



## **ICS Family and Staff COVID-19 Reopening Plan**

Revised October 9, 2020

Please read this document carefully. In it you will find the most current ICS information regarding our:

- Opening Statement
- Hybrid Model/Cohort Explanation & Virtual Option
- School Day Information
- Health and Safety
- Food Service
- Calendar
- Sports/PE/Extracurriculars
- ICS Collaborations/External Links

### **Opening Statement**

Indianapolis Classical Schools (ICS) will reopen with our Hybrid Plan on **October 22, 2020**, unless otherwise determined as a result of COVID-19. This **ICS Family and Staff COVID-19 Reopening Plan** outlines details for the reopening of Herron High School and Riverside High Schools with COVID-19 considerations. Decisions have been made based on careful analysis of national and local guidance and recommendations, including information from the Centers for Disease Control and Prevention, Governor Holcomb and the Indiana Department of Education, Mayor Hogsett and the Office of Education Innovation, and the Marion County Public Health Department. In the coming weeks and throughout the school year, we will continue to evaluate updated data and guidance and make adjustments as necessary.

Prior to returning to in-person learning, on October 14th, we will bring half of our sophomores onto our campuses to take the PSAT test. The other half of sophomores will take the PSAT on October 17<sup>th</sup>. These dates have already been communicated to sophomore families. (Juniors will take the PSAT later in the school year.)

Also on October 14th, we will continue our tradition of holding Herron and Riverside 101 Freshmen Orientation on both campuses. 9th grade students will attend with their cohorts; more information about timing will be communicated closer to the date. Junior and Senior students will progress through critical college preparatory next steps virtually.

We will begin our Hybrid Model on Thursday, October 22, following Fall Break. Fall break will begin on October 15 as scheduled and will be extended through Tuesday, October 20 for students. This one-day extension will allow our teachers to properly prepare their classrooms for the start of in-person learning with social distancing measures in place. Wednesday, October 21 will be a virtual Office Hours day.

## **Part I: Hybrid Model and Cohort Explanation**

All students will be placed in one of two cohorts, Cohort 1 or Cohort 2.

- Students in **Cohort 1** will attend school on campus on Mondays and Tuesdays, will attend virtual Office Hours on Wednesdays, and will complete online coursework on Thursdays and Fridays.
- Students in **Cohort 2** will complete online coursework on Mondays and Tuesdays, will attend virtual Office Hours on Wednesdays, and will attend school on campus on Thursdays and Fridays.
- For both cohorts, Wednesdays will serve as an additional online school day and will also include virtual Office Hours and virtual one-on-one meetings with teachers. Students will not be allowed on campus on Wednesdays so as to facilitate deep cleaning between cohorts.

Generally, cohorts will be created to reduce class sizes. For example, a 1st period English 9 class that typically has 22 students will now have 11 students in Cohort 1 and 11 students in Cohort 2. It is not possible to split cohorts entirely by grade level (having an entire grade attend in the same cohort) and achieve these same results that promote social distancing. Cohort assignments will also be influenced by some master schedule considerations and family and carpool needs.

### **Cohort Assignment Consideration**

Requests for specific cohort considerations, for example, shared cohorts to accommodate siblings or carpool groups, were included in the recent Family Survey. We will be reaching out to the families who have not yet provided their cohort preferences or virtual choice with a follow-up survey. Families who have already completed the survey will not need to complete the follow-up survey.

### **Choice to Opt-In to Full-Time Virtual Learning**

Families who do not feel comfortable sending their students to campus at this time may opt-in to full-time virtual learning. Students who are enrolled in full-time virtual learning will be able to enroll in all of their pre-selected courses and may experience a mix of group video meetings, recorded video instruction, online coursework via the Google Classroom platform, and live teaching and instruction. These students will also have access to teacher Office Hours and 1:1 meetings on Wednesdays. We will be reaching out to the families who have not yet provided their virtual/hybrid choice with a follow-up survey. Families who have already completed the survey will not need to complete the follow-up survey. Families who choose Virtual Learning will remain with this decision for the duration of the semester.

