul style="list-style-type: none"><li>● Content will be delivered through classroom instruction and through recorded Zoom meetings using Schoology.</li></ul>
Attendance	<ul style="list-style-type: none"><li>● Completion and submission of work will be submitted to classroom teachers via Schoology or in person before noon on Friday of the current calendar week.</li><li>● Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend or complete remote learning.</li><li>● Academic Zoom meetings scheduled by classroom teachers require student attendance. All academic Zoom meetings may be recorded.</li></ul>
Grading	<ul style="list-style-type: none"><li>● Required and will count toward academic progress</li><li>● Teachers will use standards-based report card methods</li></ul>

Louisville Elementary School

Hybrid Learning (occur as needed)

PreSchool

Expectations:

- The two preschool classes will run as usual due to their small class size.
- An AM (8:05-11:20) and PM (12:10-3:20) session will be conducted.
- The primary tools for communication between the teachers and the families will be parent email addresses and Schoology.

Content Delivery

- Content will be delivered through classroom instruction.

Attendance

- Preschool attendance will be taken as usual.
- Parents/Guardians must contact Mrs. Lisa Sheehan at [lsheehan@lpslions.org](mailto:lsheehan@lpslions.org) or Mr. Mathis at [smathis@lpslions.org](mailto:smathis@lpslions.org) in the event their child is unable to attend or complete remote learning.

Louisville Elementary School

Hybrid Learning

Kindergarten through 3rd grade

Expectations:

- K-3 classes will be split into smaller groups to allow for attendance every day.
- No more than 15 students will be in a classroom.
- The district will utilize special teachers, title teachers, and long term substitutes to fill the extra positions.

Content Delivery

- Content will be delivered through classroom instruction.

Attendance

- K-3 attendance will be taken as usual.
- Parents/Guardians must contact Mrs. Lisa Sheehan at [lsheehan@lpslions.org](mailto:lsheehan@lpslions.org) or Mr. Mathis at [smathis@lpslions.org](mailto:smathis@lpslions.org) in the event their child is unable to attend.

Grading

- Required and will count toward academic progress
- Teachers will use standards-based report card methods

Louisville Elementary School

Hybrid Learning

4th grade through 5th grade

**Expectations:**

- The 4th and 5th grade classes will be split into Gold and Purple sessions.
- Morning sessions will focus on Social Connections, ELA, and Math.
- Afternoon sessions will focus on Writing, Science and Social Studies.
- Purple students will attend school all day on Mondays and Tuesdays and every other Wednesday.
  - Purple students will zoom in for attendance on Thursday and Friday mornings and every other Wednesday afternoon.
- Gold students will attend school all day on Thursdays and Fridays and every other Wednesday.
  - Gold students will zoom in for attendance on Monday and Tuesday mornings and every other Wednesday afternoon.

**\*\*If there are four days during the week, then the first two days will be Purple Days and the last two days will be Gold Days.\*\***

- Refer to the district’s Gold/Purple calendar for specific dates throughout the semester.
- The district will issue chromebooks for students to access instruction to utilize at home. If families do not have access to the internet, parents are encouraged to reach out to the school district for assistance.
- Students will have the opportunity for both online and off-line learning activities (i.e. worksheets/games).

<b>Content Delivery</b>	<ul style="list-style-type: none"> <li>● Content will be delivered through classroom instruction and through recorded Zoom meetings using Schoology.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>● Completion and submission of work will be submitted to classroom teachers via Schoology or in person before noon on Friday of the current calendar week.</li> <li>● Parents/Guardians must contact Mrs. Lisa Sheehan at <a href="mailto:lsheehan@lpslions.org">lsheehan@lpslions.org</a> or Mr. Mathis at <a href="mailto:smathis@lpslions.org">smathis@lpslions.org</a> in the event their child is unable to attend or complete remote learning.</li> <li>● Academic Zoom meetings scheduled by classroom teachers require student attendance. All academic Zoom meetings may be recorded.</li> </ul>
<b>Grading</b>	<ul style="list-style-type: none"> <li>● Required and will count toward academic progress</li> <li>● Teachers will use standards-based report card methods</li> </ul>

Louisville Middle and High School

Remote Learning

6th - 12th

Expectations:

- The district will issue Chromebooks for students to access instruction to utilize at home
- Learning will be focused for each class period that students are currently enrolled
- Instructional content will be designed to meet course and state standards
- The essential skills will be aligned to priority standards
- Dual credit courses will follow predetermined guidelines
- Remote learning may be recorded by the teacher prior to the session and made available to students to watch during their designate class time
- Teachers will denote their online sessions in their weekly plan summary

