

Central Noble Community School Corporation

Safe Reopening Plan



Central Noble Schools recognizes that in-person instruction can best meet the academic and social-emotional needs of the students. As such we are taking the prudent steps to ensure a safe environment by considering the guidance of the CDC, the Indiana Department of Education (IN-CLASS), the Indiana Department of Health, and the Noble County Department of Health. This plan is tailored to the specific environment and capabilities of the district to meet student needs. The details of the plan are fluid and may be changed as our environment changes.

Revised 07/20/2020

Considerations and Process

Central Noble Community School District strives to provide a safe and caring learning environment that supports student learning and works to adapt to the individual needs of our students and families. As we look to reopen schools for the 2020-2021 school year, the district has sought guidance from the Indiana Department of Education, the Indiana Department of Health and Human Services, Parkview Health, and the Noble County Department of Health.

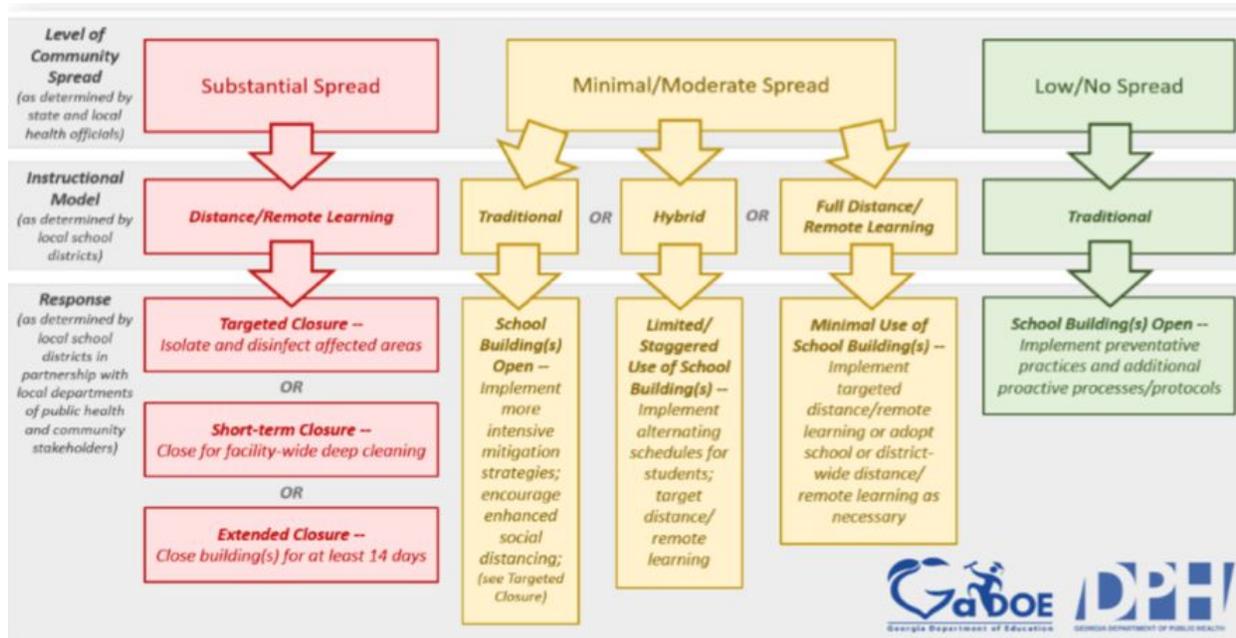
After significant discussion with district staff and the consideration of the feedback collected from parents/guardians, Central Noble School Corporation has created a reopening plan that is based primarily on the recommendations from the Indiana Department of Education document titled, "[Indiana's Considerations for Learning and Safe Schools \(IN-CLASS\)](#)." Much of the IN-CLASS document is based on recommendations for best practice and/or Indiana Statute. The capacity and resource limitations of the district will make it difficult or impossible to address all the considerations. While realizing that the mitigation of risks through increased sanitation, at-home self screening, staff and student training, social distancing, PPE use, and good hygiene does not completely eliminate the possibility of student or staff exposure, the district will make a concerted effort to maintain student effort while addressing academic needs.

This plan has been submitted to the Noble County Department of Health for review. Recommendations have been implemented to address deficiencies and concerns. Due to the nature of the pandemic and its impact on communities, this document and plan is subject to change. Changes to the plan will be communicated to the Central Noble School Board and the Noble County Board of Health prior to implementation.



Framework for Reopening

After evaluating the current community spread of COVID-19 in Noble County and the surrounding area, The county aligns within the “Minimal/moderate spread” category below.



(Georgia Department of Education, 2020)

The District realizes that the level of community spread may change. Central Noble is basing its reopening plan on the current level at the time of the plan creation. We will be in continuous communication with the Indiana Department of Education and the Noble County Board of Health to help address school and community concerns. If necessary, the district may modify the plan to meet changing needs. Mandated closures may result in the district creating a hybrid model or requiring students to attend fully virtual.

Based on our current status, Central Noble Community Schools is going to provide two learning options to begin the 2020-2021 school year. The options are defined below.

OPTION 1: Traditional learning – Students come into the school for traditional in-person instruction. There may be times that social distancing is not possible. During this time, students and non-students will be required to wear masks or face shields where social distancing is not possible. Instruction will be provided within a traditional classroom setting with actions taken to mitigate the impacts of COVID-19. Classroom arrangements, daily schedules, building flow, lunch times and eating locations will be altered to reduce exposure risks for staff and students.



OPTION 2: Virtual learning- Students will remain at home. Opportunities for direct Instruction will be provided through digital streaming and other digital platforms. Students will have the opportunity to interact directly with school staff for support. Assignments are submitted electronically. Students will be required to participate in daily activities during traditional school hours. Internet access is required. Due to constraints in curriculum and staffing, not all courses will be offered in the virtual setting.

While attempting to meet the varied needs of our students and families, Central Noble will allow families to select the learning model that best meets their needs. While both methods will address state standards, the curricular material may vary based on the means of instruction. A registration form will be sent to parents explaining the two options at each of the school buildings. Parents will be required to select the method in which they would like their students to receive instruction, prior to August 1. Changes in the instructional method will be accepted until Friday, August 28. Students will remain on the learning path until the end of the first semester. Parents who do not select a learning path will have their students placed in the traditional learning option by default.



Health Protocols (Modified from the IN-CLASS Document)

It is essential that the school district, the parents, and the community work together to reduce or prevent the spread of COVID-19 within the school facilities. It is the belief of the district that direct instruction from the district's highly qualified staff provides the best educational opportunities for the students. It is important that parents and students communicate health concerns with the school staff to help mitigate risks within the school building. This will help the school buildings to remain open and allow students these opportunities.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it due to an exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to be isolated or quarantined (IC 16-41-9-1.6)..

Symptoms Impacting Consideration for Exclusion from School

All students and employees will receive information and training to recognize the following COVID-19 related symptoms (Based on CDC guidance):

- A fever of 100°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; and
- Diarrhea.

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on the [CDC guidance](#) that is not otherwise explained.



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.



