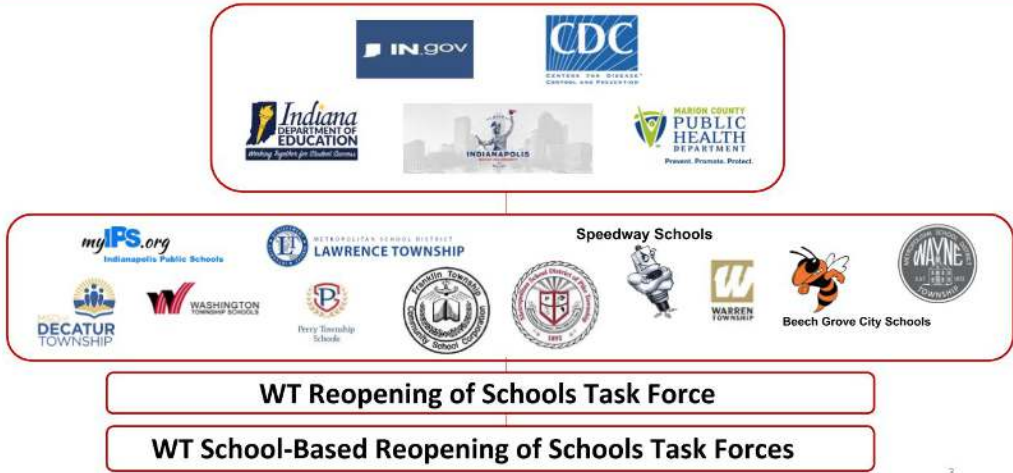


**Washington Township Schools COVID-19 Operations Plan**  
*Washington Township (WT) School Board Approval July 6, 2020*  
*Washington Township (WT) School Board Vote on Updated Plan March 2, 2021*

**Introduction**

This plan for WT has been developed in collaboration with Indiana Department of Education (IDOE), Mayor Hogsett’s Office, Indiana State Department of Health (ISDH), Marion County Public Health Department (MCPHD) and with the benefit of the U.S. Department of Health and Human Services’ Center for Disease Control and Prevention (CDC) guidance. Additionally, a WT Reopening of Schools Task Force representative of school board members, health care professionals, administrators, teachers, parents, community members, athletics, facilities, child nutrition and transportation have reviewed and given feedback on the plan. Each school will also have a Reopening of Schools Task Force with broad-based stakeholders to work through implementation of the details and logistics in this plan specific to each school site. **This Plan is contingent upon executive orders related to COVID-19 from the Governor’s office or directives from IDOE, Mayor’s office, ISHD or MCPHD.**

**WT Collaboration for Reopening of Schools**



We strongly recommend all staff and parents review the COVID-19 Plan and Resolution and hold age appropriate conversations with students. **Please be mindful that COVID-19 continues to be a fluid situation, and we remain under the direction of the Governor's office, Mayor’s office and State/Local Health Department. Our priority is to maintain the health and safety of our staff, students, and families.**

## COVID-19 Authority for School Opening/Closure

Effective March 15, 2021 (Start of 4th Grading Period) - Through the End of the School Year

Preschool	Elementary Schools	Middle Schools	High School
<b>Option #1</b> Full time In-Person Learning 4 days per week  <b>Option #2:</b> Full time Virtual Learning Academy from home	<b>Option #1:</b> Full time In-Person Learning  <b>Option #2:</b> Full time Virtual Learning Academy from home	<b>Option #1:</b> 4 Days (Tue.-Fri.) In-Person, 1 day virtual (Mon.)  <b>Option #2:</b> Full time Virtual Learning Academy from home	<b>Option #1:</b> Hybrid Learning 2 days in-person and 3 days virtual per week <i>*See additional notes below</i>  <b>Option #2:</b> Full time Virtual Learning Academy from home

WT Schools will follow [school guidance](#) and directives from MCPHD for opening/closure of schools due to COVID-19.

Any school/district events held on or off (i.e. Prom, Commencement, etc.) WT Schools property will follow public event guidelines and protocols from [MCPHD public health orders and executive orders from the Mayor’s office](#).