Schedule	<ul style="list-style-type: none"><li>● In the event that the district goes into “red”, the district will follow the current academic calendar and may be found at <a href="http://www.lpslions.org">www.lpslions.org</a></li><li>● Teachers will deliver direct instruction using the schedule below:<ul style="list-style-type: none"><li>○ Alternating Block Days (Calendar will be sent home)</li><li>○ Monday - Friday<ul style="list-style-type: none"><li>○ Odd Days<ul style="list-style-type: none"><li>■ PERIOD 1 _____ 8:05-9:05</li><li>■ PERIOD 3 _____ 9:10-10:10</li><li>■ PERIOD 5 _____ 10:15-11:15</li><li>■ PERIOD 7 _____ 11:20-12:20</li></ul></li><li>○ Even Days<ul style="list-style-type: none"><li>■ PERIOD 2 _____ 8:05-9:05</li><li>■ PERIOD 4 _____ 9:10-10:10</li><li>■ PERIOD 6 _____ 10:15-11:15</li><li>■ PERIOD 8 _____ 11:20-12:20</li><li>■ Afternoons will be used to plan, facilitate additional assistance if needed, provide feedback, follow up with students, and communicate with parents.</li></ul></li></ul></li></ul></li></ul>
Suggested Learning Routines	<ul style="list-style-type: none"><li>● Students will follow their daily schedule of courses by logging into Zoom at the beginning of each class period for virtual instruction.</li><li>● The classroom teacher will establish a daily schedule for instruction that includes remote instruction, individual and small group work time, question and answer sessions, and feedback to students.</li></ul>
Attendance	<ul style="list-style-type: none"><li>● Will adhere to Nebraska State Statute 79-201</li><li>● Students will be required to attend scheduled digital meetings<ul style="list-style-type: none"><li>○ Following a predetermined class schedule</li></ul></li><li>● Parents/Guardians must contact Mrs. Dana March at <a href="mailto:dmarch@lpslions.org">dmarch@lpslions.org</a> or Mr. Cameron Soester at <a href="mailto:csoester@lpslions.org">csoester@lpslions.org</a> in the event a student is unable to attend remote learning.</li></ul>
Content Delivery	<ul style="list-style-type: none"><li>● Teachers will provide content/lesson expectations through Schoology courses.</li><li>● The lesson plans would include a learning target, pre-teaching and an opportunity for students to interact with the content that is being presented.</li></ul>

	<ul style="list-style-type: none"> <li>● The class content may be delivered by a pre-recorded video from the teacher.</li> <li>● The teacher will be available for a scheduled time through live video.</li> <li>● The teacher will check for understanding through formative assessment and provide feedback to students.</li> </ul>
Accommodations for lack of Internet	<ul style="list-style-type: none"> <li>● A hotspot will be provided by the district for families who do not have internet access.</li> </ul>
Grading	<ul style="list-style-type: none"> <li>● Required and will count toward academic progress (Report Cards, GPA &amp; Graduation Requirements)</li> <li>● The teacher will follow the district grading scale: <ul style="list-style-type: none"> <li>○ A 94-100</li> <li>○ B 86-93</li> <li>○ C 78-85</li> <li>○ D 70-77</li> <li>○ F 0-69</li> </ul> </li> </ul>

General Guidelines for Continuity of Learning	
Remote Learning	
Essential Resources	<ul style="list-style-type: none"> <li>● Video conference option for every teacher (Zoom)</li> <li>● Screencasting option for every teacher</li> <li>● Chromebooks</li> <li>● Have essential materials and resources for students and families to have access to Schoology</li> </ul>
Essential Conditions	<ul style="list-style-type: none"> <li>● All students and teachers know their passwords for all required online applications</li> <li>● All teachers will record their teaching lessons and upload to Schoology</li> <li>● Teachers may create a video conference meeting time and invite students</li> </ul>
Recommendation for Best Practices	<ul style="list-style-type: none"> <li>● Use text-based instruction whenever possible</li> <li>● Use videos for modeling</li> <li>● Suggestions for graded and non-graded formative assessments include discussions, google forms, polls, reflection</li> <li>● Ensure that all your students understand expectations and tasks are clear with specifically understanding how/where to submit completed work</li> </ul>
Lesson Tasks	<ul style="list-style-type: none"> <li>● Remote learning programs could include: Quizlet, Kahoot, Khan Academy, etc</li> <li>● Tasks can be either formative or summative in nature Examples include but are not limited to:</li> </ul>

	<ul style="list-style-type: none"> <li>- A hands-on project that includes common things that you could find at home</li> <li>- Viewing online content and writing reflection</li> <li>- Read content and discuss during a video conference</li> </ul>
<p style="text-align: center;">Homework Expectations</p>	<p>Best Practices for Daily Homework</p> <ul style="list-style-type: none"> <li>● An estimated 10 minutes per academic grade <ul style="list-style-type: none"> <li>○ 6th Grade - 1 hour</li> <li>○ 7th Grade - 1 hour 10 minutes</li> <li>○ 8th Grade - 1 hour 20 minutes</li> <li>○ 9th Grade - 1 hour 30 minutes</li> <li>○ 10th Grade - 1 hour 40 minutes</li> <li>○ 11th Grade - 1 hour 50 minutes</li> <li>○ 12th Grade - 2 hours</li> </ul> </li> <li>● Meaningful and Purposeful <ul style="list-style-type: none"> <li>○ Students will be assigned a minimum of two activities per week</li> </ul> </li> <li>● Specific questions regarding homework should be directed to the course instructor.</li> </ul>
<p style="text-align: center;">Timeline Updates</p>	<ul style="list-style-type: none"> <li>● Timely communication during remote learning days. <ul style="list-style-type: none"> <li>○ Teachers will post the next week’s schedule and learning targets by 4:00 p.m. Friday of each week.</li> <li>○ Lessons for students should be posted by 8:00 a.m. each day</li> <li>○ Teachers should respond to students between the hours of 8:00 a.m. to 3:30 p.m. on scheduled days</li> </ul> </li> <li>● Timely feedback on assignments <ul style="list-style-type: none"> <li>○ Feedback is essential to ensure learning continues during remote learning days. Feedback should occur in a timely manner but no later than 48 hours (during the school week) after the due date <ul style="list-style-type: none"> <li>■ For performance-based activities or projects/tests, projects and essays the teacher will inform the student for the timeline for feedback</li> </ul> </li> <li>○ Examples of types of feedback teachers can provide include <ul style="list-style-type: none"> <li>■ Commenting on work</li> <li>■ Discussion Participation</li> <li>■ Rubrics/scales</li> <li>■ Letter or Percentage Grade</li> </ul> </li> </ul> </li> <li>● Discuss availability for students (Class time, office hours, email correspondence, etc)</li> </ul>
<p style="text-align: center;">Communication</p>	<ul style="list-style-type: none"> <li>● Teachers will utilize their district email accounts, Google Voice, and Google Classroom to communicate with parents and students. Classroom social media pages may also be utilized.</li> <li>● Parents may contact teachers through district email (preferred) or call the school. (Message will be relayed to the teacher)</li> </ul>

