



# **Muncie Community Schools**

## **Reopening Plan**

*June 30, 2020*

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## Introduction

Muncie Community Schools (MCS) will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of staff, students and visitors while furthering our mission and values. MCS' policies and plans will also be aligned with guidance from government agencies, public health officials and the Centers for Disease Control and Prevention (CDC). The pandemic presents a constantly evolving and dynamic situation, and MCS will review and update our information as needed.

## Expectations of Employees

In order to provide the safest learning environment possible, MCS has developed these expectations for employees:

1. All employees are expected to abide by policies, protocols, and guidelines outlined in this plan. Failure to do so places others at risk and may result in disciplinary action.
2. Beginning July 1, 2020, schools will reopen. Employees should be aware of and abide by signage to promote social distancing and good hygiene. Staff should adhere to social distancing guidelines while in the schools.
3. It is critical for employees to understand and be aware of COVID-19 symptoms (more information is available at [www.cdc.gov](http://www.cdc.gov)). Every employee is required to complete a self-certification form (see item #6 in the Physical Health section of this document). If an employee is experiencing symptoms without a separate known cause (asthma, allergies, etc.), that employee should not come to work and contact their supervisor.
4. If an employee has been notified of exposure to someone who has been diagnosed with COVID-19 within the last 14 days, that employee *must stay home*.
5. If an employee develops symptoms while at work, the employee should separate from others, notify their supervisor and leave work in a manner that reduces any contact with others. It is imperative for employees to communicate with their supervisors in situations like these.
6. Employees are asked to be considerate of others and to consistently participate in the safety practices described in this document, as they are intended to help make our schools safe.

If an employee has questions or concerns regarding safety at school during this pandemic, those issues should be discussed with his or her supervisor and, if not resolved, the Associate Superintendent.

## **Physical Health**

With health and wellness as our top priority, MCS is committed to do the following:

1. Provide professional development related to COVID-19 related topics.
2. Target social and emotional supports for students.
3. Restrict visitors and guests in MCS buildings and encourage volunteers to assist remotely.
4. Review school clinic procedures to minimize infection.
  - a. Provide a separate room or space for students/staff who might have COVID-19 or other communicable diseases and are waiting for pick-up. The room/space must be disinfected frequently and restricted to authorized staff/students.
  - b. If any employee goes into that room, they must sign in.
  - c. Identify two employees to assist the nurse if extra staff are needed to supervise.
5. Encourage students and staff to maintain good sanitation/hygiene, keeping the following in mind:
  - a. Frequent handwashing with soap and water for at least 20 seconds, especially after coughing, sneezing, blowing their nose or touching their face. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol should be used.
  - b. Staff are encouraged to carry their own hand sanitizer and keep some at their desks/work stations.
  - c. Staff should minimize or avoid sharing personal items and work supplies with others.
6. Require each employee to complete a Self-Certification Form.
  - a. Employees will complete an online Google form and submit to the Human Resources Office when arriving to work on the first day (*The Google form will be developed and a link emailed to employees prior to their return date*).
  - b. The Self-Certification Google form requires the employee to answer questions about the employee's health including whether the employee has recently experienced any of the symptoms of COVID-19.

- c. The Human Resources Office will confidentially maintain the Google form separate from an employee's personnel file.
- d. Employees must complete the Google Form only once UNLESS there is a change that should be reported.
- e. Every employee is also required to perform a daily assessment prior to coming to work to certify that:
  - i. Employee took their temperature and did not have a temperature of 100.4 or above.
  - ii. No COVID-19 related symptoms (fever, cough, shortness of breath, new loss of taste and smell, sore throat, chills, repeated shaking with chills, muscle pain, or headaches).
  - iii. Not aware of close contact (i.e., in your household or within 6 feet for more than 10 minutes, e.g., a coworker in the same office) in the last 14 days with an individual who has tested positive for COVID-19.
  - iv. Employee has not been advised by a health care provider or government official to stay home or self-quarantine.

If an employee exhibits any of the symptoms, the employee has several options:

- i. Remain at home until symptom free for 72 hours.
- ii. See a medical provider to be evaluated. The employee may return if their provider releases them. A Return to Work slip must be obtained and given to the employee's principal or immediate supervisor to forward to the Human Resources Office.
- iii. Have a COVID-19 test. The National Guard Armory provides FREE tests. To schedule a required appointment, call 888-634-1116.