\*Additional Notes for Secondary Grades 9-12 When Schools are Open:

- The secondary administrative team will continue to review opportunities to implement an increase for in-person learning days in accordance with [MCPHD public health order guidelines](#).  
 Criteria may include but are not limited to the following: GPA of 1.9 or below; mental health challenge documented by health professional; significant achievement performance decline from previous performance; engagement and attendance decline in multiple courses; danger of failing to meet minimum graduation requirements. School leadership teams will determine students who may meet criteria for additional in-person learning days and collaborate with families accordingly.
- When MCPHD COVID-19 School Guidance (through public health order) allows High School to transition to more in-person days and/or changes the social distancing requirement from 6 ft. to 3 ft., North Central, True North and JEL can transition to 4 days per week in-person while applying all protocols.

## Frequently Asked Questions on COVID-19 Operations

1. Q: Will students and staff be required to wear a face covering at school?  
A: Yes, face coverings are required both inside and outside on school property and using school equipment such as buses for all students. Details and exceptions, are located in the comprehensive plan.
2. Q: Due to COVID-19, can I enroll my student in a virtual learning option in WT and how long will this commitment be?  
A: Yes, parents/guardians of PK-12 may choose to attend the [WT Virtual Learning Academy](#). Special programs, such as JEL Career Center, may have in-person requirements as outlined in the plan.
3. Q: If a family selects the Virtual Learning Academy will there be connectivity support from WT?  
A: Chromebook or iPad devices are available for checkout by all Washington Township students. Internet support is available on an as-needed basis through your students' school social worker(s).
4. Q: Why are there differences in CDC guidance and MCPHD guidance to public schools?  
A: CDC makes general recommendations but local health departments are tasked to personalize the guidance based on public health data in that area.
5. Q: If a student or staff member has been exposed, per the health department guidelines, to a person with a confirmed case of COVID-19, what should they do?  
A: Contact their health care provider for directions and notify the Principal or supervisor immediately. WT Schools will follow the protocols from the local and state health departments.
6. Q: What happens if a staff member or a student is confirmed with COVID-19?  
A: The confirmed COVID-19 person should follow the directions from their health care provider and notify the Principal or supervisor immediately. WT Schools will follow the steps outlined by MCDPH for confirmed COVID-19 cases. [Resource for understanding COVID test results](#).
7. Q: What will happen on school buses?  
A: Parents/guardians are encouraged to transport their students to school per MCPHD. All students and staff on school buses are required to wear a face covering appropriately

unless they meet the requirements for exemption per procedure. Students will have assigned seats; no more than two to a seat; students from the same household will be seated together. Weather permitting, the bus windows will be open to increase outside air circulation.

8. Q: Why is social distancing 3-6 feet?

A: The recommended 3-6 feet social distancing for schools is a guideline from MCPHD and the American Academy of Pediatrics.

9. Q: Can a school or multiple schools close again due to COVID-19 once reopened?

A: Yes, a school or multiple school closures are possible due to continued concerns from COVID-19. Public schools are under the direction of the Governor's office, the Mayor's office and the Marion County Public Health Department since COVID-19 is a public health issue. These government agencies would issue closure notices to WT for one or more schools. Additionally, schools can close based on the thresholds the School Board established in this plan.

10. Q: What supports are available for students with language support needs (English as a New Language, ENL)?

A: Principals and ENL teachers will collaborate with the general education teacher to ensure that the appropriate supports and accommodations are provided to students. The team in collaboration with parents/guardians will review the student's plan and adjust the plan appropriately to meet the unique needs of the student.

11. Q: How long is this plan in effect?

A: This plan is in effect until we are directed otherwise by the School Board, Governor, Mayor, and/or Health Department for COVID-19 implications.

12. Q: Will students selecting the Virtual Academy be eligible for in-person extra/co-curricular activities including athletics?

A: Yes, Virtual Academy students may participate in extracurricular and/or co-curricular activities or competitions at the secondary level that are offered in-person. All students may also participate in activities that are offered virtually. Transportation to school will not be provided to students in the Virtual Academy who choose to participate in extra/co-curricular activities including athletics.