	<ul style="list-style-type: none"> <li>● At the district level, the parent mass notification system will be used to send phone calls, emails, and texts.</li> </ul>
<p>Online Class Etiquette</p>	<p>Louisville Public Schools supports a professional and interpersonal virtual environment.</p> <p>The following are standards and expectations for online etiquette in this course:</p> <p><b>1. Exhibit professional classroom behavior.</b></p> <p><b>This includes:</b></p> <ul style="list-style-type: none"> <li>● Preparing in advance by taking care of personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others at home, etc.) prior to entering the Zoom classroom</li> <li>● Refraining from disrespectful or inappropriate language</li> <li>● Working from a table or desk, and keeping a paper and pencil handy</li> <li>● Logging in from a distraction-free, quiet environment</li> <li>● Muting your cell phone, and remembering you are always ‘on camera’</li> </ul> <p><b>2. Engage in mindful, effective communication.</b></p> <p><b>This means:</b></p> <ul style="list-style-type: none"> <li>● Keeping your audio muted and video on</li> <li>● Starting class on time by checking connectivity before class and logging in promptly</li> <li>● Improving quality by closing unneeded applications, plugging into a wall, and utilizing adequate lighting</li> <li>● Getting support when needed from your classroom teacher(s), building principal, or technology director, Mr. Simons.</li> </ul> <p><b>3. Model respectful interpersonal interaction.</b></p> <p><b>Demonstrated by:</b></p> <ul style="list-style-type: none"> <li>● Using the “Raise Hand” feature when you want to speak. Be sure to unmute yourself to talk - [To do this, click on “Participants at the bottom of the Zoom window and then click “Raise Hand” on the bottom left of the” Participants window.]</li> <li>● Considering the chat box as your partner to elevate your presence, add dimensions to your ideas, to make a point, ask a question, and demonstrate that you are fully present.</li> <li>● Remember that chat is public and can be recorded and archived.</li> <li>● Starting your comments or questions by stating your name to identify who is speaking.</li> <li>● As with any meeting, limiting side conversations, and multitasking.</li> </ul> <p><b>4. Follow LPS policies and guidelines at all times.</b></p> <ul style="list-style-type: none"> <li>● Handbooks can be located at <a href="http://lpslions.org">lpslions.org</a>.</li> <li>● Teachers/Instructors may record virtual classes for future use</li> <li>● Remember that your words and actions can be captured.</li> </ul>

	<ul style="list-style-type: none"> <li>● The text of chat can be automatically captured as well.</li> <li>● LPS students may not make audio or video recordings of, or live stream, any classroom activity, including lectures, without express prior written consent from the Louisville School District.</li> <li>● It is important to realize that video conferencing is an entirely new interactive experience for many, which requires adapting one's perspective, habits, and tactics to make it work effectively for you, other students, and faculty.</li> </ul>
Digital Citizenship Reminders	<ul style="list-style-type: none"> <li>● Act in a respectful manner, similar to how you would in a traditional class setting</li> <li>● Leave a positive digital footprint</li> <li>● Utilize THINK prior to posting things online <ul style="list-style-type: none"> <li>○ T: Is it true?</li> <li>○ H: Is it helpful?</li> <li>○ I: Is it inspiring?</li> <li>○ N: Is it nice?</li> <li>○ K: Is it kind?</li> </ul> </li> <li>● Students should not harass others on the basis of race, color, or national origin in relation to stereotypes based on Covid-19 high infection areas</li> </ul>
Virtual Classroom Discipline	<ul style="list-style-type: none"> <li>● Teachers will work with students to teach and reinforce expectations.</li> <li>● Students who demonstrate consistent inappropriate behavior online will be referred for disciplinary action.</li> <li>● Steps to rectify the behavior would include progressive steps beginning with parent involvement, moving to access to live lessons with blocked video and audio, moving to recordings of teacher lessons with no access to live digital meetings or alternative assignments.</li> <li>● SIMS/Google Forms will be used to document incidents.</li> </ul>
Digital Resources	<ul style="list-style-type: none"> <li>● Helpdesk Support - Please reach out to Mr. Simons, Director of Technology</li> <li>● <a href="#">IXL</a></li> <li>● <a href="#">Khan Academy</a></li> <li>● <a href="#">Virtual Field Trips</a></li> <li>● <a href="#">Scholastic Education</a></li> </ul>

Louisville Middle and High School

6th - 12th

Hybrid Learning

Expectations:

- The district will issue chromebooks for students to utilize at school and home



- Learning will be focused for each class period that students are currently enrolled
- Instructional content will be designed to meet course and state standards
- The essential skills will be aligned to priority standards
- Dual credit courses will follow predetermined guidelines
- Remote learning may be recorded by the teacher prior to the session and made available to students to watch during their designate class time
- Teachers will denote their online sessions in their weekly plan summary

