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REOPENING

2020-2021

Richmond Community Schools

Back to School Plan

Richmond Community Schools Reopening Plan

Revision 7/22/2020

Hybrid Start Model for Dennis Intermediate, Test Intermediate, and Richmond High School

In an effort to further reduce the number of students at our most populated buildings, Richmond Community Schools will be moving to a hybrid start to the school year for Dennis, Test, and Richmond High School. Students will be divided into two groups and will alternate between in-person and virtual instruction for the first 6 weeks of school. (See the hybrid start model in-person calendar on page 3) Schools will work to accommodate families so siblings can have the same schedules, if needed. Please note that certain Career Technical Education block classes may require students to attend in person on a daily basis. Parents/Guardians of students at Dennis, Test, and Richmond High School selecting virtual instruction will have the option to switch to the hybrid start model. Additional information will be communicated with parents/guardians of students at Dennis, Test, and Richmond High School. The hybrid start model will be re-evaluated to determine if an extension is necessary.

There is no reopening plan change at this time for elementary schools, Hibberd, Adult Education, and Community Youth Services.

Food service will be available for all students, both in-person and virtual. More information will be communicated prior to the start of the school year.

Please note this plan is subject to change according to the guidance and recommendations by the County and State Health Department, Department of Education and the Governor's Office.

Hybrid Start Model In-Person Instructional Day Calendar

August 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12 School Starts Group 1	13 Group 2	14 Group 1	15
16	17 Group 1	18 Group 2	19 Group 1	20 Group 2	21 Group 2	22
23	24 Group 1	25 Group 2	26 Group 1	27 Group 2	28 Group 1	29
30	31 Group 1					

September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Group 2	2 Group 1	3 Group 2	4 Group 2	5
6	7 Labor Day No School	8 Group 2	9 Group 1	10 Group 2	11 Group 1	12
13	14 Group 1	15 Group 2	16 Group 1	17 Group 2	18 Group 2	19
20	21	22	23	24	25	26
27	28	29	30			

Richmond Community Schools Reopening Plan

In March, our school community entered a new and uncertain time as the coronavirus pandemic changed life as we know it. Our students, families, and staff have faced these realities with grace and resilience and will continue to do so as Richmond Community Schools plans to open for in-person learning for the 2020-2021 school year.

<http://www.rcs.k12.in.us/files/2020-2021%20Calendar.pdf>

This reopening plan was created in **July 2020**. Additional details or changes will be released when Indiana Governor Eric Holcomb's administration provides updates to its 5-stage plan to have the state "back on track" or in the event new guidance information is received. Additional details and changes will be updated and added to the top of this working document.

This plan includes preventative measures, with which we will need everyone's participation. If done effectively, these measures should greatly reduce the risk of virus transmission within the schools. It also includes procedures we will follow when there is a positive case of COVID-19 among our school community. We need to be prepared for this likelihood, and for everyone to know in advance how it will be handled.

This plan has been guided by resources from public health agencies such as the Centers for Disease Control, the Wayne County Health Department, the Indiana Department of Education, and the Governor's Office. **Please note this plan is subject to change according to the guidance and recommendations by the County and State Health Department, Department of Education and the Governor's Office.**

We look forward to welcoming back staff and students in August!

Opening of Buildings

Buildings are permitted to reopen July 1, 2020. Please note that just like in previous summers, principals and secretaries will be returning to work at the end of July. If you need assistance before staff is back in the building, please call the Administration Building, **765-973-3300**.

School Start Date

We plan to open schools on our regularly scheduled start date of **Wednesday, August 12, 2020**.

Due to new procedures and virtual instruction, schools will be on an early release (Tuesday) schedule beginning August 12th to September 1st. We will return to normal hours on September 2, 2020, with early release on Tuesdays. The preschool schedule will remain unchanged.

Dismissal Times August 12, 2020 - September 1, 2020:

	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
Elementary Schools	1:40 p.m.
Hibberd Building	2:34 p.m.
Intermediate Schools/ Richmond High	2:49 p.m.
Community Youth Services (Baxter)	2:00 p.m.