Pre-Arrival Self-Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

All students and employees are required to self-screen prior to reporting to the school building. The school corporation will provide families with material and links to training on how to identify the symptoms of COVID-19. Students and employees exhibiting symptoms of COVID-19 (See Appendix A-Symptoms Impacting Consideration for Exclusion from School) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately.

Medical inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Personal Protective Equipment for Non-Students

Central Noble Community Schools recommends that all non-students wear cloth face coverings. Some groups of non-students may be required to wear a mask when performing certain tasks (i.e. staff that travels to multiple buildings, health-related staff, custodial staff, instructional staff where social distancing is not possible, transportation personnel when students are present, food service personnel when preparing and serving food).. The school corporation will establish individual health plans for non-students that are considered high risk. Non-students must notify the corporation of concerns.

Personal Protective Equipment for students

All students and non-students are required to wear a mask or face shield in any circumstances where social distancing is not an option. Some students may be required to wear additional



personal protective equipment (health-related, special conditions, etc.) when directed to do so by student health plans. Additional accommodations may need to be made for some students based on their individual health plan.

Clinical Space COVID -19 Symptomatic

In each of the school buildings, Central Noble School will designate a space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter.

Each building will maintain a record of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and students and nonstudents must wear masks while in the treatment area. Students who are ill will be walked out of the building to their parents.

Students and non-students are to be fever-free without the use of fever-reducing medications for 72 hours before returning to school.

Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Clinic Space Non-COVID-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. It is important to also notify the Indiana Department of Education. Unless extenuating circumstances exist, the district/school will work with the Noble County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the Noble County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.



If a closure is determined necessary, Central Noble Schools will consult with the Noble County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as Central Noble becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Immunizations

Immunization requirements will remain unchanged. Building Nurses will continue to monitor and report immunizations. School Nurses can help coordinate with the local health department and area health systems, if needed.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick students and non-students stay home. Additionally, students and non-students should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these non-students or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate face covering.

Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Central Noble will encourage students and non-students to wash their hands often. Specific times will be built into the school day for hand washing. In situations where soap and water are not readily available, Central Noble will provide and encourage the use of a hand sanitizer that contains at least 60 percent alcohol.

These key times should be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Traditional drinking fountains will be converted to filling stations. Students will be given opportunities throughout the day to fill their personal drinking containers.



Exchange of Resources To and From School

Central Noble Schools will be making an effort to reduce the amount of material, supplies, and personal belongings that are being transported between home and school. Also, measures are being taken to limit the exposure to high-touch, shared resources at school.

Student Expectations

Central Noble students are expected to adhere to all existing student handbook policies and procedures. Additionally, students are asked to follow social distancing guidelines when possible. Students will be required to wear appropriate face coverings on the bus and when social distancing is not possible.

In the event of a closure or quarantine, Central Noble Community Schools expects students to continue the educational process through the support of teachers and staff via technology. CN will utilize virtual instruction during the quarantine period or closure. Virtual instruction will require students to correspond with staff and participate in the educational process in real time.

Virtual instruction is defined as the timely, active participation in the learning process via recorded video, technology, and video conferencing. Students will need to be available for virtual instruction during traditional school day hours. Instruction will be provided during scheduled class periods. Individual situations that may prevent a student from attending virtual learning sessions will be addressed on a case by case basis by building administration.

Virtual Learning staff will be available during regular office hours on Monday through Friday from 7:50 AM - 3:20 PM. Students and Parents should attempt to contact staff during these open hours, unless previously arranged. Staff will reply to all emails on the same or next business day. Parents or students may contact the school if communication is needed outside of the office hours.

Student Attendance

Attendance will be monitored and tracked by building administration. If a student is absent due to COVID-19 related symptoms, the absence will be excused and marked as an “illness/medical absence.” If a student is not ill, but is required to quarantine, the absence will be excused and will be marked as a “Quarantine absence.” If a student is able to participate in



digital or virtual instruction during the quarantine period, the student will be marked “Present Virtual.”

Parents will have the opportunity to select traditional or virtual instruction for their student(s). Tardies, absences, and truencies will be reported in the same manner for both options. Please refer to the student handbook for attendance policies. Extended absences due to COVID-19 will be dealt with on a case by case basis. If there are questions about attendance or attendance policies, please contact the school administration.

Transportation

Central Noble Community Schools realizes that the school bus and the transportation staff is the first and last point of school contact for nearly 80% of our students. It is important that the parents and the district work together to limit the amount of exposure at these critical times.

Preparation and Cleaning

In order to provide a safe transportation environment for the students, Central Noble will:

- Conduct regular safety inspections to ensure cleanliness and safety
- Utilize CDC recommended cleaning products for sterilization
- Disinfect buses after each route
- CNCS transportation staff will wear personal protective equipment (Mask or visor) prior to student arrival and while students are on the bus
- Whenever possible a sub bus will be utilized to allow for 24 hours before cleaning or disinfecting a vehicle if a COVID-19 positive passenger or a passenger with COVID-19 symptoms was on the bus. If not feasible, CN staff will wait as long as possible to clean the bus.

Seating and Other Modifications

In an attempt to help with limiting exposure for students and tracing contact, the following safety protocols will be implemented:

- Students are required to wear a mask or face shield, due to the inability to social distance within the bus;
- Parents will complete a transportation form to notify the district of their intent to utilize corporation transportation to and or from school:
- Drivers will contact families to inform parents of their student(s) transportation arrangements;



- ❑ Students will be assigned one bus (AM), one bus (PM), one stop per route, and one seat;
- ❑ Seating arrangements will be made based on family groups;
- ❑ Students will not be able to change bus arrangements;
 - ❑ All seats within the bus will be assigned. Changes cannot be made to a different bus. Changes may only be made to car riders or walkers. This will allow for contact tracing and will help to reduce cross exposure between buses.
- ❑ Students will not be able to eat on the bus, unless it is medically necessary; and
- ❑ Students are required to stay in the assigned seat for the duration of the bus ride. Failure to comply may result in the loss of bus privileges.

Instructional Facilities

Each of the school buildings will create a building specific plan that includes daily schedules, teacher assignments, entrance and exit locations and procedures, and any additional necessary revisions or changes to the student handbook. Much of the plans will be determined by the number of students receiving traditional/virtual instruction, class offerings, and state and/or county health guidance.

Classroom Environment

It is impossible to completely eliminate all the risks associated with COVID-19 within the school facilities. The following protocols will be implemented in an attempt to mitigate the risks associated with COVID-19. Whenever possible, Central Noble Schools will:

- ❑ Increase the space between student and teacher desks, tables, workstations, etc.;
- ❑ Arrange student desks so they are facing in the same direction;
- ❑ Assign student seating within the classroom;
- ❑ Encourage the cohorting of students within the classroom;
- ❑ Limit activities that combine classrooms;
- ❑ Stagger student transition times and passing periods;
- ❑ Limit shared resources between students and disinfect if sharing is unavoidable;
- ❑ Schedule restroom breaks to reduce overcrowding;
- ❑ Place hand sanitizer in all classrooms and in common high touch areas;
- ❑ Encourage the use of outdoor instructional space;
- ❑ Encourage the use of larger instructional spaces (auditorium, gym, cafeteria, etc.);
- ❑ Require students and non-students to wear masks or face shields whenever social distancing is not possible;



- Provide sanitation supplies to sanitize desks and common spaces as needed; and
- Require custodial and maintenance staff to sanitize classroom space periodically throughout the day.