7. Require parents/guardians to perform a daily Self-Check of their student(s).

The partnership between families and schools is always a key to student success. School staff will be receiving professional development on screening student health situations and parents are encouraged to be aware of the health of their students and only send them to school if they are well. Parents/guardians are required to perform a daily assessment of their child prior to coming to school and will certify that:

- a. Student (or parent) took their temperature and did not have a temperature of 100.4 or above.
- b. No COVID-19 related symptoms (fever, cough, shortness of breath, new loss of taste and smell, sore throat, chills, repeated shaking with chills, muscle pain, or headaches).

- c. Not aware of close contact (i.e., in your household or within 6 feet, e.g., a coworker in the same office) in the last 14 days with an individual who has tested positive for COVID-19.
  - d. Student has not been advised by a health care provider or government official to stay home or self-quarantine.
8. Provide COVID-19 testing information in order to slow the spread of the virus.
- a. Workplace Health Partners is unable to offer the COVID-19 test in the clinic at this time. If an employee is eligible to use the clinic, they can schedule a virtual visit with their provider. Their medical provider can order the test and schedule the employee for testing through IU Health Ball Memorial Hospital's mobile testing site.
  - b. For employees not eligible to use the clinic, IU Health has a community call line that they can call to receive direction. The State has also set up testing sites through Optum. Scheduling is available online.
  - c. The National Guard Armory provides FREE tests. Call 888-634-1116 for more information.
  - d. Testing information will be placed on the MCS website and posted throughout our facilities.
  - e. Students will need to seek medical attention through their primary care physician and parents will be provided contact information through the MCS website.
  - f. Any staff testing positive for COVID-19 must promptly notify their immediate supervisor and the Human Resources Office. Please provide the Human Resources Office a copy of the test result.
  - g. Any student (or parent) testing positive for COVID-19 must promptly contact the school(s) their child(ren) attends. The school will immediately contact the Human Resource Office.
9. Expand access to annual flu vaccinations for all students and employees:
- a. Continue to offer flu shots at the building level.
  - b. Utilize the Mobile Health Unit (already set up) to give flu shots to students.
  - c. Use the MCS website, social media and CCO to publicize flu shot locations.
10. Encourage student and staff safety by:
- a. Providing and encouraging the wearing of a face covering (mask or shield) when physical distancing is not possible.
  - b. Discouraging sharing of materials.
  - c. Providing a personal bin for each child, which is sanitized at the end of each day.
  - d. Sanitizing toys (pre-school, Kindergarten, etc.) before returning to storage.
  - e. Disallowing field trips (except Camp Adventure) until further notice.

- f. Requiring classroom party items/snacks to be prepackaged and commercially prepared.
  - g. Determining community-based instruction on a case by case basis.
  - h. Creating a process to allow parents to check out their child via the telephone or electronically. An employee will supervise the student as he/she walks to the car.
11. Employees waiting on test results and/or testing positive for COVID-19 should refer to the Families First Coronavirus Response Act: Employee Paid Leave Rights located at [www.dol.gov](http://www.dol.gov). The provisions apply from the effective date through December 31, 2020.
  12. In conjunction with the Delaware County Health Department, MCS will have a common response to confirmed cases of COVID-19 and frequent and ongoing consultation will determine additional action required.

## **Physical Space**

MCS will continue to monitor safety of the workplace and will do this via the following steps, which include all appropriate preventative and precautionary measures to ensure the workplace and school sites are safe for our students, employees and patrons of the district:

1. Employees and students should maintain a distance of at least six feet from other people as often as possible.
2. Signage will be posted and will encourage physical distancing.
3. Additional floor markings will be placed at locations where lines or groups potentially can form or need to form in order to facilitate physical distancing.
4. Lockers will not be used in the school sites.
5. Hallways will be designated and marked as two-way traffic to limit interaction.
6. Water fountains will be turned off. Students will be issued an MCS water bottle. Touchless water stations will be available in all schools.
7. Desks will be positioned in one direction and should be spread apart. Tables in classrooms will be replaced with desks. Additional furniture or supplies should be removed to provide as much space as possible in classrooms.