Dismissal Times Beginning September 2, 2020:

	Mondays, Wednesdays, Thursdays, Fridays	Tuesdays
Elementary Schools	2:40 p.m.	1:40 p.m.
Hibberd Building	3:15 p.m.	2:34 p.m.
Intermediate Schools/ Richmond High	3:30 p.m.	2:49 p.m.
Community Youth Services (Baxter)	2:00 p.m.	2:00 p.m.

Enrollment and Registration

Online enrollment and registration are now open for the upcoming 2020-2021 school year. All new and returning students are encouraged to complete the process online.

<http://www.rcs.k12.in.us/enrollment>

If you need assistance, including needing your password reset, please call the Administration Building, 765-973-3300.

In the event you are unable to complete online enrollment and registration, or if you need to enroll a student in preschool, paper enrollment forms will be available during walk-up/drive-up registration held at each school on the following dates:

August 3, 2020	12:00 pm - 4:00 pm
August 4, 2020	8:00 am - 12:00 pm
August 5, 2020	2:00 pm - 6:00 pm

Kindergarten Assessments will be scheduled at each building during the week of registration.

Beginning of the Year Activities

August

03, 04, 05 Enrollment/Registration – All Schools

*Walk-up/drive-up registration
Kindergarten Assessments*

11 Teacher Work Day

First day for 5th and 9th grade students has been cancelled.

Our annual Back-to-School Night has been cancelled. We will encourage our teachers to reach out to all our families in the first few weeks of school to introduce themselves so that parents will have a chance to meet their child's teacher(s).

12 First Day for Students

Early dismissal begins

September

02 Regular Dismissal Schedule Resumes

October

05 Virtual Parent Teacher Conference Day (eLearning Day)

Transitioning Back to School

We encourage parents to talk positively with, reassure, and support their children about these changes, and the importance of social distancing and wearing masks.

- Allow your child to ask questions and answer them to the best of your ability. [Talking with children about COVID-19](#)
- Explain the [why behind wearing a mask](#) and have your child practice wearing their mask.
- Follow recommended guidelines regarding masks and social distancing this summer to help prevent a future surge in cases that might impact the start of school.
- Help students get back into a normal schedule at least a week before school begins, such as reinstating bedtime and wake up routines.
- Be sure that all your child's immunizations are up to date, including newly [required immunizations](#) students entering kindergarten, 6th and 12th grades.
- Make sure your contact information is updated. There will be automated voice messages, mailings, and social media posts going out, as well as updates on our website. www.werrichmond.com
- Stay in close communication with your school should your health situation or return plans change.

Visitors

Until further notice, we will be minimizing the need for visitors to be in the building to promote health, safety and social distancing. Please be sure to watch for updates and guidance from RCS and each school, as many of our normal back-to-school routines and traditions have changed.

Attendance

Students and staff should not be in buildings if they are experiencing *any* symptoms of illness.

We'll be reviewing our overall attendance policies for staff and students, as well as eliminating any attendance recognitions that could encourage attending

school when not feeling well. More information on the specific attendance policy changes will be coming at a later date.

Instructional Options for the 2020-2021 School Year

Richmond Community Schools will offer face-to-face, in-school instruction every day (Monday-Friday) for students who are able to return to school. While we believe that the best educational option for your child is in a classroom with our highly qualified teachers, there will be a virtual option available for this year. Please note that Virtual Instruction will be significantly different than eLearning or extended learning opportunities from the spring closure.

To manage staffing and scheduling, students will be discouraged from moving back and forth between the two options throughout the semester.

Richmond Community Schools will assume that your child(ren) is(are) returning to school as normal unless you complete the form to request Virtual Instruction by Tuesday, July 21, 2020. It is crucial that we have this information by July 21st to arrange staffing and plan instruction. Requests received after July 21st are subject to availability.

We realize these options may not answer every question, but we hope it provides you with a framework under which to make the best decision for you and your child(ren).

Families will have TWO options for their student's education in 2020-21:

Option 1: Traditional In-Person

Richmond Community Schools will reopen August 12 for all students. Additional safety procedures will be in place to maintain a safe environment.