## Schedule

- Hybrid learning will follow the current academic calendar which may be found at [www.lpslions.org](http://www.lpslions.org)
- Students will be split into 2 educational groups: Purple & Gold
  - Students in the Purple group will attend in-person school on Monday and Tuesday of each week and Wednesday every other week.
  - Students in the Gold group will attend remote learning sessions on Monday and Tuesday of each week and Wednesday every other week.
  - Students in the Gold group will attend in-person school on Thursday and Friday of each week and Wednesday every other week.
  - Students in the Purple group will attend remote learning sessions on Thursday and Friday of each week and Wednesday every other week.
- Weekly Schedule
  - Monday = Purple Group In-person, Gold Group Remote Learning
  - Tuesday = Purple Group In-person, Gold Group Remote Learning
  - Thursday = Gold Group In-person, Purple Group Remote Learning
  - Friday = Gold Group In-person, Purple Group Remote Learning
    - Block Schedule
    - Monday, Tuesday, Thursday, and Friday
      - Odd Days
        - PERIOD 1 \_\_\_\_\_ 8:05-9:30
        - PERIOD 3 \_\_\_\_\_ 9:35-11:00
        - Lunch Break \_\_\_\_\_ 11:00-12:30
        - PERIOD 5 \_\_\_\_\_ 12:35-2:00
        - PERIOD 7 \_\_\_\_\_ 2:05-3:30
      - Even Days
        - PERIOD 2 \_\_\_\_\_ 8:05-9:30
        - PERIOD 4 \_\_\_\_\_ 9:35-11:00
        - Lunch Break \_\_\_\_\_ 11:00-12:30
        - PERIOD 6 \_\_\_\_\_ 12:35-2:00
        - PERIOD 8 \_\_\_\_\_ 2:05-3:30

	<ul style="list-style-type: none"> <li>● Late start will take place on Wednesday of each week <ul style="list-style-type: none"> <li>○ Purple and Gold groups will attend in-person school and remote learning every other week during weeks where school is in session all 5 days. <ul style="list-style-type: none"> <li>○ Odd Days <ul style="list-style-type: none"> <li>■ PERIOD 1 _____ 9:05-10:15</li> <li>■ PERIOD 3 _____ 10:20-11:30</li> <li>■ Lunch Break _____ 11:30-1:00</li> <li>■ PERIOD 5 _____ 1:05-2:15</li> <li>■ PERIOD 7 _____ 2:20-3:30</li> </ul> </li> <li>○ Even Days <ul style="list-style-type: none"> <li>■ PERIOD 2 _____ 9:05-10:15</li> <li>■ PERIOD 4 _____ 10:20-11:30</li> <li>■ Lunch Break _____ 11:30-1:00</li> <li>■ PERIOD 6 _____ 1:05-2:15</li> <li>■ PERIOD 8 _____ 2:20-3:30</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;">**If there are four days during the week, then the first two days will be Purple Days and the last two days will be Gold Days.**</p>
Suggested Learning Routines	<ul style="list-style-type: none"> <li>● Students will follow their daily schedule of courses by logging into Zoom at the beginning of each class period for remote learning.</li> <li>● The classroom teacher will establish a daily schedule for instruction that includes virtual instruction, individual and small group work time, question and answer sessions, and feedback to students.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>● Will adhere to Nebraska State Statute 79-201</li> <li>● Students will be required to attend scheduled digital meetings <ul style="list-style-type: none"> <li>○ Following a predetermined class schedule</li> </ul> </li> <li>● Parents/Guardians must contact Mrs. Dana March at <a href="mailto:dmarch@lpslions.org">dmarch@lpslions.org</a> or Mr. Cameron Soester at <a href="mailto:csoester@lpslions.org">csoester@lpslions.org</a> in the event a student is unable to attend remote learning.</li> </ul>
Content Delivery	<ul style="list-style-type: none"> <li>● Teachers will provide content/lesson expectations through Schoology</li> <li>● The lesson plans would include a learning target, pre-teaching and an opportunity for students to interact with the content that was being presented</li> <li>● The class content may be delivered by a pre-recorded video from the teacher</li> <li>● The teacher will be available for a scheduled time through live video</li> <li>● The teacher will check for understanding through formative assessment and provide feedback to students.</li> </ul>
Accommodations for Lack of Internet	<ul style="list-style-type: none"> <li>● A hotspot will be provided by the district for families who do not have internet access.</li> </ul>