## COVID-19 Resources

[COVID-19 Information for WT Schools](#)

[Reopening of Schools Info for WT](#)

[Marion County Public Health Department COVID-19 Info](#)

[COVID-19 Testings Sites in Marion County](#)

[Free Face Masks Form for Marion County Residents](#)

[MCPHD COVID-19 School Guidance Dashboard Rate of Positive Cases](#)

[IN Department of Education Reopening of Schools Guidance Document](#)

[Center for Disease Control Information on COVID-19](#)

[Visual Poster Resources for COVID-19](#)

[The American Academy of Pediatrics Reopening of Schools Guidance](#)

## COVID Operations Plan Details

<b>COVID Operations Plan Details</b>	
	<p><b>WT Schools &amp; Facilities Implementation Plan</b>  <i>(this applies to all WT property, outdoor facilities and indoor facilities)</i></p>
Procedures for Confirmed COVID-19 Cases	<p>ISDH established <a href="#">procedures for a confirmed COVID-19 case</a> by staff or students that WT will follow. Additionally, WT will be under direction of MCPHD for additional procedures, notifications, quarantine determinations, etc.</p>
Facility Cleaning Procedures	<p>WT Schools has implemented the following additional facility cleaning and disinfecting procedures:</p> <ul style="list-style-type: none"> <li>● Clean and disinfect high-touch areas, such as doorknobs, light switches, sinks and toilets, etc.) throughout the day.</li> <li>● Spray bottles with cleaning fluid, and paper wipes/towels are available in classrooms and common areas for increased cleaning of hard surfaces throughout the day. Hand sanitizer with at least 60% alcohol will be available throughout the facilities for increased accessibility.</li> <li>● Students will have increased and extended bathroom breaks for frequent and adequate handwashing.</li> <li>● Playground equipment will be cleaned and disinfected daily. Playgrounds are closed for public use due to the capacity of WT to disinfect the equipment.</li> </ul>

- Air quality will be monitored at a regular frequency and the air filters will be replaced as appropriate. Fans will be provided as requested and/or in locations that may have restricted airflow.
- All buses will be disinfected between each dropoff and pickup of students.
- Staff and students may be asked to support additional cleaning and disinfecting of high-touch areas and shared/personal use materials throughout the day. Utilizing staff and students to clean and disinfect high-touch areas and shared/personal use materials will provide extra support for maintaining a healthy learning environment and continues a current practice.

Social Distancing & Face Covering

Expectations



General Social Distancing Expectations (applies to all levels and facilities in WT):

**Face Coverings:**

- Acceptable face coverings [How to Wear a Face Covering:](#)
  - Must cover nose, mouth, and secure under the chin while fitting snugly against the sides of the face
  - May use items such as scarves, bandanas, cotton material ([DIY Face Coverings, How to Make Your Own Face Covering by Surgeon General, Dr. Jerome Adams](#)), in lieu of a traditional medical face mask
  - Face coverings must not violate the attire code for obscene, vulgar or inappropriate material.
  - The CDC states masks with exhalation valves or vents SHOULD NOT be worn to prevent the person wearing it from spreading COVID-19 to others. [Click here to view CDC Considerations for Wearing Masks.](#)
- Face Covering Expectations:
  - Staff Expectations: Staff will wear a face covering, even when social distancing is in place, unless exemption is met. If the staff member is alone in a work space, they may remove the face covering.
  - Grades PreK-12 Student Expectations: Face covering required even when social distancing is in place except for exemptions.
  - Singing will require a face covering even if social distancing is applied.
  - Face coverings are required at recess except for exemptions.
- Exemptions for wearing a face covering *NOT* requiring approval:
  - Anyone who is unconscious or incapacitated.
  - When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, playing instrument with mouthpiece, etc.
  - When the wearing of a face covering by a teacher may impede the student’s learning (i.e. hearing impaired services, speech pathologist, special needs services). In these rare circumstances a plastic divider must be used along with a face shield and social distancing.
  - A student or staff member who is unable to remove a face covering on his/her own.