Option 2: Virtual Instruction Due to COVID-19

Families may enroll their student in a virtual school program to receive education from home. The virtual program will be significantly different for students and parents than eLearning and the extended learning opportunities offered during the spring closure. **Students will be expected (by IDOE Statute) to be academically engaged in school for 5 hours a day (K-6) or 6 hours a day (7-12).** This is not a work at your own pace option. Students who choose the virtual option for 2020-21 will attend a full day of instruction during the normal school day. Attendance and grading will be required pursuant to the district policy. Please see below for the structure of the virtual program at each level:

Grades K - 6:

Virtual Instruction will be facilitated by a Richmond Community Schools teacher(s) via Canvas, our learning management system. Students will receive live (class meetings, small group, and one-on-one), pre-recorded lessons that focus on essential standards in each core subject area (English/Language Arts, Math, Social Studies, Science), uploaded assignments, and subscription based online curriculum. Virtual Instruction may not include such opportunities as electives, good behavior incentives, field trips, and hands-on learning activities.

Students will be assigned a classroom teacher(s) to enhance relationships between virtual students, students attending in-person, and staff.

- All assignments are expected to be completed and submitted as determined by the student's teacher(s).
- Students must attend video conferencing at the designated time to be marked "present" and receive instruction. Attendance will be required pursuant to the district's policy.

Option 2: Virtual Instruction Due to COVID-19 (continued)**Grades 7-8:**

Virtual Instruction will be facilitated by a Richmond Community Schools teacher(s) via Canvas, our learning management system. Students will receive live (class meetings, small group, and one-on-one), pre-recorded lessons that focus on essential standards, uploaded assignments, and subscription based online curriculum. Virtual Instruction may not include such opportunities as electives, good behavior incentives, field trips, and hands-on learning activities.

- Students will be assigned a schedule as if they were attending school in-person. Certain electives may not be available virtually. If families elect for the virtual option during registration, their initial schedule listed in PowerSchool may need to change.
- Students enrolled in the virtual program must be expected to attend daily for content instruction via video conferencing software. Attendance will be taken during the video conference.
- All assignments are expected to be completed and submitted as determined by the student's teacher(s).
- Students must attend video conferencing at the designated time to be marked "present" and receive instruction. Attendance will be required pursuant to the district's policy.

Grades 9-12:

Virtual Instruction will be facilitated by a Richmond Community Schools teacher(s) via Canvas, our learning management system and/or GradPoint. Students will receive live (class meetings, small group, and one-on-one), pre-recorded lessons that focus on essential standards, uploaded assignments, and subscription based online curriculum. Virtual Instruction may not include such opportunities as electives, field trips, and hands-on learning activities.

- Students will be assigned a schedule as if they were attending school in-person. Certain electives may not be available virtually. If families elect for the virtual option during registration, their initial schedule listed in PowerSchool may need to change.
- Students enrolled in the virtual program will be expected to attend daily for content instruction via video conferencing software.
- Richmond High School has offered and will continue to offer students an opportunity to enroll in the Richmond Graduation Academy (RGA). The purpose of this Academy is based on guidelines from the Indiana Department of Education Office of Alternative Education. Based on your child's needs academically and the guidelines from the Department of Education your child may qualify for RGA. Counselors will work with your child to determine this on a case by case basis.
- Attendance will be taken during the video conference. Students must attend video conferencing at the designated time to be marked "present" and receive instruction. Failure to attend class online will result in an absence per the district's policy.
- If a student must leave the in-person option for the virtual option due to illness during the middle of the semester, the student's schedule may need to be adjusted to accommodate a virtual schedule.

Virtual Instruction Registration

***If you are requesting the virtual learning option due to COVID-19 for your child, please click [here](#). You will need to complete a form for EACH child utilizing this option.**

Internet Access

[AT&T](#) and [Comcast](#) are both providing two months of free internet access for families in need.

Morrisson-Reeves Library has free internet and professionals who can help students. The library is normally open from 9:30 am to 4:00 pm. Check their website for updated hours. Additional internet sites include Downtown Richmond, Reid Hospital, McDonald's, Burger King, Roscoe's, Starbucks, McAlister's, and Boys & Girls Club-Wayne County. [Click here](#) for more information on internet access in Richmond.

Special Education/504

- Students will be provided a free appropriate public education and receive IEP/504 services as agreed to by the case conference committee or 504 team.
- Case conference committees/504 teams may determine the need for additional or modifications to health and safety procedures for in-person instruction.
- If families elect virtual learning, the case conference committee/504 team will convene to determine appropriate services and supports.