Cafeterias, Common Spaces, Offices, and Hallways

The building administration in each building will address necessary modifications to cafeterias, common areas, and hallways on a building by building basis. The common goal is to increase social distancing, maintain flow through common areas, and to reduce opportunities for large group congregation.

Cafeteria and Food Service

Whenever possible, Central Noble will:

- Eliminate self-serve food options;
- Prepare pre-packaged meals or entrees;
- Serve medically fragile students separately from the general population;
- Reduce the seating capacity within the cafeteria;
- Prohibit food sharing;
- Encourage parents to pay for meals electronically to reduce cash transactions;
- Assign food service staff to specific areas and responsibilities;
- Encourage and provide opportunities for students to wash their hands;
- Provide hand sanitizer in common touch areas;
- Require food service staff to wear gloves, face coverings and hair nets while preparing and serving meals;
- Highly recommend the use of masks by students while in line and when finished eating;
- Schedule additional lunch times to reduce students in the cafeteria;
- Use signage and floor markings to encourage social distancing; and
- Require students and non-students to wear masks or face shields while in the cafeteria space when social distancing is not possible.

Common Areas, Offices, and Hallways

Whenever possible, Central Noble will:

- Use signage to designate directional flow in the hallways;
- Stagger passing periods;
- Schedule restroom breaks to reduce overcrowding;
- Rearrange furniture to increase social distancing;
- Designate recess locations and times;
- Limit the use of facilities by outside organizations;



- ❑ Limit capacities in common areas;
- ❑ Limit volunteers in the building;
- ❑ Install engineering controls such as sneeze guards where needed;
- ❑ Install informational signage to promote hygiene, sanitation, and social distancing;
- ❑ Allow students to go directly to the classroom to reduce congregation of groups;
- ❑ Sanitize common touch surfaces throughout the school day; and
- ❑ Require students and non-students to wear masks or face shields when in common areas, offices, and hallways when social distancing is not possible.

Visitors and Volunteers

Visitors to Central Noble Schools will not be permitted beyond the main office of each school. Volunteers will be limited to those who are providing substantial educational benefit to the students. The building administration will determine which volunteers are approved. A list of approved volunteers will be kept in each school office. Volunteers are required to wear face masks or shields whenever social distancing is not an option.

Extra-curricular and Co-curricular Activities

Central Noble will be restarting extra-curricular activities through a three stage process. The phases are spelled out below. Unique requirements for a district/school's region or county must be followed regardless of the phase defined below. In addition, given the fluid situation of COVID-19, these considerations are subject to change. Read the phases carefully as the considerations are gradually expanded in many areas.

Current timeline:

Phase 1: July 6 - July 19

Phase 2: July 20 - August 15

Phase 3: August 16 -

Central Noble Athletics Return to Activity Protocol

Athlete and Minor Personnel Protocol:

1. Pre-Practice
 - a. Pre-Practice/Activity Check-List (GoogleForm or Physical Sheet) ~ Parking Lot
 - i. July 6-August 11: REQUIRED for all practice session
 - ii. After August 12: Being at school will serve as pre-practice check
 - b. Temperature Check
 - i. July 6-August 11: Temperature checks will take place at the external entry door to practice or near the practice area if outdoors



- ii. After August 12: Temperature checks will take place prior to entering locker room
 - c. Hand Sanitizer
 - i. July 6-August 11: Hand sanitizer will be available inside the doors of the school or immediately upon entering the practice area
 - ii. After August 12: Hand sanitizer or hand washing must occur immediately upon entering locker room
- 2. Practice
 - a. Athletes **MUST** have their own water bottle and towels (no sharing)
 - b. Face masks may be worn during activity if desired by the athlete
 - c. Athletes who are not involved in activity should space themselves apart from one another and can use a mask if desired
 - d. Breaks should be given for handwashing or hand sanitizing
 - e. Stations should be disinfected between groups (i.e. weight bars, plyo boxes, etc.)
- 3. Post-Practice
 - a. All training equipment and hard gear **MUST** be wiped down with disinfectant
 - b. Athletes should leave the building as quickly as possible after each practice session (no hanging out in the locker room or hallways)
 - c. Athletes **MUST** wash hands or use sanitizer prior to leaving the building
 - d. Soft gear such as uniforms and practice clothing **MUST** be laundered before next practice

Coaches and Adult Athletic Personnel Protocol:

- 1. Pre-Practice
 - a. Pre-Practice Check-List (GoogleForm or Physical Sheet) ~ Parking Lot
 - i. July 6-August 11: **REQUIRED** for all practice sessions
 - ii. After August 12: Coaches who teach at CN Schools will be allowed to enter freely. Coaches who work off-site will need to have a temperature reading taken for entry to locker room or practice area
 - b. Hand Sanitizer
 - i. July 6-August 11: Hand sanitizer will be available inside the doors of the school or immediately upon entering the practice area
 - ii. After August 12: Hand sanitizer or hand washing must occur immediately upon entering locker room
- 2. Practice
 - a. **MUST** take accurate attendance and relay this information to the Athletic Director
 - b. Coaches and Athletic Personnel **MUST** have their own water bottle



- c. Coaches and Athletic Personnel are ENCOURAGED to wear face masks when they are unable to practice social distancing
 - d. Hand washing or sanitizing should occur as often as possible
3. Post-Practice
- a. All equipment MUST be wiped down with disinfectant or with disinfection equipment. This includes balls, training aids, shoulder pads and helmets
 - b. Keep group huddles to a minimum and get athletes out of building/practice area as soon as possible after practice
 - c. Coaches and Athletic Personnel MUST wash hands or use sanitizer prior to leaving the building
 - d. Uniforms and Practice Clothing MUST be laundered before the next practice. If done at school the person doing the laundry WILL wear a mask and gloves to minimize exposure
4. General
- a. Devise alternate command structure in the case of a coach or coaches being excluded due to symptoms/illness
 - b. Create procedures for practice, meetings and locker room usage that emphasize social distancing as much as possible

Training Room:

1. Admittance to the training room is by permission only from either the Athletic Trainer or a Coach
2. MUST wear mask when visiting the training room
3. MUST wash hands or use hand sanitizer before entering the training room
4. Do not hang out in the training room. Get in, get treated, get out!
5. The ice machine is off-limits

Locker Room:

1. Phase 1 (July 6-July 19): No use of locker rooms. Students must come to practice with their gear and must take all gear home after practice. All showering is to be done at home. If coaches decide to launder uniforms at school the person doing so MUST wear a mask and gloves.
2. Phase 2 (July 20-August 14): Locker rooms will be used at half capacity. Coaches should think about dismissing practice in waves so that smaller groups are going at once. Hard gear (helmets, shoulder pads and shoes) can be stored in lockers after being properly sanitized but soft gear (jerseys, shorts and pants) needs to be laundered. Students can shower at school or at home during this time. If coaches decide to launder uniforms at school the person doing so MUST wear a mask and gloves.