Grading	<ul style="list-style-type: none"> <li>● Required and will count toward academic progress (Report Cards, GPA &amp; Graduation Requirements)</li> <li>● The teacher will follow the district grading scale: <ul style="list-style-type: none"> <li>○ A 94-100</li> <li>○ B 86-93</li> <li>○ C 78-85</li> <li>○ D 70-77</li> <li>○ F 0-69</li> </ul> </li> </ul>
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General Guidelines for Continuity of Learning	
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Essential Conditions	<ul style="list-style-type: none"> <li>● All students and teachers know their passwords for all required online applications</li> <li>● All teachers may record a lesson in one of the following ways and upload to Schoology</li> <li>● Teachers may create a video conference meeting time and invite students</li> </ul>
Recommendation for Best Practices	<ul style="list-style-type: none"> <li>● Use text-based instruction whenever possible</li> <li>● Use videos for modeling</li> <li>● Suggestions for graded and non-graded formative assessments include discussions, google forms, polls, reflection</li> <li>● Ensure that all your students understand expectations and tasks are clear with specifically understanding how/where to submit completed work</li> </ul>
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Homework Expectations	<p>Best Practices for Daily Homework</p> <ul style="list-style-type: none"> <li>● An estimated 10 minutes per academic grade <ul style="list-style-type: none"> <li>○ 6th Grade - 1 hour</li> <li>○ 7th Grade - 1 hour 10 minutes</li> <li>○ 8th Grade - 1 hour 20 minutes</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ 9th Grade - 1 hour 30 minutes</li> <li>○ 10th Grade - 1 hour 40 minutes</li> <li>○ 11th Grade - 1 hour 50 minutes</li> <li>○ 12th Grade - 2 hours</li> <li>● Meaningful and Purposeful <ul style="list-style-type: none"> <li>○ Students will be assigned a minimum of two activities per week</li> </ul> </li> <li>● Specific questions regarding homework should be directed to the course instructor.</li> </ul>
<p>Timeline Updates</p>	<ul style="list-style-type: none"> <li>● Timely communication during remote learning days. <ul style="list-style-type: none"> <li>○ Teachers will post the week’s schedule prior to the start of the first day of the scheduled school week</li> <li>○ Teachers should respond to students between the hours of 8:00 a.m. to 4:00 p.m. on scheduled days</li> </ul> </li> <li>● Timely feedback on assignments <ul style="list-style-type: none"> <li>○ Feedback is essential to ensure learning continues during remote learning days. Feedback should occur in a timely manner but no later than 48 hours (during the school week) after the due date <ul style="list-style-type: none"> <li>■ For performance-based activities or projects/tests, projects and essays the teacher will inform the student for the timeline for feedback</li> </ul> </li> <li>○ Examples of types of feedback teachers can provide include <ul style="list-style-type: none"> <li>■ Commenting on work</li> <li>■ Rubrics/Scales</li> <li>■ Discussion Participation</li> <li>■ Letter or Percentage Grade</li> </ul> </li> <li>○ Discuss availability for students (Class time, office hours, email correspondence, etc)</li> </ul> </li> </ul>
<p>Communication</p>	<ul style="list-style-type: none"> <li>● Teachers will utilize their district email accounts, Google Voice, and Google Classroom to communicate with parents and students. Classroom social media pages may also be utilized.</li> <li>● Parents may contact teachers through district email (preferred) or call the school. (Message will be relayed to the teacher)</li> <li>● At the district level, the parent mass notification system will be used to send phone calls, emails, and texts.</li> </ul>
<p>Online Class Etiquette</p>	<p>Louisville Public Schools supports a professional and interpersonal virtual environment.</p> <p>The following are standards and expectations for online etiquette:</p> <p><b>1. Exhibit professional classroom behavior.</b></p> <p><b>This includes:</b></p> <ul style="list-style-type: none"> <li>● Preparing in advance by taking care of personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others at home, etc.) prior to entering the Zoom classroom</li> </ul>

	<ul style="list-style-type: none"> <li>● Refraining from disrespectful or inappropriate language</li> <li>● Working from a table or desk, and keeping a paper and pencil handy</li> <li>● Logging in from a distraction-free, quiet environment</li> <li>● Muting your cell phone, and remembering you are always ‘on camera’</li> </ul> <p><b>2. Engage in mindful, effective communication.</b></p> <p><b>This means:</b></p> <ul style="list-style-type: none"> <li>● Keeping your audio muted and video on</li> <li>● Starting class on time by checking connectivity before class and logging in promptly</li> <li>● Improving quality by closing unneeded applications, plugging into a wall, and utilizing adequate lighting</li> <li>● Getting support when needed from your classroom teacher(s), building principal, or technology director, Mr. Simons.</li> </ul> <p><b>3. Model respectful interpersonal interaction.</b></p> <p><b>Demonstrated by:</b></p> <ul style="list-style-type: none"> <li>● Using the “Raise Hand” feature when you want to speak. Be sure to unmute yourself to talk - [To do this, click on “Participants at the bottom of the Zoom window and then click “Raise Hand” on the bottom left of the” Participants window.]</li> <li>● Considering the chat box as your partner to elevate your presence, add dimensions to your ideas, to make a point, ask a question, and demonstrate that you are fully present.</li> <li>● Remember that chat is public and can be recorded and archived.</li> <li>● Starting your comments or questions by stating your name to identify who is speaking.</li> <li>● As with any meeting, limiting side conversations, and multitasking.</li> </ul> <p><b>4. Follow LPS policies and guidelines at all times.</b></p> <ul style="list-style-type: none"> <li>● Handbooks can be located at <a href="http://lpslions.org">lpslions.org</a>.</li> <li>● Teachers/Instructors may record virtual classes for future use</li> <li>● Remember that your words and actions can be captured.</li> <li>● The text of chat can be automatically captured as well.</li> <li>● LPS students may not make audio or video recordings of, or live stream, any classroom activity, including lectures, without express prior written consent from the Louisville School District.</li> <li>● It is important to realize that video conferencing is an entirely new interactive experience for many, which requires adapting one's perspective, habits, and tactics to make it work effectively for you, other students, and faculty.</li> </ul>
<p>Digital Citizenship Reminders</p>	<ul style="list-style-type: none"> <li>● Act in a respectful manner, similar to how you would in a traditional class setting</li> <li>● Leave a positive digital footprint</li> </ul>

