

Union High School
Return to Learn
High School Building Resource



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Purpose

The purpose of this document is to focus primarily on the many issues surrounding the opening of the high school as part of the Union Community School District. This document will review all the major parts of the school day and give specific considerations regarding COVID-19 and what the building will be doing to address those concerns.

Union High School

Education Model

Union High School will require staff to simultaneously have their work in their online classroom and work for in-person classrooms for each school day. The high school will be utilizing Canvas as our learning management system. (<https://union.instructure.com/>)

In-Person Learning

It is the district's expectation that all staff will return to their classrooms for in-person instruction that will begin on August 24. Thus, expectations for instruction would be the same in this format as it was prior to the emergence of COVID-19. The district continues to monitor health information and will continue to gather additional medical information in making decisions for in-person education.

The High School will be changing its schedule beginning on Wednesday, September 23, 2020. The schedule can be found below.

2 - 2:15 WIN Schedule	
1	8:10-9:00
2	9:03-9:53
WIN	9:56-10:16
3	10:19-11:09
4	11:12-12:28
A Lunch 11:09-11:28	
B Lunch 11:29-11:48	
C Lunch 11:49-12:08	
D Lunch 12:09-12:28	
5	12:31-1:21

Students and parents will have the option of not returning to the classroom due to concerns over COVID-19. If you are choosing this option, please choose this option during registration. In addition,

paperwork will be required to let us know that is the option you are utilizing. Students will be required to sign in to Canvas each day in each class in order to be considered “present” for the school day.

Continuous Learning

This learning plan will be implemented should the school district or a building within the school district be unable to open on August 24, 2020 or need to be closed for COVID-19. All districts and accredited nonpublic schools must have a plan for offering Continuous Learning and requiring the participation of students as schools reopen for the 2020-21 school year (Iowa Department of Education, May 2020). Since all staff will be utilizing Canvas every day, if we are unable to have in-person learning for a certain length of time, students will just continue to utilize Canvas even in their home environment.

Hybrid Learning

At this time, our hybrid model is a blend of our continuous learning model and on-site learning. We do not intend to pursue plans for every other day instruction or other instructional formats.

Before the School Day Begins

Use of Face Coverings

Face coverings that cover the mouth and nose will be required for all PK-12 (including 4 year old preschool) students and staff on buses, hallway passing time, commons and in classrooms where social distancing is difficult to maintain. Face covering breaks will be given each class period. Some classes might be able to make covering exceptions, as directed by the teacher, if students are participating in non-verbal work such as reading or assessments. Union CSD recognizes that student abilities and tolerances for wearing a face covering will differ by age and thus, expectations may differ at the elementary level. Students with medical exceptions will be required to have documentation.

Before School Activities & Early Bird PE

If a student has an activity or in the Early Bird PE class, students must enter through the Activities Door and go directly to that activity. Students must stay in that room until 8:05am to be dismissed directly to 1st period. If a student needs breakfast, they can be dismissed to the cafeteria to get their breakfast then proceed directly to first period.

Use of Lockers

Students will not be allowed to use school lockers during the 2020-2021 school year. Locker rooms will still be available for student use.

When Students Can Enter the Building and Where They Can Go

Any student not involved in a before school activity or early bird PE will not be allowed into the building until 7:45am and must proceed directly to the cafeteria to pick up breakfast. Once you have gotten breakfast, students must proceed directly to their first period class. No random walking of the hallway will be allowed due to COVID-19 considerations.

Students who ride the bus and arrive prior to 7:45am can proceed to the cafeteria and stay there until 7:45am when they should be dismissed to 1st period. Students should maintain social distancing and sit only two per table.

In-Person Instruction Considerations

Movement of Students

To the extent possible, students will not move around in rooms, in the hallways, or around the building. Also, if possible, clean common areas for student use when students do need to move. Please consider utilizing outdoor spaces for classes when possible.

Physical Distancing

To the extent possible, students should try to keep 6 ft. apart as much as possible. This means that it is a requirement that all students will have assigned seats for all classes. In addition, if students move into small groups or work together at any time, those students will be assigned. This is important for contact tracing.

Attendance and Seating Charts

Due to contact tracing requirements, all teachers will be required to have seating charts for all classes and all movement in the room. This includes small group activities.

HS - WIN

HS WIN will begin again on Wednesday, September 23, 2020. There are a few changes that we will be working with this year. Students will, by default, have to go to their advisories. Teachers will choose students to attend WIN as necessary. We will continue to evaluate these changes over the next few weeks.

Restroom Use

Teachers can only allow one student to utilize the restroom at a time. This is a building restriction.

Physical Education

Students will still be required to change in the locker rooms prior to physical education classes. Teachers may have the authority to stagger changing times or make exceptions based on student need. Students should be aware that PE will be outside as much as possible.

Music

Choir is back in the classroom following social distancing guidelines as much as possible. All students who are participating in choir will be required to wear masks. UHS will issue specially designed singing masks to the students.

Band will begin as a marching band outside. Following that season, band is back in the classroom following social distancing guidelines as much as possible. Some masks may be used for the bells of the band.

Online Teaching and Learning Considerations

Teachers will be utilizing Canvas as the Learning Management System for the 2020-2021 school year. All teachers will utilize Canvas for all classes and they will be used simultaneously while in the classroom and out of the classroom as needed. Students will be required to complete the work in the classroom as if they were in the classroom. Lectures will be videotaped, if necessary, and posted to Canvas for student use.