3. Phase 3 (August 15-?): Locker rooms should be used at half capacity with game nights being an exception. Hard gear (helmets, shoulder pads and shoes) can be stored in lockers after being properly sanitized but soft gear like jerseys, shorts and pants need to be laundered. Students can shower at school or at home during this time. If coaches decide to launder uniforms at school the person doing so MUST wear a mask and gloves.

Return to Play After Exclusion:

Accurate daily attendance is a major point of emphasis during the month of July and even into the school year. Any student who is excluded from practice or competition for a COVID-19 related issue must be noted and the Athletic Department needs to know as soon as possible.

Once notified of a COVID-19 related exclusion the Athletic Department will notify the guardian of the student and refer them to their health practitioner and inform parents of the following return to play protocol.

If a student-athlete is excluded from practicing due to testing positive for COVID-19, answering YES on any of the Pre-Practice Checklist Questions or due to a temperature of 100.4* or higher they must meet the following criteria in order to return to practice

1. **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:
 - a. 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
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least 10 calendar days have passed since your symptoms first appeared.
2. **Tested Positive- Symptomatic:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
 - a. The individual no longer has a fever (without the use medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least 10 calendar days have passed since symptoms first appeared; or
 - d. The individual has received two negative tests at least 24 hours apart
3. **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.

Special Education

Central Noble Community Schools (CNCS) will continue to partner with the Northeast Indiana Special Education Cooperative to help provide special education services to our students. The corporation will continue to hold case conferences in a virtual or in-person environment. Case Conference committee decisions will be utilized to create individual learning plans to address student needs. At this time, there is no waiver of federal requirements for annual case conferences. The special education staff will work with families to meet these annual requirements.

CNCS will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. Corporation plans are designed to complement other community mitigation strategies to protect high-risk populations, and the community's healthcare system, and minimize disruption to teaching and learning, while protecting students and staff from social stigma and discrimination.

Central Noble, along with the Northeast Indiana Special Education Cooperative, will work to develop a strong communication plan with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services will be identified. CN and the Special Education Cooperative will work to ensure that adequate staffing is available to meet the needs of all students with IEPs within the district.

Case Conferences

Annual Case Reviews

At this time, there has been no waiver of the requirement to convene the case conference committee (CCC) annually to conduct the annual case review (ACR) consistent with the requirements of 511 IAC 7-42-5(a)(2). Central Noble will conduct the ACR within the one year timeline, regardless of school closure status.

Case Conference Committee Meetings to Review and Revise the IEP

As Central Noble plans to reopen buildings to provide in-person instruction, CCC meetings with parents should be scheduled to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services.

Educational needs can be measured by considering:



- Whether the student participated in continuous learning opportunities provided by the school and district during the COVID-19 school building closure;
- Parent observations of the student's learning during the continuous learning opportunities provided by the school or district;
- Teacher observations of the student's learning in the continuous learning opportunities provided by the school or district;
- Whether there were services identified in the student's IEP prior to the school closure that the school or district was unable to provide during the building closure due to restrictions on in-person services;
- Whether the student continued making progress toward meeting his/her IEP goals;
- Whether the student experienced any additional or new social-emotional health issues during building closure and re-entry;
- Whether the student experienced any regression during the period of school building closure.

Future Services/Compensatory Services

The United States Department of Education (USED) has advised, “[A]n IEP Team and, as appropriate to an individual student with a disability, the personnel responsible for ensuring Free and Public Education (FAPE) to a student for the purposes of Section 504, would be required to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements.” *QA-1 Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak* (USED March 12, 2020).

This does not mean schools must immediately offer compensatory services to all students with IEPs; rather, it requires the CCC to lead a discussion of the educational needs of the student, including the potential loss of skills. Based on these individual needs, the CCC may consider the appropriateness of collecting data for an agreed-upon time following the student's return to school and subsequently reconvening to discuss the need for future services at that time.

It is important school staff are documenting with specificity the special education and related services being provided to students with disabilities while monitoring and tracking individual student progress. This information will be necessary to inform the CCC in making a determination as to what future services or compensatory services are necessary to ensure the provision of a FAPE.

Transition IEPs

Transition assessments need to be updated annually, even during the COVID-19 pandemic. When updating transition assessments, teachers of record (TORs) may conduct assessments virtually or in person. Assessments may be administered prior to or during the CCC meeting. In all cases, assessment information needs to be documented within the Summary of Findings utilizing the SPIN method - Strengths, Preferences, Interests, and Needs.



Transition services still need to be created so the school is the primary service provider. It is recommended that the narrative include in-person and remote ways to accomplish objectives and goals to accommodate for the fluidity of the COVID-19 situation.

CCC Meeting Method Options

CCC meetings may be conducted virtually while school buildings are closed. As school buildings reopen, CCC meetings may be conducted in-person or through virtual means.

EdPlan Connect

In light of the COVID-19 pandemic, the Indiana IEP vendor, Public Consulting Group (PCG), has made EdPlan Connect available to IDOE to help facilitate IEP meetings. With EDPlan Connect, parents/guardians have a centralized, secure place to:

- Access student records online and in their native language;
- Sign documents electronically and save time;
- View historical documents in the student's record; and
- Stay up to date with student progress.

Evaluations

Requirements for evaluations remain unchanged. Evaluations may be conducted virtually if

the school psychologist has been appropriately trained in conducting virtual assessments and

has access to the digital assessments.

Medically Fragile Students

Medically fragile students are at high-risk of severe medical complications if exposed to COVID-19, and therefore may be unable to attend school. Medically fragile students unable to attend school will need to be provided with educational services remotely. The determination of the services to be provided must be made by the CCC based upon the individual student's medical and educational needs. Special education and related services determined by the CCC could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology must be considered. The CCC must convene at least every 60 instructional days to review the IEP for every student unable to attend school in person (511 IAC 7-42-11).

Homebound Services

Central Noble must provide special education and related services to a student with a disability who is absent for an extended period of time. QA-2 in *Questions and Answers on Providing Services to Children with Disabilities During a COVID-19 Outbreak* (USED March, 2020) states:

“It has long been the Department's position that when a child with a disability is



classified as needing homebound instruction because of a medical problem, as ordered by a physician, and is home for an extended period of time (generally more than 10 consecutive school days), an individualized education program (IEP) meeting is necessary to change the child's placement and the contents of the child's IEP, if warranted. Further, if the IEP goals will remain the same and only the time in special education will change, then the IEP Team may add an amendment to the IEP stating specifically the amount of time to be spent in special education. ***If a child with a disability is absent for an extended period of time because of a COVID-19 infection and the school remains open, then the IEP Team must determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available.*** In doing so, school personnel should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services. The Department understands there may be exceptional circumstances that could affect how a particular service is provided.

If a child does not receive services after an extended period of time, a school must make an individualized determination whether and to what extent compensatory services may be needed, consistent with applicable requirements, including to make up for any skills that may have been lost.”

If Central Noble has been provided a statement from the student's physician that the student will be unable to attend school for 20 or more instructional days, Article 7 requires the school provide instruction to the student during the time the student is unable to attend school (511 IAC 7-42-12). For students with disabilities, (511 IAC 7-42-11) requires the CCC to determine the appropriate educational services to be provided.