8. Students and staff will be expected to socially distance in large areas such as the auditorium, gymnasium or cafeteria.
9. Multiple entrances will be utilized during entry and dismissal in order to alleviate the high congregation of students in one area at the beginning and end of the day.
10. Plexiglas barriers will be installed for employee work stations in high density, public areas that involve regular face-to-face contact with others (e.g., front desk, cafeteria food lines).
11. Access to Media Centers will be limited.
12. The practices of social distancing will also extend into allowing for the movement of students for *Breakfast in the Classroom*, recess periods, restroom breaks, lunch, special classes and dismissal times. Maintaining social distancing during transitions will be encouraged at all times.
13. Classrooms will be assigned designated areas for recess and students will stay with their cohort.
14. Staff and students are assigned restroom zones to decrease traveling traffic and be able to pinpoint certain areas in the event of a positive case of COVID-19.
15. School assemblies or convocations will be restricted.

## **Environmental Health**

Deep cleaning has occurred in all MCS buildings. We will continue to monitor safety of the workplace and MCS building sites via the following steps, which include all appropriate preventative and precautionary measures to ensure the workplace and school sites are safe for our students, employees and patrons of the district:

1. Additional hand sanitation stands have been placed at employee time clock/log in stations, school/office reception areas and throughout school sites and or high traffic areas.
2. High-touch areas are sanitized during the day to promote safety for all students, employees and patrons of the district.
3. Staggered start times have been implemented for custodial/clean-up crews to limit exposure and allow ample time for nightly deep cleaning, disinfecting of school sites.
4. Use of facial covering is mandatory for SSC custodian/maintenance personnel when social distancing cannot be achieved.

5. MCS has accumulated necessary inventory items of PPE (Personal Protective Equipment) that can be used for students and employees. Such PPE items currently include: surgical masks, face shields, vinyl and rubber gloves, wall mount sanitizer stations, sanitizer wipes and Plexiglas barriers in higher traffic areas including reception stations, office areas and dining/cafeteria areas.
6. Electrostatic sprayers, backpack sprayers and Clorox 360 machines will be used in the disinfectant process. These particular units will be utilized in the daily cleaning for public spaces, restrooms, hallways, offices and classrooms.
7. Frequency of cleaning tasks will be modified based on a building-by-building basis.
8. All touchpoint areas will be disinfected every weekday morning. Areas include, but are not limited to, the following: doorknobs, tables, light switches, elevator buttons, railings, push plates, bathrooms, desks, etc.
9. MCS recommends that staff/faculty clean and disinfect their own personal items in their office, such as phone, mouse/keyboard and computer. Cleaning materials will be provided as needed.
10. Electrostatic sprayers and fogger disinfectants will be utilized for areas as noted as contaminated with COVID-19. Per recommendation from the CDC, SSC will clean isolated rooms 24 hours after area exposure. If the area is common space, SSC will disinfect immediately. SSC will use electrostatic sprayer or canned fog containing EPA-rated viruscide.
11. General cleaning procedures will be enhanced.
12. Additional cleaning measures will be taken if MCS is notified that an individual is/was in school with a positive diagnosis of COVID-19.

## **Food Service**

Providing healthy and nutritious food in a clean, comfortable environment is the sole focus of the MCS food service providers. In response to COVID-19, the provider will now:

1. Implement *Breakfast in the Classroom* in all K-8 buildings and *Grab and Go* stations at the high school.
2. Space in-person dining areas to allow for physical distancing in all cafeterias (lunches only).
3. Create a seating chart for students.

4. Utilize other spaces (classrooms, outdoor areas) for dining experiences.
5. Restrict self-service of food and/or beverages (salad bars, condiment stations, etc.).
6. Clean and disinfect frequently touched surfaces (door handles, workstations, etc.) every 30 minutes.
7. Provide hand sanitizer to students and employees.
8. Place floor decals to help accommodate physical distancing.
9. Require all food service workers to wear face masks during working hours.
10. Enforce frequent handwashing, physical distancing and use of face coverings for food service workers.
11. Place physical barriers, i.e., sneeze guards, along the food distribution line.
12. Require food service workers to complete a health assessment self-certificate prior at the beginning of the school year and will report if there are any changes to their supervisor.
13. Post signage on how to stop the spread of COVID-19 and promote everyday protection measures.
14. Take additional measures when determined by the supervisor of an assigned work area.