	<ul style="list-style-type: none"> <li>● Utilize THINK prior to posting things online <ul style="list-style-type: none"> <li>○ T: Is it true?</li> <li>○ H: Is it helpful?</li> <li>○ I: Is it inspiring?</li> <li>○ N: Is it nice?</li> <li>○ K: Is it kind?</li> </ul> </li> <li>● Students should not harass others on the basis of race, color, or national origin in relation to stereotypes based on Covid-19 high infection areas</li> </ul>
Virtual Classroom Discipline	<ul style="list-style-type: none"> <li>● Teachers will work with students to teach and reinforce expectations.</li> <li>● Students who demonstrate consistent inappropriate behavior online will be referred for disciplinary action.</li> <li>● Steps to rectify the behavior would include progressive steps beginning with parent involvement, moving to access to live lessons with blocked video and audio, moving to recordings of teacher lessons with no access to live digital meetings or alternative assignments</li> <li>● SIMS/Google Forms will be used to document incidents.</li> </ul>
Digital Resources	<ul style="list-style-type: none"> <li>● Helpdesk Support - Please reach out to Mr. Simons, Director of Technology</li> <li>● <a href="#">IXL</a></li> <li>● <a href="#">Khan Academy</a></li> <li>● <a href="#">Virtual Field Trips</a></li> <li>● <a href="#">Scholastic Education</a></li> </ul>

<p><b>Louisville Middle and High School</b></p> <p><b>6th - 12th</b></p> <p><b>Hybrid Learning to Full Capacity Learning With Restrictions</b></p>	
<p>Expectations:</p> <ul style="list-style-type: none"> <li>● The district will issue Chromebooks for students to utilize at school and home</li> <li>● Learning will be focused for each class period that students are currently enrolled</li> <li>● Instructional content will be designed to meet course and state standards</li> <li>● The essential skills will be aligned to priority standards</li> <li>● Dual credit courses will follow predetermined guidelines</li> <li>● Remote learning may be recorded by the teacher prior to the session and made available to students to watch during their designate class time</li> <li>● Teachers will denote their online sessions in their weekly plan summary</li> </ul>	
Schedule	<ul style="list-style-type: none"> <li>● Hybrid learning will follow the current academic calendar which may be found at <a href="http://www.lpslions.org">www.lpslions.org</a></li> <li>● Students will be split into 2 educational groups: Purple &amp; Gold</li> </ul>

- Students in the Purple group will attend in-person school on Monday and Tuesday of each week and Wednesday every other week.
- Students in the Gold group will attend remote learning sessions on Monday and Tuesday of each week and Wednesday every other week.
- Students in the Gold group will attend in-person school on Thursday and Friday of each week and Wednesday every other week.
- Students in the Purple group will attend remote learning sessions on Thursday and Friday of each week and Wednesday every other week.

- **Partial Capacity--See Orange Plan For Details**

- **Full Capacity**

- Weekly Schedule

- Block Schedule

- Monday through Thursday

- Odd Days

- PERIOD 1 \_\_\_\_\_ 8:05-9:30
- PERIOD 3 \_\_\_\_\_ 9:35-11:00
- Lunch Break \_\_\_\_\_ 11:00-12:30
- PERIOD 5 \_\_\_\_\_ 12:35-2:00
- PERIOD 7 \_\_\_\_\_ 2:05-3:30

- Even Days

- PERIOD 2 \_\_\_\_\_ 8:05-9:30
- PERIOD 4 \_\_\_\_\_ 9:35-11:00
- Lunch Break \_\_\_\_\_ 11:00-12:30
- PERIOD 6 \_\_\_\_\_ 12:35-2:00
- PERIOD 8 \_\_\_\_\_ 2:05-3:30

- Late start will take place on Friday of each week

- Odd Days

- PERIOD 1 \_\_\_\_\_ 9:05-10:15
- PERIOD 3 \_\_\_\_\_ 10:20-11:30
- Lunch Break \_\_\_\_\_ 11:30-1:00
- PERIOD 5 \_\_\_\_\_ 1:05-2:15
- PERIOD 7 \_\_\_\_\_ 2:20-3:30

- Even Days

- PERIOD 2 \_\_\_\_\_ 9:05-10:15
- PERIOD 4 \_\_\_\_\_ 10:20-11:30
- Lunch Break \_\_\_\_\_ 11:30-1:00
- PERIOD 6 \_\_\_\_\_ 1:05-2:15
- PERIOD 8 \_\_\_\_\_ 2:20-3:30

Suggested Learning Routines

- Students will follow their daily schedule of courses by logging into Zoom at the beginning of each class period for remote learning.

	<ul style="list-style-type: none"> <li>• The classroom teacher will establish a daily schedule for instruction that includes virtual instruction, individual and small group work time, question and answer sessions, and feedback to students.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Will adhere to Nebraska State Statute 79-201</li> <li>• Students will be required to attend scheduled digital meetings <ul style="list-style-type: none"> <li>◦ Following a predetermined class schedule</li> </ul> </li> <li>• Parents/Guardians must contact Mrs. Dana March at <a href="mailto:dmarch@lpslions.org">dmarch@lpslions.org</a> or Mr. Cameron Soester at <a href="mailto:csoester@lpslions.org">csoester@lpslions.org</a> in the event a student is unable to attend remote learning.</li> </ul>
Content Delivery	<ul style="list-style-type: none"> <li>• Teachers will provide content/lesson expectations through Schoology</li> <li>• The lesson plans would include a learning target, pre-teaching and an opportunity for students to interact with the content that was being presented</li> <li>• The class content may be delivered by a pre-recorded video from the teacher</li> <li>• The teacher will be available for a scheduled time through live video</li> <li>• The teacher will check for understanding through formative assessment and provide feedback to students.</li> </ul>
Accommodations for Lack of Internet	<ul style="list-style-type: none"> <li>• A hotspot will be provided by the district for families who do not have internet access.</li> </ul>
Grading	<ul style="list-style-type: none"> <li>• Required and will count toward academic progress (Report Cards, GPA &amp; Graduation Requirements)</li> <li>• The teacher will follow the district grading scale: <ul style="list-style-type: none"> <li>◦ A 94-100</li> <li>◦ B 86-93</li> <li>◦ C 78-85</li> <li>◦ D 70-77</li> <li>◦ F 0-69</li> </ul> </li> </ul>