Use of Homebound due to Infection in Student's Family

Once school buildings reopen, a student with a disability may be quarantined at home for an extended period of time due to a family member's infection. Central Noble will follow the same homebound protocol identified above to ensure the provision of FAPE. School personnel should likewise follow appropriate health guidelines to assess and reduce the risk of transmission in the provision of such homebound services.

Use of Homebound Not Related to COVID-19

As schools reopen, students who were receiving services in a homebound placement pursuant to their IEP will remain in that placement until the CCC determines that a different placement is appropriate. Whether the location of the homebound services identified in the student's IEP is in the student's home or an out-of-school location other than the student's home, school personnel should follow appropriate health guidelines to assess and reduce the risk of transmission of COVID-19 (511 IAC 7-42-11).



Homebound Timelines

Central Noble must ensure the CCC reconvenes at least every 60 instructional days (this instructional day count includes remote learning days used pursuant to the LEA's Continuous Learning Plan) when a student is receiving services in a homebound setting. 511 IAC 7-42-5(a)(7). Changes to the IEP related to a safer service delivery method during school closures and re-entry may be considered by the CCC at these 60 day reconvenes. 511 IAC 7-42-11.

Special Transportation

If districts and schools are providing in-person services and a student requires transportation, then the IEP should reflect this service. Collaboration with transportation vendors to implement a bussing plan that meets social distancing recommendations is imperative (including pick-up, in-transit, and drop off).

Therapy

FAPE requires taking into account the needs of individual students. Therefore, at a minimum, school re-entry planning for providing IEP-required therapies in accordance with the CDC community-level guidance for schools must address:

1. Student-specific medical and special transportation needs for transitioning back into school settings such as classrooms, playgrounds, and day programs for therapy services;
2. Unique operating conditions, including:
 - Intensified cleaning and disinfecting of equipment and surfaces between therapy sessions;
 - Class and therapy group size reductions, staggered (alternate days/rotation) scheduling and/or spaced seating to facilitate physical distancing, restricted sharing of equipment/learning aids, and possible shifts to non-traditional class settings to improve ventilation;
 - Instruction about and observance of frequent handwashing and face covering recommendations;
 - Remote therapy needs, including assistive technology, as necessary, for special student populations who cannot yet safely return to congregate settings;
 - Contingency planning to continue services if COVID-19 transmission requires intermittent or extended school building closures.
3. Individual students' skills regression or lack of progress and communication with parents/families about IEP therapy service changes or additions to address regression.
4. Anticipated backlogs in evaluations and possible need to prioritize new referrals before re-evaluations.
5. Adequate staffing to meet all students' therapy needs, including:
 - Age and underlying medical conditions that may preclude qualified personnel from delivering services in the physical proximity of students and other staff;
 - Technology training and access for therapists to serve medically fragile students, such as those who are ventilator-dependent and have



- tracheostomies; and
 - Flexible and adaptive scheduling to maximize therapy service provision despite personnel shortages, staff illness/isolation, and limited access to students.
6. The district requirement to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings within the district boundaries.

Educational Staff

Teachers, Instructional Assistants, Student Teachers, Substitute Teachers

Safety Procedures and Protocols

All Central Noble Teachers, Instructional Assistants, Student Teachers, Substitute Teachers will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of educational spaces and shared resources prior to new groups entering the classroom;
- Provide access to hand sanitizer;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble Teachers, Instructional Assistants, Student Teachers, and Substitute Teachers will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Special Education Teachers and Special Education Instructional Assistants

Safety Procedures and Protocols

All Special Education teachers and special education instructional assistants will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of educational spaces and shared resources prior to new groups entering the classroom;



- Provide access to hand sanitizer;
- Wear appropriate personal protective equipment (including gloves and a mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.)
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble special education teachers and special education instructional assistants will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Additionally, special education staff will be provided and required to complete additional professional development training as outlined by Dekalb Eastern Schools and the Northeast Indiana Special Education Cooperative.

Administration, Guidance Staff, Technology Staff, and Office Personnel

Safety Procedures and Protocols

All administration, guidance staff, technology staff, and office personnel will:

- Follow and promote social distancing whenever possible;
- Provide access to hand sanitizer;
- Sanitize common touched areas in assigned work space
- Sanitize meeting area surfaces following meetings;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble administration, guidance staff, technology staff and office personnel will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN,



Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Nursing Staff

Safety Procedures and protocols

All Central Noble nursing staff will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of assigned spaces and treatment areas between patients;
- Provide access to hand sanitizer;
- Wear appropriate personal protective equipment (including gloves and a mask) when engaging in situations where bodily fluids are of a higher exchange rate (i.e. assisting students with daily functions such as toileting, dressing, grooming, eating, etc.)
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble nursing staff will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Guest Speakers and Instructional Volunteers

Safety Procedures and protocols

- Exhaust all virtual options prior to scheduling in-person service or presentation;
- Follow social distancing guidelines
- Promote social distancing and healthy hygiene practices;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble guest speakers and volunteers will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and



healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Operational Staff

Custodial and Maintenance Personnel

Safety Procedures and Protocols

All Central Noble custodial and maintenance personnel will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of assigned spaces;
- Clean commonly touched surfaces throughout the school day;
- Provide access to hand sanitizer;
- Wear appropriate personal protective equipment (including gloves and a mask) when addressing situations where bodily fluids are of a higher exchange rate;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble nursing staff will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Additional training will be required for custodial and maintenance staff on the safe handling and storage of cleaning supplies and other chemicals.

Food Service Personnel (Chartwell's Employees)

Safety Procedures and Protocol

All Central Noble Food Service personnel will:

- Follow and promote social distancing whenever possible;
- Facilitate the cleaning of assigned areas;



- Wear appropriate personal protective equipment (including gloves and a mask) while preparing and serving meals;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

Chartwells, in cooperation with Central Noble Schools will provide professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: Federal School Lunch Program , GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

Additional training will be provided by Chartwells on the safe preparation and handling of food, sanitation of food surfaces, and the appropriate use of food preparation tools and equipment.

Transportation Personnel

Safety Procedures and Protocols

Central Noble Transportation personnel will:

- Follow and promote social distancing whenever possible;
- Sterilize seats and high touch areas prior to each route;
- Wear appropriate personal protective equipment (including a mask or face shield) while students are on the bus;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.
- Create seating charts for each route;

Professional Development

All Central Noble transportation personnel will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of



sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

In addition, all transportation personnel will complete all necessary, ongoing professional development training regarding school bus and transportation services.

School Resource Officer

Safety Procedures and Protocol

- Follow and promote social distancing whenever possible;
- Promote healthy hygiene practices;
- Address all existing employment functions outlined within job descriptions;
- Adhere to the health protocols outlined above; and
- Adhere to all existing procedures and policies.

Professional Development

All Central Noble school resource officers will complete professional development training on the symptoms of COVID-19, along with screening, prevention techniques, and healthy hygiene protocols prior to working with students. Training will come from a variety of sources, including, but not limited to: GCN, Region 8, Indiana DOE, CDC, Noble County Board of Health, Indiana Department of Health, Parkview Health and other local sources.