- Anyone who is having trouble breathing.
- When doing an activity that causes heart rate to increase with strenuous physical activity (i.e. PE class). In this circumstance social distancing must be applied.
- Exemptions for wearing a face covering REQUIRING approval:
  - Health condition that makes the wearing of a face covering a risk to his/her health. The procedure for a staff or student to request an exemption to wearing a face covering:
    - Must provide a doctor's order on the physician's letterhead stating the reason a face covering cannot be worn and whether or not a face shield may be worn instead.
    - Submit an official request to Coordinator of Health Services, [sndavis@msdwt.k12.in.us](mailto:sndavis@msdwt.k12.in.us) for review and approval.
    - Once approved, principal/supervisor and school nurse will be notified by the Coordinator of Health Services.
    - A pass will be completed by the school's administration, laminated and given to the student/staff to carry with them at all times while on school property.
- Face Shields
  - As of June 28, 2020, the CDC states the following regarding face shields:
 

[Considerations for Wearing Cloth Face Coverings:](#)

    - CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.
    - Some people may choose to use a face shield when sustained close contact with other people is expected.
    - If face shields are used with a mask, they should wrap around the sides of the wearer's face and extend to below the chin.
    - Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

### **Social Distancing:**

#### General Social Distancing Expectations:

- Students should be seated 3-6 feet apart.
- Teachers and students are to maintain a 3-6 foot distance when feasible.
- Move classes outside when weather permits and is feasible for instruction.
- Students will be placed in cohorts in elementary schools as much as possible (the same students grouped together).
- There will be no field/study trips during the school day or any student trips.
- All staff lounges will be closed for eating due to confined space and inability to wear a face covering while eating. Staff lounges may be used for non-eating activities while implementing social distancing, properly wearing a facial covering. Additionally, areas in schools not used for instruction, such as staff lounge, may become designated isolation areas for a person exhibiting COVID-19 symptoms



awaiting pick-up as needed.

- For areas of the school or WT facilities where lines may regularly develop such as the front office or bookstore, the staff will mark off designations for places to stand to provide a visual cue for social distancing from the targeted person with whom the person is speaking.
- Convocations, assemblies, and events during the school day that bring non-essential visitors into the school will be prohibited.
- School events beyond the school day may occur with strict times to limit the number of people in the building at a time, to adhere to MCPHD guidelines for public events or policy by the WT School Board. Face coverings are required to be worn by all attendees over the age of 2 years.
- Small group instruction is permitted but must be limited to less than 15 minutes with any given group of students (teachers and students should wear face coverings during this time).
- Staff meetings, training, professional development, etc. may be held in-person or virtually: When meetings are in-person, face coverings properly worn are required and meetings should occur in spaces large enough to meet social distancing 3- 6 feet guidelines. Staff members may choose to remain virtual for in-person meetings.
- Clear dividers may be used in instruction situations where social distancing is not possible in combination with face coverings unless an exemption is met.

Elementary School Social Distancing Expectations (in addition to general expectations):

- Special Areas:
  - Physical education and music will take place outdoors when possible.
  - Special area teachers will clean high-touch areas and materials between classes.
  - Classroom seating will be spread out. Pulling groups of students together will be limited.
  - Singing may take place indoors under the following conditions:
    - students must wear a mask at all times
    - singing will be limited to 30 minutes per class period and teachers must allow for one full air exchange (at least 30 minutes) prior to allowing another class or group of students to begin singing in that space
    - students will all face the same direction when singing
    - all rehearsal spaces must be set up to maximize social distancing of 3-6 feet
  - Students will continue to visit the library and check out books.



- Arrival/Dismissal:
  - Transportation by personal vehicle is encouraged. Parents/Guardians are encouraged to transport their students to/from school when possible.
  - Drop off time for car riders will begin at 8:00 AM for all elementary schools. No student drop-off, including outside, will be allowed prior to this time due to supervision.
  - All students will go directly to their classrooms upon arrival.
  - Student Late Arrival or Early Release - Parents can bring in students who are late or need to be picked up early, but they will not be allowed beyond the front office. Parents must always wear face coverings when entering the building even if the duration of the visit is not expected to be long.
- School Day:
  - A reduced number of students will be on the playground at a time. Face coverings must be worn by all students.