### **Technology and WiFi**

ICS is committed to providing laptop computers to students who do not have access to a laptop or tablet devices. We will work with families to ensure that all students also have access to wifi at home. A technology survey will be provided in the coming weeks so families can indicate the need to receive a device or a wifi hotspot. Students participating in hybrid learning must bring a charged device to campus with them each day they attend in person.

### **Students with Special Needs**

ICS has reviewed guidance related to serving students with special needs in this time of school model adjustment. Individual implications of the COVID-19 reopening plan for

students with disabilities will be discussed and appropriate programs will be created through parent meetings, case conferences, and teacher of record communication.

## **Hybrid Instructional Model**

### **Definitions**

- **Synchronous:** Occurring at the same time
- **Asynchronous:** Not happening at the same time
- **In-Person Hybrid Students:** Those students in the hybrid model whose cohort is in-person at school on that day
- **At-Home Hybrid Students:** Those students in the hybrid model whose cohort is virtual from home that day
- **100% Virtual Students:** Those students who have chosen to remain virtual from home 5 days a week.

The details of the model are as follows and will be updated as necessary.

- 1) Advisory will be 100% synchronous for At-home Hybrid, In-person Hybrid, and 100% Virtual Students from 9:00a.m. - 9:15a.m. on Monday, Tuesday, Thursday, Friday. At-Home Hybrid Students and 100% Virtual Students will attend via zoom.
- 2) For all other class periods, all students, including 1) In-Person Hybrid students, 2) At-Home Hybrid Students, and 3) 100% Virtual Students, will start class together in person or via zoom. The teacher will take attendance and go over the class period agenda for each group of students. Then, teachers will communicate the expectations for that period to each group, choosing from:
  - a) Keeping At-Home Hybrid and / or 100% Virtual Students live on zoom for the duration of the period for synchronous instruction.
  - b) Releasing At-Home and / or 100% Virtual Students to complete the agenda off zoom asynchronously.

Teachers may vary their expectations from day to day to accommodate different instructional activities; students working virtually from home should always be prepared to stay live on zoom for the entire period unless notified otherwise by their teacher. Students attending in person must bring their fully charged laptop or tablet computer each day to facilitate various activities.

- 3) Wednesdays will continue to be independent work days for students with teacher Office Hours available. Each teacher will offer two hours of Office Hours:
  - a) 1 hour will be a drop-in Office Hour for students on the hybrid model. Teachers will choose their hour between 10-4, and a schedule of each teacher's availability will be published for all students. Note that a teacher's selected Office Hour time may change from what has been offered in Quarter 1 and will be released at the start of Quarter 2.
  - b) 1 hour will be reserved for 100% virtual students, and all ICS teachers will follow the schedule below so that students may visit each content area for support without conflict. Note that teachers may request that all of their 100% virtual

students within a certain subject area attend this Office Hour at a specific time, and those students are expected to make every attempt to do so.

**Wednesday Office Hours for 100% Virtual Students, Beginning the Week of October 26th**

10:00 - 11:00	English
11:00 - 12:00	Math
12:00 - 1:00	Social Studies
1:00 - 2:00	Science
2:00 - 3:00	World Languages
3:00 - 4:00	Electives

**Bell Schedule for Hybrid Learning Days (typically: Monday, Tuesday, Thursday, Friday)**

Advisory	9:00	9:15
A1	9:27	10:42
A2	10:54	1:06
Lunch 1	10:57	11:25
Lunch 2	11:31	11:59
Lunch 3	12:05	12:33
Lunch 4	12:38	1:06
A3	1:18	2:33
A4	2:45	4:00

**Part II: School Day Information**

**Morning Arrival**

To decrease large gatherings, students are asked to arrive on campus no earlier than 8:30 a.m. If work and family schedules do not allow arrival between 8:30 - 9:00 a.m., **Early Arrival** will be offered from 7:30 a.m. to 8:30 a.m. by reservation only. Students who reserve Early Arrival spots will be assigned a designated location to facilitate social distancing.