Preventative Steps to Reduce Transmission Risk

As a school district our number one priority is the safety and well being of our students and staff. Preventative measures include, but are not limited to:

Screening

The current [CDC guidelines](#) recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening can consist of self-screening, school-based screening, and/or medical inquiries. The type and extent of screening is at the discretion of the district/school.

- ***Self-Screening***

Parents and caretakers play a vital role in the well being of their children. Parents need to be attentive to the health of their children, including taking their temperature daily and checking for symptoms.

Symptoms Impacting Consideration for Exclusion from School

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

- Nausea, diarrhea, abdominal pain
- [Symptoms of the Coronavirus from the CDC](#)

Students must be fever free for 72 hours without the use of fever reducing medication to return to school. School staff will also be receiving professional development on how to recognize potential COVID-19 symptoms. Entry into our buildings will be reserved for essential business, and no one should be in our buildings if they are experiencing any symptoms of illness. Click here for more information from the [CDC on self-screening](#). Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

- **School-Based Screening**
 - Temperature Screening

Using temperature checks for screening purposes can present challenges. RCS is not planning on screening temperatures as students and staff are entering the building and/or loading buses. We may take the temperature of students, employees and visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill. Touch-free thermometers will be utilized.
 - Observational/Self-Reported Screening

RCS will provide professional development regarding the recognition of COVID-19 symptoms and screening. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained should not come to school.

Social Distancing

We will practice social distancing when possible. Due to the size of our student body and our facilities it will not be possible at all times. In classrooms, student seating may be arranged to all face in the same direction, when possible, and will be spaced as far apart as possible. On buses, we may be placing two students per seat. At lunch, we will maximize available spaces for distancing. When possible buildings will be adjusting the times when students are in the hallways. We encourage students at the secondary level to not congregate in the hallways, but instead to use passing periods to wash their hands, use the restroom, fill their water bottle with water, and go to class. The more social distance that kids can keep during passing periods the less likely they are to spread the virus.

Masks

If students and staff are unable to socially distance, a mask must be worn. Masks will be required on buses, while entering and exiting the school building, while picking up food in the cafeteria line, and during passing periods. Masks will be worn in the classroom when social distancing is not possible.

Students should plan to have two cloth masks as part of their school supplies. Students may also want to wear a clip to help keep masks clean and allow for easy on and off usage. If you need assistance obtaining masks, please contact your school.

If a student attempts to get on a school bus in the morning and does not have a mask, the bus driver will provide one for the student. If this becomes a frequent problem, the bus driver will be asked to reach out to the child's parent or guardian to remind them of the expectations. If needed, the bus driver may contact the school administration to work with the student and family.

We know that there are strong opinions about the use of masks. The Indiana State Department of Health cited a 40-60% reduction in COVID-19 transmission when masks are used by all, which is why we are requiring them for certain portions of the day.

This is especially important since some carriers of COVID-19 may not have any symptoms. Children, despite being generally less affected by COVID-19, expose school staff and adults at home who may be more at risk. Students who cannot or will not wear a mask during the required times at school may need to utilize online learning at home.

We are in this together so we ask that everyone works to help support our school community to attempt to the best of our ability to limit the transmission of COVID-19.

Building Cleaning Enhancements

Personal protective equipment, hand washing materials, and cleaning supplies have been purchased. We have ordered a cloth mask for students in addition to the 2 cloth masks requested on the school supply list.

We will be disinfecting more often in common areas such as hallways, cafeterias, bathrooms, playgrounds and buses, as well as high-touch surfaces like door handles and desks.

We will continue to meet the Indiana State Department of Health's recommended environmental steps to reduce indoor COVID transmission through humidity, air-conditioning, air filters, etc.