In addition, all school resource officers will complete all necessary, ongoing training regarding school safety and law enforcement credentials and other requirements established by the Central Noble Police Department.

Professional Development Training

Central Noble will provide professional development training to address the following topics related to COVID -19

- Central Noble Health Protocols listed above including;
 - How COVID-19 spreads
 - Signs and symptoms
 - Risk of exposure
 - Mitigation techniques
- Who to contact is a student or non-student exhibits symptoms of COVID-19;
- How to appropriately wear personal protective equipment;
- How to maintain and dispose of personal protective equipment;
- Hygiene expectations and general health practices;



- ❑ The appropriate methods, tools, and products for sterilizing surfaces and high touch areas;
- ❑ General occupational safety training including eye wash, AED, and basic first aid; and
- ❑ Universal precautions for handling bodily fluids.

Mitigation Strategies

Central Noble Schools continues to work with the Noble County Health Department to help prevent the spread of COVID-19 among students, staff and teachers. School officials will continue to communicate with public health nurse or the local health officer for consultation when needed.

Although evidence shows that most children infected with COVID-19 have mild symptoms, some children will develop serious illness, especially those children at risk because of underlying health issues. Central Noble encourages all families to discuss with the child's health care provider to determine whether continued remote learning is the appropriate plan until adequate immunization can occur. Also, teachers and staff who are 65 years and older or who have underlying health conditions should consult with a health care provider.

Central Noble Schools continues to prepare to respond to COVID-19 cases when they occur in their facilities. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school has been established as part of the district's health protocol..

Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website www.coronavirus.in.gov has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic.

You will note that in the event of a documented positive case, short-term closure may be appropriate. Central Noble Schools and the Noble County Board of Health or the Indiana Department of Health will work collaboratively in an attempt to keep schools open and operating as much as possible. The Noble County Health Department or the Indiana State Department of Health can engage with district administration to recommend further testing, cleaning, etc.

Recommendations about prolonged closure will depend on the level of cohorting the school



has been adhering to, the community level of disease and the current burden of infection impacting your hospital systems.



Appendix A - Central Noble Transportation Plan

We at Central Noble are doing our best to get your student back into the buildings safely. We need your help in doing this!

Central Noble bussing will operate as normal while taking preventative safety measures.

If a parent who previously submitted a transportation request chooses not use CN Transportation, please contact the Transportation Department at:

Phone: 260-636-2175 and ask for Transportation or

Email Transportation Director David Worman: wormand@centralnoble.k12.in.us

Email Transportation Asst. Jamie Howard: howardj@centralnoble.k12.in.us

Note that parents can choose to opt into transportation at a later date by contacting the Transportation Department.

Please note when doing so, changes and access to bussing can take up to 48 hours/2 school days, so please plan accordingly.



FOR OUR DRIVERS

- ❑ Drivers will be required to wear a face covering, of their choice and comfort, during routes when students are present. Drivers will run routes prior to students on board to make any adjustments to what that face covering may be and to ensure it is not a distraction to their driving.
- ❑ Drivers will self-screen for symptoms before beginning a route and follow the same guidelines for returning to work as listed for students below.
- ❑ Drivers will now be required to document all cleaning/disinfecting and will be provided appropriate PPE to complete the tasks. This includes:
 - ❑ Daily Disinfecting after every AM and PM Route
 - ❑ Daily Disinfecting entails wiping down and/or spraying commercial grade disinfectant on most commonly touched surfaces
 - ❑ After each Field Trip and/or Extra-Curricular Route
 - ❑ Same process as daily disinfecting
 - ❑ A weekly deep clean in addition to daily disinfecting
 - ❑ Weekly Deep Clean entails wiping down all seat surfaces, handrails, washing interiors windows and sweeping/mopping floors.
 - ❑ The seat immediately behind the driver will remain vacant if at all possible
 - ❑ Seating Charts will now be made by family groups, not grade level, to aide in contact tracing
 - ❑ Drivers will receive training on COVID specific topics, such as how it spreads, symptom recognition and risk of exposure.
 - ❑ Sub drivers will drive the main route buses not a sub bus.
 - ❑ Sub buses will only be used in emergency situations such as a break-down, if a passenger tests positive for COVID-19 or if a passenger has symptoms of COVID-19.
 - ❑ In COVID-19 positive or symptomatic cases, a sub bus will be utilized to allow for 24 hours to pass before cleaning/disinfecting the vehicle.
 - ❑ If not feasible to wait 24 hours, staff will wait as long as possible before cleaning/sanitizing the vehicle
 - ❑ In the case of a non-COVID-19 related use, the same disinfecting procedures will be followed after a use.
 - ❑ Coaches will follow the same cleaning guidelines as above for mini bus use; weekly deep cleans will be performed by the maintenance staff
 - ❑ Athletic event leave times will be altered to allow for after PM route disinfecting



FOR OUR PARENTS, FAMILIES & STUDENTS

- ❑ Parents/Guardians should self-screen students for symptoms every morning.
- ❑ Stay home if you are sick. Do NOT come to school if you have a fever of 100.4 or greater or any of the following symptoms: cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
- ❑ If you have had a fever of 100.4 or greater, do not return to school until you have been without the fever for at least 72 hours/3 full days WITHOUT the use of fever reducing medication
- ❑ If you exhibited COVID symptoms but were not tested, do not return to school until at least 10 calendar days have passed since symptoms first appeared
- ❑ Should a student get a fever or begin to exhibit any of the symptoms above during the school day and are seen by a nurse, the student will not be allowed to ride the bus home. Parents/Guardians must make other arrangements for the student to be transported home.
- ❑ Since socially distancing is not possible on the school bus, all students are required to wear a face covering for the duration of all routes.
- ❑ Students are encouraged to carry their own hand sanitizer for use on the bus. Hand sanitizer WILL be available at the building entrances for use
- ❑ Students are allowed 2 stop options only—1 AM option and 1 PM option.
Example: Student is picked up at home every morning but goes to a babysitter/daycare every afternoon.
- ❑ Families with split custody arrangements may choose these 2 stop options only. Other arrangements will need to be made on the parents/guardian's behalf.
- ❑ No one-time route changes will be allowed. If a parent/guardian is having an emergency they must make their own arrangements or talk with a Building Administrator
- ❑ If a permanent change to a route needs made a formal transportation request must still be submitted. Remember that these changes take at least 48 hours/2 school days to take effect so plan accordingly
- ❑ No alternate delay stops will be allowed. Other arrangements will need to be made on the parents/guardian behalf.
- ❑ Students will NOT be allowed to bring friends home with them on the bus.
- ❑ Bus line up will still be on the East side of the Albion Campus. Buses will continue to pull in off of SR 8 and loop through the HS parking lot.
- ❑ Senior High students as well as students who drive, and those who ride with them, will enter Door 14.
- ❑ Junior High students enter at Door 18 (Auditorium)
- ❑ Central Noble Elementary students enter at Door AE6.
- ❑ Students who ride the shuttle to CN Primary will be in the Elementary Gym and will board as normal from Door AE6.
- ❑ JSHS Student pick-up and drop-off will be at Door 1.
- ❑ A map detailing this will be posted to the Buses page of the CN website