**Symptom Screening**

All faculty, staff, and students must self-screen for coronavirus symptoms from home each morning using the CDC list of possible symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Anyone exhibiting any of these symptoms should stay home, self-quarantine, reach out to medical professionals for guidance, and contact school personnel via

[contacttracing@herronhighschool.org](mailto:contacttracing@herronhighschool.org) or [contacttracing@riversidehighschool.org](mailto:contacttracing@riversidehighschool.org) or by calling 317-231-0010 to report attendance and determine next steps.

### **Arrival Locations**

Students should plan to enter the door nearest their Advisory classroom. If a student has received a locker, they should enter the door nearest their locker.

**Herron High School:** Door #1 (Russel main entrance), Doors #4 or #5 (southside of Main), and Door #7 (Fesler).

**Riverside High School:** Door #1 (Rotunda main entrance) or Door #2 (right or north of the main rotunda door, directly opposite the Student Services desk).

### **8:30 - 9:00 a.m. Supervision in Advisory**

Students will enter the building and proceed directly to their Advisory classroom. See later section on **Lockers** for pertinent information. Note that Advisory will be before 1st period this year instead of after 1st period.

See section on **Breakfast** for pertinent information.

There will be no morning Office Hours until the school resumes a full 5 day a week schedule. After morning arrival, Advisory will be the first period of the day from 9:00 – 9:15 a.m.

### **Arriving Late to School; Picking Students up Early**

In order to minimize guests in the building, parents/guardians should plan to call Student Services (317-231-0010) or email [attendance@herronhighschool.org](mailto:attendance@herronhighschool.org) or [attendance@riversidehighschool.org](mailto:attendance@riversidehighschool.org) to provide notification of late arrival or request early pick-up for a student. Parents/Guardians picking up their student during the day must be able to confirm their identity via picture ID at the video doorbells at Door 1 before a student will be released.

### **Inter-Campus Bus**

We ask families to consider transportation plans that allow for students to arrive directly to or depart directly from their school in the morning and afternoon. However, the inter-campus bus will continue to be offered to students who need to travel between the two schools either for arrival/dismissal or to attend classes during the day. Additional bus runs will be added in the mornings and afternoons to limit the number of students on the bus and to accommodate social distancing. Seating on the bus will be spaced 6 feet apart and will be clearly marked. After each bus run, the bus seats and door handles will be disinfected. Students must keep their masks on at all times on the inter-campus bus. The bus driver will be required to wear a mask at all times. Bus departure times will be announced closer to the start of school.

### **Dismissal**

To facilitate social distancing, there will be a staggered dismissal at the end of the school day beginning at 4:00 p.m. Upon dismissal from a classroom, students will be required to proceed out of the building and leave campus promptly. Students riding IndyGo bus need to leave campus immediately and proceed directly to their bus stop. Students who are outside on campus waiting for their ride must remain socially distanced and keep their masks on until they have been picked up. As much as possible, we ask families to arrange for student dismissal by 4:15 p.m. each day. Students who must remain on campus to wait for a ride until 5:00 may reserve a spot in 5th period and will have a designated location to facilitate social distancing. After school Office Hours will not take place in-person until we return to full 5 day a week instruction.

### **IndyGo Bus Riders**

Students using the IndyGo bus system need to practice social distancing and wear masks. The IndyGo bus drivers are not responsible for monitoring this. During the first week of school we will offer information and education to all students on keeping safe in public, especially on IndyGo buses.

### **Lockers**

To facilitate social distancing, lockers will not be automatically assigned this year. Students will carry their belongings in their clear backpacks throughout the day; only clear backpacks may be used. Student cell phones must be turned off and may not be accessed throughout the school day. Students who must use a locker will be able to request one via a form released at a later date and will then have access to their locker before school and after school.

### **Passing Period**

The flow of student traffic during passing periods will be directional and will be designated by arrows on the floors of the hallways. Primarily, student traffic flow will follow the typical right-side driving pattern, and students will walk along the right side of the hallway. Students will move through passing periods in 2 closed-loop waves. Students will be assigned a wave based on their last name and will be released and expected to arrive at class based on the specifications of their group.