## **Transportation**

COVID-19 has brought an increased awareness to cleaning and disinfecting school buses. All school vehicles should be considered an extension of the classroom with the same expectation of cleanliness. Auxilio, MCS' transportation provider, has implemented the following practices:

1. Auxilio employees must conduct a pre-shift screening protocol. Employees who are sick or show any symptoms are required to notify their supervisor immediately and not report to work. (MITS is creating similar guidelines.)
2. Auxilio employees are required to wear a face mask and gloves at all times when transporting students.
3. Students are encouraged to wear masks while being transported and will be available if needed.
4. Auxilio employees will make available hand sanitizer to students when boarding. (MITS has hand sanitizer available on every bus and will also provide small bottles of sanitizers for students.)
5. If the temperature is above 50 degrees, Auxilio employees will crack bus windows.

6. Buses will be cleaned and disinfected after each route.
7. Students riding Auxilio buses will be assigned seats. Whenever possible, students will first be assigned to sit with siblings or with a classmate.
8. Additional routes will be established for middle school students to reduce the number of students on MITS buses.

## Learning Program Options

MCS is committed to offering high quality learning programs where we place learners first. Due to the impact of COVID-19, MCS is offering a new virtual learning program for all K-12 students for the 2020-21 school year. The virtual learning program is *in addition* to our traditional, in-school instruction so students and parents can choose between in-school or virtual learning in all our schools. The virtual learning option will allow students to continue their education with experienced instructors and the latest educational technology. These interactive programs are engaging and personalized to students who will be equipped, if necessary, with working devices and internet connectivity where needed. Virtual learning students will have the same grading scales and attendance requirements and receive the same diploma as traditional K-12 students. When choosing either the in-school or virtual learning program, families should consider each to be a semester-long commitment.

Traditional, **In-person Learning** (incorporating a blended learning model) has precautionary measures outlined elsewhere in this document in addition to these noteworthy items:

1. Opening day for students is August 11, 2020.
2. School start and dismissal times have been adjusted for all MCS middle schools and Central High School, but remain the same as last year for all elementary schools, the Muncie Area Career Center (MAAC) and the Youth Opportunity Center (YOC). The school days are as follows:
 

a. Elementary:	Doors open – 7:45 a.m.	Start – 8:10 a.m.	Dismissal – 2:40 p.m.
b. Middle:	Doors open – 9:00 a.m.	Start – 9:15 a.m.	Dismissal – 4:00 p.m.
c. High School:	Doors open – 8:00 a.m.	Start – 8:15 a.m.	Dismissal – 3:05 p.m.

- |                            |                    |                        |
|----------------------------|--------------------|------------------------|
| d. MAAC morning session:   | Start – 7:55 a.m.  | Dismissal – 10:30 a.m. |
| e. MAAC afternoon session: | Start – 12:25 p.m. | Dismissal – 3:00 p.m.  |
| f. Youth Opportunity Ctr.: | Start – 8:10 a.m.  | Dismissal – 2:30 p.m.  |
3. The schedule at the secondary schools will be modified to reduce class transitions and the number of close contact situations.
  4. Elementary students will stay with their classroom cohorts as often as possible.
  5. All students will be assigned a take home device.
  6. We will continue to leverage our Learning Management System (LMS), Schoology, to deliver high-quality blended learning instruction.
  7. Schoology norms and expectations will be shared with teachers, students and parents to ensure consistent implementation across all grade levels.
  8. Schoology will be a part of the daily instructional routine beginning the first day of school.
  9. Parent access and communication via Schoology will be embedded in the daily activities.
  10. Professional development will be provided beginning in July with a Ball State-led “Teaching Remotely” boot camp. MCS will provide the Schoology Academy in August. Additionally, a cadre of Schoology super-users have been working this summer to assist as teacher-leaders in each building.
  11. MCS partners providing before- and after-school care will follow all MCS policies, procedures and guidelines with regard to COVID-19.