General Guidelines for Continuity of Learning	
Essential Resources	<ul style="list-style-type: none"> <li>• Video Conference option for every teacher (Zoom)</li> <li>• Screencasting option for every teacher</li> <li>• Chromebooks</li> <li>• Have essential materials and resources for students and families to have access</li> <li>• Schoology</li> </ul>
Essential Conditions	<ul style="list-style-type: none"> <li>• All students and teachers know their passwords for all required online applications</li> <li>• All teachers may record a lesson in one of the following ways and upload to Schoology</li> </ul>



	<ul style="list-style-type: none"> <li>● Teachers may create a video conference meeting time and invite students</li> </ul>
<p>Recommendation for Best Practices</p>	<ul style="list-style-type: none"> <li>● Use text-based instruction whenever possible</li> <li>● Use videos for modeling</li> <li>● Suggestions for graded and non-graded formative assessments include discussions, google forms, polls, reflection</li> <li>● Ensure that all your students understand expectations and tasks are clear with specifically understanding how/where to submit completed work</li> </ul>
<p>Lesson Tasks</p>	<ul style="list-style-type: none"> <li>● Hybrid learning program may include: Quizlet, Kahoot, Khan Academy, etc</li> <li>● Tasks can be either formative or summative in nature Examples include but are not limited to: <ul style="list-style-type: none"> <li>- A hands-on project that includes common things that you could find at home</li> <li>- Viewing online content and writing reflection</li> <li>- Read content and discuss during a video conference</li> </ul> </li> </ul>
<p>Homework Expectations</p>	<p>Best Practices for Daily Homework</p> <ul style="list-style-type: none"> <li>● An estimated 10 minutes per academic grade <ul style="list-style-type: none"> <li>○ 6th Grade - 1 hour</li> <li>○ 7th Grade - 1 hour 10 minutes</li> <li>○ 8th Grade - 1 hour 20 minutes</li> <li>○ 9th Grade - 1 hour 30 minutes</li> <li>○ 10th Grade - 1 hour 40 minutes</li> <li>○ 11th Grade - 1 hour 50 minutes</li> <li>○ 12th Grade - 2 hours</li> </ul> </li> <li>● Meaningful and Purposeful <ul style="list-style-type: none"> <li>○ Students will be assigned a minimum of two activities per week</li> </ul> </li> <li>● Specific questions regarding homework should be directed to the course instructor.</li> </ul>
<p>Timeline Updates</p>	<ul style="list-style-type: none"> <li>● Timely communication during remote learning days. <ul style="list-style-type: none"> <li>○ Teachers will post the week's schedule prior to the start of the first day of the scheduled school week</li> <li>○ Teachers should respond to students between the hours of 8:00 a.m. to 4:00 p.m. on scheduled days</li> </ul> </li> <li>● Timely feedback on assignments <ul style="list-style-type: none"> <li>○ Feedback is essential to ensure learning continues during remote learning days. Feedback should occur in a timely manner but no later than 48 hours (during the school week) after the due date <ul style="list-style-type: none"> <li>■ For performance-based activities or projects/tests, projects and essays the teacher will inform the student for the timeline for feedback</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Examples of types of feedback teachers can provide include <ul style="list-style-type: none"> <li>■ Commenting on work</li> <li>■ Rubrics/Scales</li> <li>■ Discussion Participation</li> <li>■ Letter or Percentage Grade</li> </ul> </li> <li>○ Discuss availability for students (Class time, office hours, email correspondence, etc)</li> </ul>
<p style="text-align: center;">Communication</p>	<ul style="list-style-type: none"> <li>● Teachers will utilize their district email accounts, Google Voice, and Google Classroom to communicate with parents and students. Classroom social media pages may also be utilized.</li> <li>● Parents may contact teachers through district email (preferred) or call the school. (Message will be relayed to the teacher)</li> <li>● At the district level, the parent mass notification system will be used to send phone calls, emails, and texts.</li> </ul>
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### Additional Guidelines and Procedures

Topic	High Level Virus Students in school	Medium Level Virus Students in school - this includes yellow and orange levels.	Low Level Virus Students in School
<b>Masks / Face covering</b>	Require students and staff to wear masks/ face covering when on site.	Masks, or face covering required	No masks required  Staff and students may choose to wear mask or face coverings
<b>Taking Temperature</b>	Taking temperature and symptom check at home  Do not attend school if symptomatic	Taking temperature and symptom check at home  Random checks at school  Do not attend school if symptomatic	Taking temperature and symptom check at home  Do not attend school if symptomatic
<b>Travel Restrictions</b>	Travel restrictions set by the County Health Officials  Possible District Travel Enforcement  Notification of no travel Quarantine if out of state  No out of state professional travel for staff	Travel restrictions set by the County Health Officials  Possible District Travel Enforcement  Notification of no travel Quarantine if out of state  No out of state professional travel for staff	No Travel Restrictions
<b>Hand Washing</b>	Constant use of sanitizer or soap/water by staff	Constant use of sanitizer or soap/water.	Good personal hygiene suggested.