Wave 1: First 6 minutes of passing period

Wave 2: Last 6 minutes of passing period

### **Classrooms**

Seating in classrooms will maintain a distance of 6 feet between desks. Students will be assigned a seat for each classroom. Teachers will maintain a distance of 6 feet while teaching. At the end of each class period, students may be asked to disinfect the top of their desks and their chairs.

### **Restrooms**

Students must practice social distancing while accessing restrooms. Restroom capacity will be limited in the number of students inside at one time. Students will use restrooms during class time rather than during passing period and must adhere to all guidance and signage about capacity and social distancing. Students must not loiter unnecessarily in the restrooms; however, they should always take the time to wash their hands thoroughly with hand soap and water for at least 20 seconds before leaving the restroom.

### **Off Campus Seminar / Late Arrival and Early Dismissal**

To decrease the number of students present in a seminar or study hall, many juniors and seniors will have Off Campus Seminar scheduled first or last period of the day and will not be required to attend in person. When an 11th or 12th grader has Off campus Seminar at the start or the end of the day, they will be asked to arrive just before 2nd period or depart immediately after 3rd period and to complete their Seminar period from home. Seminars for remaining students will be scheduled and facilitated to decrease class size and allow for social distancing. 9th and 10th grade students who carpool with 11th and 12th grade siblings or students should work with their counselors to address schedule needs.

### **Uniform Updates**

For this school year, students will be able to wear any plain, full-length khaki pants or knee-length khaki shorts as part of the uniform. The khaki pants and shorts do not need to contain the Herron or Riverside logo but must not have cargo pockets or be anything other than

plain khaki. This is to accommodate retail flexibility. All other uniform items will remain the same.

## **Part III: Health and Safety**

### **Face Covering Policy and Expectations**

In adherence to the Marion County [ordinance https://www.indy.gov/topic/covid](https://www.indy.gov/topic/covid) and until further notice, all people on an ICS campus or on the ICS bus will be required to appropriately wear a face covering that tightly covers the nose and mouth at all times other than when they are eating breakfast or lunch or drinking. This includes, but is not limited to, teachers, staff, students, visitors, parents, vendors, food service personnel, housekeepers, maintenance personnel, and coaches. Face masks must be worn to closely cover the mouth and nose.

EXCEPTIONS for face coverings:

- Anyone with a health condition that makes the wearing of a face covering a risk to his/her health. Documentation must be provided to the school nurse prior to a student attending school without a mask.
- When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, etc.
- A student who is unable to remove a face covering on his/her own.

The Governor of Indiana has provided one mask for every student. All students should have at least two masks, one for each day they attend school in-person. Reusable masks should be washed according to specifications after each day of use.

The CDC recommends masks that contain two or more layers to stop the spread of COVID-19. Mask design must be school appropriate and may not include any writings or images that are vulgar, profane, reference violence or illicit substances, are gang-related, constitute racial or ethnic slurs, or may otherwise be construed as offensive, lewd, indecent, or disruptive.

### **Social Distancing Policy and Expectations**

ICS will adhere to the recommended social distancing standard of 6 feet.

- Markers and arrows will be placed around the campuses to guide students on these expectations. Passing periods will be extended to accommodate the directional flow and social distancing between classes.
- Class sizes will be reduced to 50% of normal usage by dividing the student population into two cohorts.
- When possible, classes may be held outside.
- Lockers will not be used this year to eliminate the close contact necessary for their use.
- Dismissal at the end of the day will be staggered, beginning at 4:00 p.m.
- There will be no large-group morning arrival location; rather, students will proceed directly to their Advisory.
- Plexiglass shields will be installed around the Student Services desks at both schools. Additionally, desk shields will be used in one-on-one meetings.
- Meetings with parents and guardians will occur virtually whenever possible.

### **Visitors**

Parents and visitors will not be allowed in the buildings unless they have made an appointment

to do so. If a parent or visitor has an appointment, they will be asked to sign in as per usual policy and wear a mask at all times.