The MCS **Virtual Learning** program is still in development and includes the following:

1. Opening day for students is August 11, 2020.
2. School start and dismissal times have been adjusted for all MCS middle schools and Central High School, but remain the same as last year for all elementary schools, the Muncie Area Career Center (MAAC) and the Youth Opportunity Center (YOC). The school days are as follows:

g. Elementary:	Start – 8:10 a.m.	Dismissal – 2:40 p.m.
h. Middle:	Start – 9:15 a.m.	Dismissal – 4:00 p.m.
i. High School:	Start – 8:15 a.m.	Dismissal – 3:05 p.m.

- j. MAAC morning session:                      Start – 7:55 a.m.                      Dismissal – 10:30 a.m.
- k. MAAC afternoon session:                      Start – 12:25 p.m.                      Dismissal – 3:00 p.m.
- l. Youth Opportunity Ctr.:                      Start – 8:10 a.m.                      Dismissal – 2:30 p.m.

3. Access for all K-12 students who will be assigned class times and as well as online and offline work.
4. A virtual school orientation process that will include tips for success, attendance expectations, communication requirements and course logistics.
5. Robust online curriculum available for elementary and secondary students.
6. Teachers will monitor academic progress daily through the online curriculum platform and through instruction. Additionally, virtual full class or small group sessions, one-on-one video conferences, phone and email communications are part of the design.
7. The virtual program will be overseen by an administrator. Like the traditional school setting, if parents and students need additional support beyond what is being provided by the virtual MCS teacher, they will contact the virtual school administrator for assistance.
8. Students with IEPs and Section 504 plans will receive virtual support from a qualified staff member to ensure access to the general education curriculum is provided per their plan. Built in accessibility features exist in the virtual platforms to allow educational progress and independence wherever possible. If the student requires speech/language therapy or other related services/therapies, the student will have teletherapy services.
9. Social and emotional wellness for students will be provided virtually by MCS counselors, student assistance coordinators, other school staff and school partners e.g. Meridian Health Services. Additionally, all students have access to the district’s online social emotional learning platform, Ripple Effects.
10. Virtual school students will have the opportunity to participate in extracurricular and co-curricular activities as well as specialized offerings not available via the virtual program.
11. MCS will provide all virtual students the opportunity to receive a 5-day breakfast and lunch meal pack every week, pending no changes to state and federal regulations.
12. MCS partners providing before- and after-school care will follow all MCS policies, procedures and guidelines with regard to COVID-19.

## **Technology**

MCS recognizes that students have varied access to digital learning devices and internet access. With that in mind, we will provide each student with a learning device to be able to access the Learning Management System, Schoology, as well as an internet connection where none exists. Here is a more detailed explanation:

1. All K-2<sup>nd</sup> grade students will be provided with an iPad and a case.
2. All 3<sup>rd</sup>-12<sup>th</sup> grade students will be provided with a Chromebook and case.
3. Students lacking internet access will be provided with a hotspot.
4. All students and teachers will have access to Webex.
6. The IT department will provide a Helpdesk to assist with technology issues.

## **Social and Emotional Wellness**

In addition to providing challenging coursework, MCS looks to meet the social and emotional needs of all students, especially during these unsettling circumstances. Here are some of the ways we do that:

1. MCS uses the social and emotional wellness curriculum, Second Step, as its core program for all learners. All students will have access to in-person and virtual support from qualified staff members to ensure social and emotional wellness.
2. Social and emotional wellness for students will be provided by MCS counselors, student assistance coordinators, other school staff and school partners (e.g. Meridian Health Services).
3. Every school has a Multi-Tier System of Support (MTSS) Team that works within a framework of strategies to support the individual behavioral and academic needs of students.

- a. The MTSS Teams consists of the school psychologist, school counselor, behavior support (BCBA or Behavior Coach, principal, Interventionist(s) and teachers.
  - b. A new universal screener for social and emotional wellness will be implemented PK-12. Identified students will have targeted intervention based on need.
  - c. A proactive plan will be developed with the student’s family to be utilized in the case of remote learning so that social and emotional learning will not be interrupted.
4. All students will have access to the district’s new online social emotional care platform, Ripple Effects. The digital support is a trauma-informed, culturally responsive, evidence-based resource that is personalized for each student through self-exploration or guided interventions. It aligns with both the Second Step core curriculum and the Collaborative for Academic, Social and Emotional Learning (CASEL) competencies.
  5. Professional development for social and emotional wellness will be provided to our behavioral support staff. Staff will participate in sessions at Camp Adventure, Mental Health First Aid in partnership with Meridian Health and nonviolent crisis intervention through the Crisis Prevention Institute.