Secondary Schools Social Distancing Expectations (in addition to general expectations):

- Band/Orchestra:
  - Students should sit all facing the same direction to minimize potential exposure.
  - Woodwind and brass Instruments should not be shared.
  - If string instruments must be shared, they should be disinfected between use.
  - Percussion students should not share mallets without properly disinfecting them, unless students are wearing gloves.
  - Students will be assigned times to pick up and return instruments from lockers to encourage social distancing.
  - Class may occur in a gymnasium whenever physical education classes are outside.
  - Facial coverings must be worn by all students and staff prior to entering the performing arts room. Facial coverings should continue to be worn until all students are seated and ready for instruction (example, long rests, sectional work, moving around the room, etc.)
  - In instrument groups where a mask cannot physically be worn, the mask should be worn over the chin and replaced during periods where the student is not playing. Students should not talk without a mask.
  - [Instruments should be cleaned per guidance](#) from the National Federation of High School Associations (NFHS), National Association for Music Education (NAfME), and National Association of Music Merchants (NAMM)
  - The district will provide special musician masks and bell covers for band students where appropriate.
- Choir
  - Singing may take place indoors under the following conditions:
    - students must wear a mask at all times

- singing will be limited to 30 minutes per class period and teachers must allow for one full air exchange (at least 30 minutes) prior to allowing another class or group of students to begin singing in that space
  - students will all face the same direction when singing
  - all rehearsal spaces must be set up to maximize social distancing of 3-6 feet
  - Class may occur in a gymnasium whenever physical education (PE) classes are outside.
- Physical Education (PE)
  - PE teachers will create scheduled locker room access in order to allow students to socially distance as much as possible while changing in and out of PE uniforms.
  - PE will be taught outside whenever the weather permits, and the heat index is between 50 degrees and 85 degrees.
- Arrival/Dismissal:
  - Transportation by personal vehicle is encouraged. Parents/guardians are encouraged to transport students to and from school whenever possible.
  - Students should not be dropped off or walk on to school property until the following times (students involved in athletic practices prior to school are exempt from this schedule but must be under the supervision of a coach):
    - North Central High School and JEL 6:50 AM
    - Middle School 9:00 AM
  - Parents/guardians are expected to pick up students no later than fifteen minutes after the end of school, practice, or an event in order to prevent students from gathering in an unsupervised situation.
  - Student Late Arrival or Early Release - Parents/guardians can bring in students who are late or need to be picked up early, but they will not be allowed beyond the front office. Parents/guardians should always wear face coverings when entering the building even if the duration of the visit is not expected to be long.
- School Day:
  - Class periods may be modified where necessary to allow for proper social distancing.
  - Students will be expected to be moving in the hallways, i.e. not stopping to talk to others, during passing periods to prevent gatherings and to social distance as much as possible.
  - Students will be strongly encouraged to socially distance before school, during lunches, and after school in all large gathering places such as the student center, gyms, cafeterias, and any large space where students may congregate. Face coverings must be worn except while eating or if the student has an exemption..
  - Students will have to carry all of their belongings in their backpacks because, with a few exceptions, students will not be assigned or have access to hall

lockers Exceptions may be considered for students through a request by a parent/guardian to the Principal.

School Meal Service Social Distancing Expectations (in addition to general expectations):