### **Becoming Symptomatic During the School Day**

When symptoms are exhibited by a staff or student while in our school facilities during the school day, a health department-approved procedure will be implemented to screen for symptoms of COVID-19. As determined by the school nurse, staff or students exhibiting symptoms will be safely and immediately isolated under appropriate supervision in the school building until they can leave. Parents/guardians who are called to pick-up a student exhibiting symptoms must arrive within 60 minutes.

Marion County Health Department encourages staff and students to contact and work with their appropriate health care providers on COVID-19 concerns and follow guidance on self-screening and self-reporting symptoms.

### **Positive Cases Protocol**

If a student or staff member contracts the coronavirus and tests positive, parents or guardians should contact their appropriate health care provider and notify the school, and the student should stay home to self-quarantine. The Marion County Health Department will guide the school in length of self-quarantine, possible school closure, notifications and contact tracing with students, faculty, and staff.

If a student or staff member has direct exposure to someone outside of school who tests positive for coronavirus, the school must also be notified and the student or staff member remain home for a time to be determined by healthcare professionals and the Marion County Department of Health.

The following linked document, in addition to ongoing guidance and communication with the Marion County Department of Health, will guide decision-making related to when a student, faculty, or staff member can return to school whether they test positive, test negative but exhibit symptoms, have direct exposure, or exhibit symptoms but do not receive a test:

[https://www.coronavirus.in.gov/files/20\\_Student%20Guidance%20for%20Return%20to%20School.pdf](https://www.coronavirus.in.gov/files/20_Student%20Guidance%20for%20Return%20to%20School.pdf)

### **Parent/Guardian Contact Information**

All parents and guardians are asked to update their Emergency Contact Information in PowerSchool. This updated information will ensure that we will be able to make contact immediately if a student should become ill or show Covid-19 symptoms. Contact Information Change Form:

<https://www.riversidehighschool.org/families/forms-policies/update-contact-information/>

### **Water Fountains**

Water fountains will not be available until school resumes to a normal 5 day a week schedule. Bottle filling stations will be available. Bottled water will also be available at lunch. All students are highly encouraged to bring their own full water bottle each day.

### **Cleaning and Disinfecting Protocols during COVID-19**

Keeping students and staff safe as we reopen our schools is our primary concern. The following protocols have been put into place for the safety of all students, faculty, and staff. All cleaning and disinfectant supplies are in compliance with the Centers for Disease Control and Prevention.



- The buildings will be fogged with a fine mist disinfectant one week prior to reopening the buildings.
- High-touch areas will be cleaned and disinfected every two to three hours throughout the school day.
- Hand sanitizing stations will be available at every entrance and at strategic locations throughout the buildings.
- Hand sanitizer bottles and disinfectant wipes will be placed in every classroom and made available to students.
- Desks will be disinfected at the end of each class period.
- Flat surfaces such as desks and counters will be cleaned and disinfected each evening.
- Floors will be mopped with a cleaning/disinfectant solution every evening. Carpeted areas will be vacuumed using HEPA filters. These filters will be replaced on a daily basis.
- Bathrooms will be disinfected after each passing period.
- Buses will be disinfected after each bus run between the schools.
- On Wednesdays, the buildings will be deep-cleaned and disinfected, including giving attention to the non-frequented areas of the school.

## **Part IV: Food Service**

A new waiver from the U.S. Department of Agriculture, which extended summer meal programs, will allow ICS cafeterias to provide free meals to all students on a temporary basis until December 31, 2020 (or until the Federal funds are depleted, whichever comes first).

### **Breakfast**

Breakfast will be available upon entering the building. Students wishing to eat breakfast must enter at Door #9 (Herron) or Door #1 (Riverside); they will be directed to the appropriate location to pick up and eat breakfast. All packaging, utensils, and containers used for meals will be disposable.

### **Lunch**

We will continue with a rotation of four lunches during the 2nd period. Lunches will be served in multiple locations to decrease gathering size and facilitate social distancing.