Student Desks	N/A	Daily cleaning and in between classes.	Cleaned daily
Passing Periods	N/A	Staggered or regular passing periods based on DHM.	Regular Passing Period
Bussing	N/A	Masks, or face coverings required with assigned seats  Busses cleaned between routes.	Masks or face coverings optional  Busses cleaned daily and assigned seats
Cafeteria/Lunch	N/A	Sanitize hands prior to and after eating lunch  Modified lunch periods  Social distance tables  Depending on DHM, Bag or hot lunches with options to eat in other locations including classrooms.  Possible outside time during/after lunch	Sanitize hands upon entering cafeteria line  Possible outside time during/after lunch
Arrival at School	N/A  No outside visitors  Staff only	Facility will be open at 7:30 am. Early arrivals will report outside or other designated area  Straight to first period classes	Facility will be open at 7:30 am. Early arrivals will report outside or other designated area  Parents allowed in school

		<p>Masks, or face coverings on when entering building</p> <p>Sanitize hands as students walk in the classroom</p> <p>Parents restricted from entering school</p>	
Dismissal from School	N/A	<p>Staggered dismissal</p> <p>Sanitize hands as students leave</p>	No requirements
Cleaning During Day	-As needed	<p>Periodic cleaning: door knobs, handles, rails, restrooms, (touch surfaces) wipe down surfaces 2 x's per day</p>	Standard cleaning procedure
Cleaning Overnight	<p>Restrooms</p> <p>Clean door knobs, handles, wipe down surfaces</p> <p>Standard district cleaning procedures</p>	<p>Restrooms</p> <p>Clean door knobs, handles, wipe down surfaces</p> <p>Standard district cleaning procedures</p>	<p>Restrooms</p> <p>Clean door knobs, handles, wipe down surfaces</p> <p>Standard district cleaning procedures</p>
Signage and Communication	<p>Entry Signage, hallway signage</p> <p>Reminders will be sent to stay home if exhibiting symptoms</p> <p>Handwashing signs in bathrooms</p>	<p>Entry signage, hallway signage</p> <p>Reminders will be sent to stay home if exhibiting symptoms</p> <p>Handwashing signs in bathrooms</p>	<p>Entry signage, hallway signage</p> <p>Reminders sent to stay home if exhibiting symptoms</p> <p>Handwashing signs in bathrooms</p>

Co/Extra Curricular	N/A	<p>Masks, or face coverings</p> <p>Groups allowable, based on current DHM.</p> <p>Social Distance</p> <p>If required, limit attendance at student activity events to immediate family and use social distancing rules for spectators.</p> <p>No out of state travel.</p>	Follow NSAA Guidelines
Drinking Fountains	<p>No mouth use of faucets</p> <p>Staff and students bring their own water bottle.</p>	<p>No mouth use of faucets</p> <p>Staff and students bring own water bottle</p>	<p>No mouth use of faucets</p> <p>Staff and students bring own water bottle</p>
Vending Machines	Open/clean touch surfaces 3x/day	Open/clean touch surfaces twice daily	Normal cleaning routine
Visitors	No outside visitors on campus.	<p>No outside visitors on campus.</p> <p>The District may start transitioning to standard protocol based on current DHM</p>	Standard district protocol
Faculty Breakroom	<p>Social distancing</p> <p>Table cleaned before sitting</p> <p>Encourage eating in classroom</p>	<p>Social distancing</p> <p>Table cleaned before sitting</p> <p>Encourage eating in classroom</p>	<p>Encourage cleaning</p> <p>Normal procedures</p>

	Sanitize hands	May become classroom space.	
Playgrounds or outdoor curricular activities	Playground closed	-Playground usage and outdoor activities limited, social distancing required.	Playground usage and outdoor activities allowed.
School Calendar	Possible changes to school calendar to accommodate training for staff and school personnel.	Possible changes to school calendar to accommodate training for staff and school personnel.  Alternate days added to the calendar for grades 4-12	Run current calendar
Positive Cases and Response	Work with health officials to develop necessary data collection for reporting purposes	Work with Health Officials to develop necessary data collection for reporting purposes  School, or sections of school will be closed down for a period of time - move to remote learning  Communication to LPS families regarding “outbreak” once confirmed.	A classroom will be closed for a minimum of 48 hours and deep cleaned with a report of a student testing positive for COVID-19 that has been in a school facility  Communication to families once confirmed.
Response to sick students in school building (any sickness, not just specific to COVID-19)	N/A	Cleaning procedures will be implemented for students or adults that become sick in a classroom during the school day.  Parents notify the office of	Cleaning procedures will be implemented for students or adults that become sick in a classroom during the school day.  Parents notify school if their student is sick.



		<p>their sick student.</p> <p>Communication with the greater school community will be based on the recommendations of local health agencies.</p>	
Common Space Use (i.e. hallways, commons, restrooms, cafeteria, playground)	N/A	<p>Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning</p> <p>Assigned restroom utilization (i.e. by class, locations, grade, etc.)</p> <p>Increase level of cleaning in all common spaces</p>	Normal protocol utilized
Visitors at School	<p>Staff only</p> <p>No outside visitors</p>	No outside visitors on campus. The District may start transitioning to standard protocol based on current DHM.	Follow normal school procedure
Use of school by outside groups	N/A	N/A	Follow facility use agreement