- There will not be any self-serve food items.
- Napkins and silverware (disposable if possible) are provided directly by staff, not for individuals to grab.
- Sneeze guards will be in every cafeteria serving line. There are floor markings adhered to the cafeteria floor to promote social distancing while waiting in line.
- There will be no shared food or shared food tables, i.e. no staff pitch-ins; no shared food or snacks brought in by staff, student or families; and no food/drinks will be served or purchased at the school during or following student activities (sporting events, clubs, concerts, plays, etc) .
- Limit cash transactions. Staff handling cash will not, also, handle food.
- Personal Protective Equipment (PPE) will be provided to all food service staff, preparing and serving food. The PPE provided will include a face shield, face covering, and gloves and must be worn at all times while preparing, serving and cleaning up after meals.
- Elementary School Meal Service
  - Students may eat in the classroom and/or in the Cafeteria with all social distancing protocols followed.
  - Breakfast will be eaten in the classroom. Food will be available for pick up-
  - Lunch ~~will~~ may be eaten in the classroom
  - Cafeteria serving lines ~~will not~~ may be open for pick-up of pre-packaged meal packs
  - Specific meal identification will be provided for students with documented allergies or special dietary needs
  - Menus will be limited and include all components of a reimbursable meal
  - Meal payments will continue to be collected through on-line payments (MyPaymentsPlus)
- Middle and High School Meal Service
  - Breakfast and lunch meal service method will follow the process as in the past with social distancing modifications where possible
  - Menu choices will be limited (all food items will be wrapped or covered) - Same items will be available on all serving lines
  - Sneeze guards will be in place
  - Placemarkings on the floor will be provided to support social distancing
  - Students will scan their own ID at checkout
  - Cash transactions are limited and students will be encouraged to use on-line payments through MyPaymentsPlus. Additionally, a payment dropbox and/or kiosk will be available if feasible (currently being explored). One cash line will be implemented if feasible, however there will be no change provided. All change will be deposited to the meal account
  - Tables will be cleaned and disinfected after each meal service.

	<p>Transportation Social Distancing Expectations (in addition to general expectations):</p> <ul style="list-style-type: none"> <li>● Transportation by personal vehicle is encouraged.</li> <li>● Drivers and staff on the bus are required to properly wear an approved face covering at all times.</li> <li>● Use assigned seating.</li> <li>● Space students apart as much as is feasible.</li> <li>● Students are required to wear a face covering during bus transportation.</li> <li>● Open windows for cross ventilation as weather permits. Students and staff may be asked to support the opening of windows.</li> <li>● Students will be assigned a seat on the school bus by grade level as per the transportation handbook. Siblings, or students from the same household, will be assigned to the same seats.</li> <li>● Any transportation addition or change requests will require 5 school day’s notice to the WT transportation department for bus routing. New student enrollees will have the customary 2 days required to notify the WT Transportation of their transportation needed</li> <li>● To contact the WT Transportation Department call: 317-254-5510 <ul style="list-style-type: none"> <li>○ <i>GENERAL QUESTIONS</i>: Kamaren Banks, phone extension 42225 or email <a href="mailto:kbanks@msdwt.k12.in.us">kbanks@msdwt.k12.in.us</a></li> <li>○ <i>ROUTING NOTIFICATIONS/CHANGES ONLY</i>: Aylissah Willis, phone extension 42104 or email <a href="mailto:awillis@msdwt.k12.in.us">awillis@msdwt.k12.in.us</a></li> </ul> </li> </ul>
<p>Review Procedures for Tracking COVID-19 Confirmed Cases and Contact Tracing</p>	<p>Staff - Staff will follow normal HR attendance reporting procedures. Staff who are notified about a positive COVID-19 result are required to notify their supervisor immediately. Confirmed COVID-19 cases will be reported to MCDPH by designated WT staff. The MCPHD will conduct any necessary contact tracing and keep records on confirmed COVID-19 cases.</p> <p>Students - Parents of students who are notified about a positive COVID-19 result are required to notify their Principal immediately. All normal student attendance procedures will be followed as outlined in the School Board approved <a href="#">Student Handbook</a>. Absences will be recorded in the student management system, accordingly per normal procedure. Confirmed COVID-19 cases will be reported to MCPHD by designated WT staff. WT in conjunction with the MCPHD will conduct any necessary contact tracing and keep records on confirmed COVID-19 cases.</p> <p>WT will be terminating any attendance incentive rewards systems and recognition programs related to attendance.</p>
<p>Develop Screening Procedures for Those Who Display</p>	<p>A procedure for our school health clinics will be implemented to screen for symptoms of COVID-19 when symptoms are exhibited by a staff or student while in our school facilities during the school day. These procedures will follow the <a href="#">IN State Department of Health COVID-19 Screening Decision Tree</a>. Staff or students exhibiting symptoms of COVID-19 during the school day, as determined by the school nurse, will be safely and immediately</p>