- Hand sanitizing stations will be available at the entrances to each lunch pick-up location.
- Dismissal from the classrooms for lunch pick-up will be staggered.
- Students will form socially distanced lines at each lunch pick-up location, using the floor markers to remain 6 feet apart. While in line, students must keep their masks on.
- Food items will be pre-packaged; self-serve items will be eliminated.
- Vending machine service will not be available until we return to a normal 5 day school week.
- Students will choose their permanent lunch seat in the second week of hybrid instruction. Based on CDC and local medical professional recommendations, and in order to promote social distancing and facilitate contact tracing if necessary, students will then remain with that seat assignment through Semester 1.
- Students may remove their masks *only* when they eat and drink. After finishing their lunch, students must put their masks back on before taking away their trash.
- All packaging, utensils and containers used for meals will be disposable. Trash will be picked up and disposed of promptly after each lunch.
- Food sharing will be prohibited.

### **Wednesday and Non-At-School Day Meals**

Meals will be made available to students on the days they are not scheduled to be physically at school in accordance with IDOE guidelines. More information will be released about meal provision.

### **Additional Items**

#### **2020-2021 Calendar**

ICS will retain our basic calendar for the school year. Events like Meet the Teacher Night, Parent Teacher Conferences, etc., will be held virtually. A fully revised 2020-2021 calendar with specifics for each cohort will be released soon and available on school websites.

#### **Key dates for 2020-2021 Academic Year**

##### **Semester 1**

Wednesday, October 14

PSAT / Freshman 101 Day

Saturday, October 17

Optional PSAT day

Friday-Tuesday, October 15 - 20

Fall Break, NO SCHOOL

Wednesday, October 21

Virtual Office Hours

Thursday, October 22

Hybrid Plan begins

Monday-Friday, November 23 - 27

Thanksgiving Break, NO SCHOOL

Monday, November 30

Classes resume at 9:00 a.m.

Fri, December 18 - Mon, January 4

Winter Break, NO SCHOOL

##### **Semester 2**

Tuesday, January 5

Classes resume at 9:00 a.m.

Monday, January 18

Dr. Martin Luther King, Jr. Day, NO SCHOOL

Friday-Monday, February 12-15

Presidents' Day Weekend, NO SCHOOL

Tuesday, February 16

Classes resume at 9:00 a.m.

Fri, March 26-Fri, April 2

Spring Break, NO SCHOOL

Monday, April 5

Classes resume at 9:00 a.m.

Wednesday, May 19

Herron HS Commencement, Class 2021

Monday, May 24

Riverside HS Commencement, Class 2021

Monday, June 7

Last Day of School 2020-2021

### **Sports**

ICS has begun our return-to-play athletics plan in accordance with IHSAA's plan. Athletic plans can be found at:

<https://goherronathletics.com/2020/06/30/hhs-return-to-play-guidelines/>

<https://goriversideathletics.com/2020/06/30/riverside-high-school-return-to-play/>

### **PE**

Whenever possible, PE class will be held outdoors. Locker room usage will be restricted to limit capacity and promote social distancing. When PE is held indoors, students will be socially distanced and will refrain from vigorous physical activity. Masks will be worn when indoors.

### **Clubs/Extracurricular Activities**

All clubs and extracurricular activities will be held virtually for the time being.

### **Choir/Performance Groups**

Choirs and instrumental ensembles will continue to meet. For choir, in-person, indoor rehearsals will be limited to classroom activities without singing. Woodwind and brass instruments will also not be played during group rehearsals. Instead, students will focus on theory, analysis, technique, and performance review. Singing and playing of woodwind and brass instruments will be facilitated via virtual office hours and online instruction. If possible, some rehearsals may be able to be held outdoors in small groups, socially distanced, and with appropriate caution.

**Updates to this plan will be made and released as necessary.**

### **ICS Collaboration and External Links**

Marion County Health Department COVID-19 Information

<http://marionhealth.org/covid-19/>

Indiana State Board of Health Covid-19 Testing Information

<https://www.coronavirus.in.gov/2524.htm>

Free Face Masks for Marion County Residents

[indy.gov/masks](http://indy.gov/masks)

Center for Disease Control Information on COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Indiana Department of Education Reopening of Schools Guidance

<https://www.doe.in.gov/sites/default/files/news/june-5-class-document.pdf>