Appendix B- Central Noble Primary Education Plan



Central Noble Primary Safe Re-entry Plan for Traditional Instruction

Hours of Operation

- Doors will be open for student access at 7:45.
- School begins at 8:15 and concludes at 3:00

Arrival - Students will enter the building and go directly to the classroom

- Car Rider/Walkers- Enter through Door 2
- Bus Riders - Enter through door 1. Buses will be released one bus at a time

Facility Usage

- Restrooms - restroom usage times will be staggered to reduce the number of students in an area at a specific time
- Common areas- building schedules will be created to regulate flow and reduce cross traffic
- Bottle Filling Stations - students are asked to provide personal water bottles. Students will have opportunities throughout the day to have access to fresh water
- Hand sanitizer - sanitizing stations will be located at student entrances, within classrooms, within the cafeteria, and at other areas where handwashing is not possible
- Lockers - students will utilize lockers for the storage of personal items. Teachers will monitor locker access to provide opportunities for social distancing

Classroom Structure and Instruction

- Classrooms will be arranged with maximum space between students to promote social distancing
- Students will be cohorted within classrooms to address specific student academic and social-emotional needs
- Instruction will include a minimum of 90 minutes of reading instruction and 60 minutes of math instruction
- Instructional schedules will be determined by the administration and classroom teachers
- Support staff will be assigned to provide supplemental instruction within the general education classroom
- Class sizes will be determined by the number of parents that select traditional instruction
- Staff will be encouraged to use outdoor instructional space as often as possible
- PE, Art, and Music will be offered on 9 week rotations
- Classroom teachers will reduce the amount of shared resources within the classroom
- Shared resources will be sterilized between use
- Special education services will be provided based on Case Conference Committee decisions
- Students and non-students will be required to wear face masks or face shields when social distancing is not possible.



Breakfast and Lunch

- Students wanting school breakfast will pick up the breakfast and take it to the classroom to eat
- Lunch schedules have been altered to reduce the number of students in the cafe and food service area at any one time
- Additional eating areas are being utilized to allow for reduced capacity

Recess

- Recess schedules will be designed to limit the number of students in the recess area at one time
- Indoor and outdoor facilities will be utilized for recess
- Playground equipment will be sterilized throughout the day
- Areas may be designated if multiple classes are using the recess area at the same time

Dismissal

- Students will be dismissed by class to encourage social distancing
- Parent pickup will be at door 2 beginning at 3:00
- Walkers will be dismissed through door 1 at 3:00
- Buses will pick up at door 1 at approximately 2:40
- Shuttles will depart in time to arrive at the Elementary by 3:00



Central Noble Primary Safe Re-entry Plan for Virtual Instruction

Virtual Learning Defined

Students will remain at home. Opportunities for direct instruction will be provided through digital streaming and other digital platforms. Students will have the opportunity to interact directly with school staff for support. Assignments are submitted electronically. Students will be required to participate in daily activities during traditional school hours. Internet access is required. Due to constraints in curriculum and staffing, not all courses will be offered in the virtual setting.

Staff Support

Virtual Learning staff will be available during regular office hours on Monday through Friday from 7:45 AM - 3:20 PM. Students and Parents should attempt to contact staff during these open hours, unless previously arranged. Staff will reply to all emails on the same or next business day. Parents or students may contact the school if communication is needed outside of the office hours. Staff will be contacting parents on a bi-weekly basis to receive feedback on student progress or concerns. Special education services will be provided based on Case Conference Committee decisions

Attendance

Virtual students will be held to the Central Noble attendance policy found in the CN Elementary/ Central Noble Primary Student Handbook. Attendance will be taken based on 100% completion of daily work within 48 hours of when the work was assigned. Students will be expected to participate in face to face interactions with the classroom teacher or support staff.

Assignments and Assessments

Students will be assessed based on 2-3 exit slips of assessments to identify the level of mastery for each of the standards covered in the lesson objectives. These assessments are required to be completed independently by the student to ensure accurate assessment of the student's level of mastery. Students can expect 5 hours of classroom engagement per school day. This may include direct instruction, videos, assessments, independent practice, guided practice and/or projects.



Practical Application of Learning

Students will also have project-based learning each semester to demonstrate Central Noble's Graduate Profile skills. Project-based learning will also be useful in the demonstration of real-life skills application and standards mastery. Projects may be used to assess skills mastery

Enrollment

Students will remain enrolled in virtual instruction until the end of the first semester. There will be a two week grace period beginning on the first day of school where families may choose to change placement of their student/students.



Central Noble Elementary Safe Re-entry Plan for Traditional Instruction

Hours of Operation

- Doors will be open for student access at 7:45.
- School begins at 8:15 and concludes at 3:10

Arrival - Students will enter the building and go directly to the classroom

- Car Rider/Walkers- Enter through Door AE1
- Bus Riders - Enter through door AE6 . Buses will be released one bus at a time

Facility Usage

- Restrooms - restroom usage times will be staggered to reduce the number of students in an area at a specific time
- Common areas- building schedules will be created to regulate flow and reduce cross traffic
- Bottle Filling Stations - students are asked to provide personal water bottles. Students will have opportunities throughout the day to have access to fresh water
- Hand sanitizer - sanitizing stations will be located at student entrances, within classrooms, within the cafeteria, and at other areas where handwashing is not possible
- Classroom Closets - Classroom closets will be utilized to store personal belongings

Classroom Structure and Instruction

- Classrooms will be arranged with maximum space between students to promote social distancing
- Students will be cohorted within classrooms to address specific student academic and social-emotional needs
- Instruction will include a minimum of 90 minutes of reading instruction and 60 minutes of math instruction
- Instructional schedules will be determined by the administration and classroom teachers
- Support staff will be assigned to provide supplemental instruction within the general education classroom
- Class sizes will be determined by the number of parents that select traditional instruction
- Staff will be encouraged to use outdoor instructional space as often as possible
- PE, Art, and music will be offered on 9 week rotations
- Classroom teachers will reduce the amount of shared resources within the classroom
- Shared resources will be sterilized between use
- Special education services will be provided based on Case Conference Committee decisions
- Students and non-students will be required to wear face masks or face shields when social distancing is not possible.



Breakfast and Lunch

- Students wanting school breakfast will pick up the breakfast and take it to the classroom to eat
- Lunch schedules have been altered to reduce the number of students in the cafe and food service area at any one time
- Additional eating areas are being utilized to allow for reduced capacity

Recess

- Recess schedules will be designed to limit the number of students in the recess area at one time
- Indoor and outdoor facilities will be utilized for recess
- Playground equipment will be sterilized throughout the day
- Areas may be designated if multiple classes are using the recess area at the same time

Dismissal

- Students will be dismissed by class to encourage social distancing
- Parent pickup will be at door AE1 beginning at 3:10
- Walkers will be dismissed through door AE1 at 3:10
- Buses will pick up on the East Side of the building beginning at 3:10



Central Noble Elementary Safe Re-entry Plan

for Virtual Instruction

Virtual Learning Defined

Students will remain at home. Opportunities for direct Instruction will be provided through digital streaming and other digital platforms. Students will have the opportunity to interact directly with school staff for support. Assignments are submitted electronically. Students will be required to participate in daily activities during traditional school hours. Internet access is required. Due to constraints in curriculum and staffing, not all courses will be offered in the virtual setting.