Symptoms at School	<p>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 min. Parents need to make sure emergency contacts in our student information system are updated.</p> <p>MCPHD 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. <a href="#">Symptoms of COVID-19</a></p>
Review Staff & Student Opportunities in the School Day for Increased Hygiene (handwashing, etc.)	<p>Restroom and handwashing times will be set throughout the elementary school day: arrival, before eating, after restroom, after using shared equipment. Secondary school schedules will be modified where necessary to allow for additional handwashing at various times across the school day.</p> <p>Portable hand sanitizing stations are available throughout all WT schools and buildings at designated locations. Hand sanitizer is only encouraged when soap and water is not available.</p> <p>Use water stations for cup or bottle refills only. Water fountain spouts will be closed. WT staff and students will be encouraged to bring their own water bottles from home.</p>
Review School Health Clinic Procedures	<p>Each school will follow normal health clinic procedures as outlined in the School Board approved Student Handbook.</p> <p>All staff and students who are sick are required to be fever free, without use of fever-reducing medication, for at least 24 hours before returning to school.</p> <p>WT school nurses will not be administering nebulizer treatments or other aerosol-producing treatments in our schools for the 2020-21 school year as recommended by the CDC. If there are concerns about this policy and a student, please contact the Coordinator of Health Services, Stacia Davis (<a href="mailto:sndavis@msdwt.k12.n.us">sndavis@msdwt.k12.n.us</a>); 317-259-5265 x4409</p>
Student Health Plans	<p>The Coordinator of Health Services, Stacia Davis (<a href="mailto:sndavis@msdwt.k12.n.us">sndavis@msdwt.k12.n.us</a>); 317-259-5265 x44089, has met and will continue to meet with each clinic nurse, in conjunction with building Principal and IU Health to ensure all student health plans are updated and implemented accordingly.</p> <p>The Coordinator serves as a point of contact for all health related procedures and plans (IHP, 504, etc).</p>
Staff Health Plans	<p>Staff Health Plans will be coordinated via the WT Benefits Specialist in accordance with ADA/FMLA/FFCRA guidelines:</p> <ol style="list-style-type: none"> <li>1. When a staff member presents <u>documentation from a physician</u> and requests an accommodation to their work provisions that meets the requirements of ADA we will</li> </ol>

	<p>engage in interactive dialogue per our past practice and will follow ADA guidance as we do so.</p> <p>2. When a staff member presents <u>documentation from a physician</u> that indicates that they are unable to work or telework due to a medical condition affecting them or a person or dependent family member (as defined under FMLA) the employee will be provided with appropriate FMLA/FFCRA documents per WT past practice.</p>
<p>WT Extra-Curricular and Co-Curricular Activities</p>	<p><u>Elementary Before/After School Activities:</u> AYS (before and after school programming) will remain open. After school remediation and activities may be offered for designated students due to academic loss during COVID-19. After school buses may run per normal schedules if remediation and activities begin.</p> <p><u>Secondary Before/After School Activities:</u> After School Buses - Buses will be available after school for middle &amp; high school but the schedule may be modified. Buses may be available for elementary students participating in remediation opportunities.</p> <p>Non-Athletic &amp; Marching Band - Secondary schools are encouraged to conduct non-athletic extracurricular and co-curricular activities virtually whenever possible. When virtual is not possible, both staff and students must wear face coverings. Exceptions for facial coverings established by MCPHD are allowed if documentation is provided by staff to their supervisor or to the nurse if the exception is for a student.</p> <p>In-person extracurricular and co-curricular events or programs will require approval by the Principal; and WT athletics for grades 6-12 may commence in accordance with MCPHD guidance using Indiana High School Athletic Association (“IHSAA”) and Indiana Department of Education (“IDOE”) protocols. MCPHD guidance must be followed, even if it is different than IHSAA protocols.</p> <p>Extracurricular activity participation is optional, and participants should follow guidance of their health care providers regarding participation. Transportation will not be provided for practice during virtual school. Extracurricular schedules cannot interfere with virtual academic schedules.</p> <p>Extracurricular activities may not continue, and may be suspended, without a head coach, assistant coach, or sponsor/teacher in attendance due to COVID-19 implications.</p> <p>Secondary School Athletics - Given that we are now in phase III of the IDOE/IHSAA plan which is the foundation for the plan established by the district in the area of athletics, the athletic directors have established expectations for each sport, including events. Please note that these expectations include some constraints that are above what was expected by the IHSAA plan. The IDOE/IHSAA recommendations are listed here. <a href="#">IDOE Guidance for Reopening Schools document in Appendix C (starting on page 18)</a>. Coaches and Athletic Directors will communicate details to athletes and parents/guardians prior to the beginning of</p>