Online Learning Expectations (Continuous Learning Option)

High School Building

High School will run an online course schedule. This schedule will only be used in the event that all courses are required to be online.

Union High School 6 - Online Schedule	
1	8:10-8:40
2	8:45-9:15
3	9:20-9:50
	Break
4	10:15-10:45
5	10:50-11:20
6	11:25-11:55

Special Education

Schedules may vary from teacher to teacher. For special education teachers, time spent with students will be set in the IEP meeting. Each student will have an IEP meeting to determine the needs for online learning. This will be a very similar process to what was done during this past spring. However, progress monitoring of all goals will be mandatory.

Grading

Grading expectations will remain the same as if the students were in the physical classroom. The expectations for in-person and remote learning will remain the same. Teachers should assign the same work for students to complete whether they are in-person or online.

Attendance

For live teaching, teachers should take attendance every time students are logged in for a live teaching lesson. If a student is absent from live teaching or a student is completing an asynchronous lesson for that day, teachers will be required to check to see if the student has accessed your materials that day. Default for all students will be present. At the conclusion of each school day, teachers will update attendance to reflect "not present" if a student does access Canvas materials on that day.

Homework

Students in grades 9-12 should expect to have an additional 30 minutes of homework or classwork to complete per class per day. They may have more work depending on the needs for projects or extensive writing assignments.

Recording Lessons

Teachers will need to record lessons of new material to present to students. Parents and students have both indicated that the best teaching is not done by finding videos online but rather hearing directly from their teacher. If we are doing in-person teaching, it is the expectation that teachers record that class and post the video that same day. If we are doing online teaching, teachers should present the material during their class period, make a video of that teaching and post the same day. It is the expectation that during online learning days that teachers do live face-to-face virtual teaching.

Videos will not be needed for every single class. Some days do not require a video component for the teaching and learning process. Videos will be required, however, as appropriate to the teaching of the educational content.

Teacher Hours

Teachers will be available from 7:30-3:30pm to work with students whether we are in person or online. If we move to an online format, it will still be a requirement that teachers be in the building during their contract hours.

Breakfast & Lunch Considerations

The high school will move from three lunch periods to four lunch periods. This will increase flexibility and decrease the amount of students in the cafeteria.

2020-21 Meal Plan UHS for August through September

Breakfast

- Grab and Go Style- Students will pick up breakfast at the Kitchen service window and take to the designated eating area (classroom). Breakfast bag will contain a full breakfast
- Students will have a 3 breakfast options:
 1. Cereal, muffin, 100% fruit juice, fruit cup, & milk
 2. Uncrustable (peanut butter & jelly), 100% fruit juice, fruit cup, & milk
 3. Menu item, 100% fruit juice, fruit cup, & milk
- No seconds served

Lunch

- Grab and Go Style: Students will pick up meals at Kitchen Service window and take to designated eating area
- Students who bring lunch from home will not have access to microwaves due to them being high touch areas. Students can bring a cold lunch.
- Students will have 3 meal options containing a full meal.

1. Menu Choice with all items listed on menu provided with meal
2. Hamburger on bun with vegetables and fruit items listed on menu
3. Chef Salad- Ham & cheese, Lettuce, tomatoes, cucumbers, carrots, fruit cup, goldfish crackers, goldfish grahams, and milk

Ala Carte

- May purchase a main entrée
- Will have drink options available.

At Home Virtual Learning

Students that are at home virtual learning will have an option to pick up curbside meals

- Must call in by 8:00 AM to order a meal for Lunch that day and if would like a Breakfast for the next Day
- Meal Pick up time TBD
- Person picking up meal must have student ID number to charge for meal

Meal service type and options may change as the school year progresses.

End of the School Day

Dismissal & After School Activities

Students must directly leave the building upon dismissal unless in an after school activity.

Communication Overview

High School staff will primarily use Canvas to communicate classroom materials to parents and students. Teachers may not use school email to daily email out information regarding the classroom materials to students. Teachers may use email for reminders or other information that may be useful for parent and student consideration. This should only happen once per week. All district staff will respond to email communication within 24 hours of receipt.

Teachers will continue to primarily use Google Meet as Union CSD's video conferencing service.

Health and Safety

Union CSD intends to follow the [guidelines](#) as presented by the Department of Education and the Iowa Department of Public Health.

Face coverings that cover the mouth and nose will be required for all PK-12 (including 4 year old preschool) students and staff on buses, hallway passing time, commons and in classrooms where social distancing is difficult to maintain. Face covering breaks will be given each class period. Some classes might be able to make covering exceptions, as directed by the teacher, if students are participating in non-verbal work such as reading or assessments. Union CSD recognizes that student abilities and tolerances for wearing a face covering will differ by age and thus, expectations may differ at the elementary level. Students with medical exceptions will be required to have documentation.

Students who refuse to wear a face covering while in the building will have to choose the online learning option.

Water Fountains and Bottle Fillers

Students should bring water bottles and use the bottle fillers available on campus. Students **should not** use the drinking fountains if possible.

Field Trips and Visitors to the Building

Following the recommendations of the Black Hawk County Public Health Department, Union CSD will work to limit any outside visitors to the buildings. **Visitors will only be approved by the building principal and will have to follow all building COVID-19 regulations.**

Cleaning of Buildings and Transportation

Union CSD will continue to clean all buildings and transportation using cleaning equipment and supplies that specifically address the concerns regarding COVID-19. Extra attention will be given to high touch areas. Maintenance staff will have more specific guidelines and protocols for cleaning facilities and transportation.