Staff Support

Virtual Learning staff will be available during regular office hours on Monday through Friday from 8:00 AM - 3:30 PM. Students and Parents should attempt to to contact staff during these open hours, unless previously arranged. Staff will reply to all emails on the same or next business day. Parents or students may contact the school if communication is needed outside of the office hours. Staff will be contacting parents on a bi-weekly basis to receive feedback on student progress or concerns. Special education services will be provided based on Case Conference Committee decisions.

Attendance

Virtual students will be held to the Central Noble attendance policy found in the CN Elementary/ Central Noble Primary Student Handbook. Attendance will be taken based on 100% completion of daily work within 48 hours of when the work was assigned. Students will be expected to participate in face to face interactions with the classroom teacher or support staff.

Assignments and Assessments

Students will be assessed based on 2-3 exit slips of assessments to identify the level of mastery for each of the standards covered in the lesson objectives. These assessments are required to be completed independently by the student to ensure accurate assessment of the student's level of mastery. Students can expect 5 hours of classroom engagement per school day. This may include direct instruction, videos, assessments, independent practice, guided practice and/or projects.



Practical Application of Learning

Students will also have project-based learning each semester to demonstrate Central Noble's Graduate Profile skills. Project-based learning will also be useful in the demonstration of real-life skills application and standards mastery. Projects may be used to assess skills mastery

Enrollment

Students will remain enrolled in virtual instruction until the end of the first semester. There will be a two week grace period beginning on the first day of school where families may choose to change placement of their student/students.



Central Noble Junior-Senior High Safe Re-entry Plan for Traditional Instruction

Hours of Operation

- Doors will be open for student access at 7:45.
- School begins at 8:25 and concludes at 3:17

Arrival - Students will enter the building and go directly to the Cougar U classroom

- Car Rider/Walkers- Enter through Door 1
- Junior High Bus Riders - Enter through door 18
- High School Bus Riders and HS Drivers- Enter through door 14
- Buses will be released one bus at a time
- IMPACT and Work-based Learning students enter through Door 1

Facility Usage

- Restrooms - restroom usage times will be staggered to reduce the number of students in an area at a specific time
- Common areas- building schedules will be created to regulate flow and reduce cross traffic
- Passing Periods will be shortened to reduce the congregation of students
- Passing periods will be staggered to reduce the number of people in the building at one time
- Bottle Filling Stations - students are asked to provide personal water bottles. Students will have opportunities throughout the day to have access to fresh water
- Hand sanitizer - sanitizing stations will be located at student entrances, within classrooms, within the cafeteria, and at other areas where handwashing is not possible
- Lockers - students will not be allowed to utilize lockers. Personal items will be carried from class to class
- Locker rooms will be used for changing only
- Locker room capacities will be monitored and regulated
- Athletes can place athletic gear in athletic lockers prior to the instructional day

Classroom Structure and Instruction

- Classrooms will be arranged with maximum space between students to promote social distancing
- Students may be cohorted within classrooms to address specific student academic and social-emotional needs
- Instructional schedules will be determined by the administration and classroom teachers
- Support staff will be assigned to provide supplemental instruction within the general education classroom



- Class sizes will be determined by the number of parents that select traditional instruction
- Staff will be encouraged to use outdoor instructional space as often as possible
- Classroom teachers will reduce the amount of shared resources within the classroom
- Shared resources will be sterilized between use
- Special education services will be provided based on Case Conference Committee decisions
- Students and non-students will be required to wear face masks or face shields when social distancing is not possible.

Breakfast and Lunch

- Students wanting school breakfast will pick up the breakfast and take it to the Cougar U classroom to eat
- Lunch schedules have been altered to reduce the number of students in the cafe and food service area at any one time
- Additional eating areas are being utilized to allow for reduced capacity

Recreation Time

- Recreation schedules will be designed to limit the number of students in the recreation area at one time
- Indoor and outdoor facilities will be utilized for recreation
- Recreation equipment will be sterilized throughout the day

Dismissal

- Students will be dismissed by grade level to encourage social distancing
- Parent pickup will be at door 1 beginning at 3:17
- Walkers will be dismissed through door 1 at 3:17
- Buses will pick up on the east side of the building at 3:17



Junior-Senior High Daily Schedule

Daily Schedule	
Students Report to CU Classrooms	7:45 or Upon Arrival
Warning Bell	8:15
Warning Bell	8:20
CU	8:25-8:50
6th, 9th, 10th release at	8:50
7th, 8th, 11th, 12th release at	8:52
Period 1	8:54-9:41
6th, 11th, 12th release at	9:41
7th, 8th, 9th, 10th release at	9:43
Period 2	9:45-10:32
6th, 11th, 12th release at	10:32
7th, 8th, 9th, 10th release at	10:34
Period 3	10:36-11:23
6th release to lunch at Cafe	11:19
7th release to lunch at Aux Gym	11:21
8th release to lunch at Cafeteria	11:23
9th, 10th release for class at	11:23
11th, 12th for class release at	11:25



Lunch A Jr High	11:23-11:53
Period 4 JH	11:57-12:44
7th, 8th release from class at 12:44	
6th release from class at 12:46	
Period 4 SH	11:27-12:14
11th, 12th released to lunch at Aux Gym	12:10
10th released to lunch at Cafe	12:12
9th released to lunch at Cafeteria	12:14
Lunch B Sr High	12:14-12:44
Period 5	12:48-1:35
6th, 11th, 12th release at	1:35
7th, 8th, 9th, 10th release at	1:37
Period 6	1:39-2:26
6th, 11th, 12th release at	2:26
7th, 8th, 9th, 10th release at	2:28
Period 7	2:30-3:17
6th, 11th, 12th release at	3:15
7th, 8th, 9th, 10th release at	3:17



Central Noble Junior-Senior High Safe Re-entry Plan

for Virtual Instruction

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Attendance

Virtual students will be held to the Central Noble attendance policy found in the CN Jr/Sr High School Student Handbook. Attendance will be taken by seat time and logging into class. Students will remain in attendance through their scheduled class period. Attendance will be taken by class period by day.

Assignments and Assessments

Students will complete all course assignments and assessments per classroom guidelines and submitted electronically.

Jr/Sr High School Courses Offered

Students will be required to have all materials and supplies for labs and projects assigned and complete projects by assigned due dates.



The following lab and performance based classes will be unavailable virtually:

Ag Power

Makerspace

Introduction to Construction

Ceramics

Show Choir

Theater

Physical Education

Cadet Teaching

Some AP Courses will be unavailable in the virtual format

Other Lab classes such as band and choir may be unavailable

*****For those classes that are unavailable virtually, Apex may be an option, if the course is available.*****

Enrollment

Students must be enrolled in a minimum of five classes per semester. There will be a two week grace period beginning on the first day of school where families may choose to change placement of their student/students. Students must remain enrolled for the entire semester before making any changes to their placement.



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