	<p>the season. Parents must sign off indicating that they attended the student/parent expectation meeting live or that they watch the recorded version in its entirety. In addition, parents and students must sign the Protect Pledge indicating that they are in agreement with and will abide by the expectations of them as an athlete and a team member prior to participation in any practices.</p> <p>Virtual Learning Academy Students - Students who select the Virtual Learning Academy option will be able to participate with in-person extracurricular and co-curricular activities and competitions related to those activities. Transportation to school will not be provided to students in Virtual Academy who choose to participate in extra/co-curricular activities.</p>
Technology Plan	<p><u>Elementary Schools:</u>  Grades K-5 elementary students will not share devices. The same device will be checked out to the same student daily. Devices will stay at school and charge overnight at the conclusion of each day. During virtual only instruction, students will be issued a device and connectivity support when needed. Students who already have a device will keep that device upon returning to in-person instruction.</p> <p><u>Secondary Schools:</u>  Grades 6-12 secondary students will not share devices, except in select courses where technology requirements require access to equipment that is cost prohibitive to issue to individual students. In this situation, the equipment will be sanitized before and after it is used each period. Otherwise, middle school and high school students will each be issued a device that can be taken home each day. Students that already have a device will keep that device upon returning to in-person instruction.</p> <p>All K-12 virtual learning students will be issued a device and connectivity support when needed.</p>
Training for Employees	<p>WT district level training for employees will be delivered and tracked using the SafeSchools platform. The WT Coordinator of Health Services will meet with and train each clinic nurse and appropriate staff on health related topics.</p>
Visitors During the School Day, Volunteer, Intern & Delivery Procedures	<p>Essential visitors whose purpose is unable to be met through a virtual environment may schedule an appointment through Principal/Supervisor approval.</p> <p>Non-essential visitors will not be allowed in WT facilities. All offices, including CEC or central office, will not allow non-essential visitors. Parents and non-essential visitors are strongly encouraged to contact the school instead of coming in to front offices.</p> <p>Program/Instruction service providers, designated interns, construction workers, maintenance repair contractors and delivery service personnel are deemed “essential” visitors. The Principal has the discretion to define other “essential” visitors. Essential visitors must wear a face covering prior to entering the facility or school and must keep it on the entire time.</p>

	<p>Deliveries will be restricted to designated areas.</p>
<p>Academic, Social, Emotional, and Behavioral Wellness</p>	<p>Due to the COVID-19 school closure and length of time students have not been in school, WT staff will focus on the social, emotional and behavioral wellness of our students.</p> <p>Elementary teachers will incorporate lessons from the Second Step curriculum, Responsive Classroom resources, and educational neuroscience resources to meet the social emotional needs of their students daily.</p> <p>Middle school teachers will incorporate lessons from the Second Step curriculum, Developmental Designs resources, and educational neuroscience resources to meet the social emotional needs of their students daily.</p> <p>High school and JEL teachers will incorporate lessons from Developmental Designs resources and educational neuroscience resources to meet the social emotional needs of their students daily.</p> <p>Formative and diagnostic assessments will be given to students to determine learning loss and gaps. Teachers will use this assessment data to inform their instructional responses and tailor the curriculum more to the needs of their students.</p> <p>Social workers will meet with students and families and help connect families to community resources, as needed.</p>