The procedures below will be followed in all buildings:

- High-touch areas and common spaces will be cleaned and disinfected frequently throughout the day.
- High-traffic areas will be vacuumed using machines with HEPA filters installed.
- Locations for hand sanitizing stations will be identified and installed.
- Bottle-filling stations will be used in place of traditional water fountains wherever available. Guidance from the CDC and Indiana Department of Education indicate that shared water fountains should not be used to help stop the spread of COVID-19. Students will have access to water throughout the day.
- Disinfecting misters will be used in schools. The misters allow large areas and multiple surfaces to be disinfected quickly and safely. The misters allow our staff to move through large sections of buildings efficiently while still completely disinfecting areas.
- Additional training and education will be provided to all custodial staff on expectations and CDC guidelines for proper sanitizing of schools.
- Plexiglass sneeze guards will be installed in high-visitor areas.
- Additional supplies, including hand sanitizer and disinfectant, will be provided to each classroom across the district. Staff will be asked to periodically clean high-touch surfaces in their classrooms.

Laptop Disinfecting

We encourage students to not share their laptop and to clean it regularly.

Cleaning tips for student devices include:

- Ensure the device is turned off and unplug all cables.
- Clean the laptop screen using a small amount of alcohol on a microfiber cloth.
- Do not use disinfecting liquids directly on the screen, including but not limited to Clorox or alcohol wipes.
- Clean the keyboard, including laptop keyboard, using alcohol on a cotton ball.

- Do not use window cleaners, household cleaners, or abrasives to clean technology.

School Health Clinics

There will be separate areas created in or near our health clinics—one for regular care and an isolated area for anyone who presents signs or symptoms of illness.

Parents will no longer be allowed to bring medications into clinics. If you need to provide medication for your child, a nurse will handle this by appointment.

Please reach out to your school nurse if you have specific concerns regarding your child's medical care.

Transportation

Students will have assigned seats and masks will be required on buses. It is more important than ever that parents indicate that they are in need of transportation for the school year. Students will not be allowed to ride different buses home than what they originally have indicated during enrollment without an updated T-10 Transportation Form. Please make sure that your child knows that they need to have their mask with them in the morning before riding the bus.

We will also be monitoring and adapting some of our drop off sites at buildings to help spread out the students as they enter the building. In addition to normal cleaning routines, the transportation department will be implementing additional sanitizing/disinfecting procedures.

If you live at a distance from the school that your child is eligible to ride a bus, but you decide that you will be bringing them to school and picking them up, that is understandable. We just ask that you do not plan on having your child ride the bus without giving transportation one week notice to ensure that there is room on the bus for your child.

We anticipate an increase in parents dropping students off at school. Some schools may need to assign staggered drop off times and/or change drop off locations to accommodate this increase. Your school will provide more details. We ask that you follow the drop off and pick up plans as this will not only help with social distancing, but will also help to keep your child safer from traffic risks in the area.

Confirmed COVID-19 Cases

If we have a confirmed case of COVID-19, we will follow direction from the Wayne County Health Department. This may include closing a classroom, school or schools for a period of time and shifting quickly to eLearning at home for students who are impacted. Many of our new procedures are designed to support contact tracing should a confirmed case occur. This will assist the Health Department with quickly identifying and contacting individuals who may have been exposed.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been

released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

Mental Health/Social and Emotional Support and Resources

We recognize the importance of providing students and staff with extra social and emotional support as they return to school this year. Extra time will be spent building relationships and establishing new routines, as well as focusing on coping strategies.

Our counselors and mental health providers will be ready to assist students and staff in need of support. Centerstone will continue to partner with Richmond Community Schools. If you are interested in your student receiving these services please contact the Centerstone Master Level Therapist at your school. You may call the front office for contact information.

[Centerstone](#) (765-983-8005) and [Meridian Health Services](#) (765-939-2395) are two resources often used in the Wayne County Area for mental health supports or additional information can be found by inputting your zip code at <https://lookupindiana.org>

Additional Information and Resources

[CDC](#)

[Indiana State Department of Health](#)

[IDOE IN-CLASS](#)

Conclusion

The pandemic shifts rapidly and we don't know what the rest of the school year may bring. Other changes could certainly be implemented and we will be in close communication with staff and families as future decisions are made. If cases surge, schools may be ordered to close again, requiring all students to shift to online learning. If the situation improves, we may be able to abandon some elements of this plan and return to more normal operating conditions.

Our school buildings will be open July 27, 2020. For questions, please contact your child's school. Assistance is also available from the Administration Building, 765-973-3443.