## **Special Education**

MCS and the Delaware Blackford Special Education Cooperative (DBSEC) is committed to ensuring that all students with disabilities are afforded their right to a free, appropriate public education (FAPE) as required by Individuals with Disabilities Education and Improvement Act of 2004. To ensure this occurs, educators and other personnel at the school, district and cooperative level who support students with disabilities must be considered vital as we reopen our schools. No plan to reopen can succeed without the input and partnership of the school community, which includes professionals dedicated to the success of students with disabilities.

The health and safety of anyone who serves children and families in the home, community or school is an essential consideration. In addition to following safety protocols outlined elsewhere in our reopening plan, we offer the following additional recommendations:

1. **Ensure equity for all students.** Our district and cooperative must ensure that reopening plans are designed to include all students in planning and implementation discussions and initiatives. If our school district or cooperative cannot meet the guidelines for all students, including those most vulnerable (i.e., with the most extensive needs), then returning to business as usual for any student would be discriminatory. Additionally, our school and cooperative must prioritize in-person services and schooling for students with the most intensive learning and behavioral needs while also factoring in their health and safety. Students with underlying health conditions, for whom it may be impossible or not recommended by the physician to return in person, should be provided a virtual option with supports and services determined by the case conference committee.
  
2. **Protect and prioritize special educators and their teams.** Special educators are a critical part of every school, district and the cooperative. Special educator positions must be preserved and provided additional support to help mitigate the impact of the pandemic on the students they serve. Therefore, MCS and DBSEC must work together to:
  - a. Protect existing resources and personnel by maintaining existing jobs and avoiding expanded caseloads when possible.
  - b. Provide targeted and meaningful professional development responsive to the program or education environment, community needs and changing regional and/or state circumstances.
  - c. Protect and support the physical and mental health of all programs and school personnel, including special educators. This includes the provision of PPE.
  - d. Provide and support the physical and mental health of all children and families as appropriate.
  - e. Provide ongoing support to school, district and cooperative level teams so students have access to the instruction and related services they require.
  
3. **Find innovative ways to maintain compliance with federal mandates.** Given that no flexibility with regard to IDEA 2004 was granted by the federal government, MCS and DBSEC will collaborate to do the following:

- a. **Educational Evaluations** - Using recommendations from the National Association for School Psychologists (NASP), the special education leadership team will develop a protocol for educational evaluations during remote learning prior to the start of the school year 2020-2021. In the case of future remote learning possibilities, we will need this to stay within the 50-school day timeline required by Indiana state law. When in person evaluation isn't possible, a virtual means of assessment will need to be implemented.
  - b. **FAPE Requirement** - Develop a guide for case conference revision for all teachers of record and public agency representatives to use to create a proactive plan for the possibility of remote learning during the 2020-2021 school year. In this guide will be a continuum of remote learning service options to be discussed with parents and staff in a case conference meeting. Through collaboration with the parent, an individualized contingency plan will be developed for the possibility of remote learning to be included in the IEP or Section 504 plan. These meetings may be held by phone or through virtual means such as Facetime, WebEx, Zoom or Google Meet.
  - c. **Effective Use of Personnel** - Develop proactive protocols for all staff who serve students with disabilities for remote learning (including certified and classified staff). Ensure these staff members have the appropriate resources and training to continue academic, behavioral and social-emotional services for students remotely when needed.
4. **Addressing the gaps in distance learning.** As distance learning has unfolded across the nation, school, district and cooperative staff have pivoted quickly to support students. While many complex factors continue to impact how early intervention, special education instruction and/or related therapies are provided to students with disabilities, we wish to emphasize the ongoing needs and gaps that must be addressed so that remote learning can be as successful as possible, as various situations may demand in the coming year. Great inequities exist in remote learning for students and families, including access to technology, individualized supports to access virtual learning, and educators who need training and technical support to achieve technology literacy for their virtual visits and classrooms. In particular, we know that students with significant cognitive or intellectual disabilities, severe behavior disorders, and who are deaf or blind are more challenging to serve during distance learning. Students with medical complications will need specific considerations because these students may still be learning remotely due to medical conditions that place them in the high-risk category, even after the return to in-person instruction. Finally, though staff attempted to engage, we remain extremely concerned about the

students who did not engage with our school and cooperative staff since schools closed. To remedy these problems, we recommend:

- a. A meaningful investment in access to internet and technology, including assistive technology, so that all students with disabilities can access their virtual services and classrooms when learning is remote.
- b. Training and technical assistance for educators so they can fluently navigate technology and education delivery in a virtual setting.
- c. Training and technical assistance for families so they can fluently navigate technology and support their children, in partnership with educators, in a virtual setting.

## **Athletics**

Education may be the primary function of Muncie Community Schools, but athletics help students learn invaluable lessons about teamwork, leadership and adversity. They also provide opportunities for personal growth in other ways, which is why we will be implementing new procedures in conjunction with the Indiana High School Athletic Association (IHSAA) to return our athletes to competition. To keep a safe and level playing field among all schools, the IHSAA has broken down the upcoming sports schedule into three phases:

### **PHASE 1 (July 6 – 19)**

#### **CONDITIONING:**

1. Muncie Community Schools athletic teams will be allowed to begin summer conditioning on **Monday, July 6, 2020**.
2. Conditioning can take place 4 days per week and are limited to 2 hours per session.
3. Athletes are only allowed to participate in **ONE** conditioning session per day.

4. Athletes will be assigned to smaller groups and the same athletes will be together as much as possible.
5. The weight room will operate at 50% capacity.
6. Lifts that require spotters will **NOT** be allowed. Safety of all athletes when participating in resistance exercises must be a priority and **PROPERLY MONITORED!**
7. All equipment used will be properly cleaned and sanitized directly after each use.
8. Only essential athletes, coaches, supervisors, and directors are allowed to attend. No student managers in attendance during Phase 1.

#### SPORT-SPECIFIC ACTIVITIES:

1. A mandatory coach's meeting took place on **Wednesday June 24 at 6:30 p.m.** to discuss all aspects of the return to athletics plan.
2. Coaches submitted a detailed plan indicating days, times, locations and drills being used for sport-specific activities during the June 24 coach's meeting.
3. Each sport is limited to two activity sessions per week.
4. Activity sessions can be no more than 3 hours for Fall Sports and 1.5 hours for Winter and Spring Sports.
5. Activity sessions for each sport may **NOT** occur on consecutive days.
6. **NO CONTACT** is allowed. Only proper drills that do not include body to body contact will be allowed.
7. Shared hydration stations will not be used. Athletes will use individual water bottles.

#### SUMMER PARTICIPATION RULES FOR ALL SPORTS:

1. **ALL** summer activities will be voluntary.

2. There will be **NO** locker room access for athletes for any sport.
3. Designated restrooms will be open and cleaned daily. Social distancing guidelines for restrooms will be posted and followed in each restroom.
4. All first-time athletes MUST have an IHSAA physical on file in the Athletic Office **prior to August 3**. All returning athletes who have a physical on file from the 2019-2020 school year and choose not to get a new physical, must fill out and sign the 2020-2021 IHSAA Health History Update Questionnaire and Consent & Release Certificate and return to the Athletic Office **prior to August 3**.
5. Athletes are limited to 15 total hours of school contact activity per calendar week.
6. School contact activity includes conditioning and sport-specific activities.
7. Facemasks are voluntary for athletes but strongly recommended if not involved in vigorous activity.
8. **ALL** coaches, medical-related staff, supervisors and directors **WILL** wear face coverings unless engaged in vigorous activity or it poses a health risk.
9. Coaches will use an Observation/Self-Report Screening process to look for signs of COVID-19 as athletes participate in activities.
10. Athletes will wear appropriate clothing and shoes at **ALL** times.
11. Absolutely **NO** sharing of clothing, shoes, towels or water bottles.
12. All athletes will use individual water bottles and clearly identify them with their names. Athletes will be responsible for taking home their water bottles, sanitizing them and bringing them back to the next session.
13. Coaches will keep their instruction groups to no larger than 15 athletes per group. If a team has multiple coaches, each coach can work with 15 athletes.

14. When speaking to athletes, coaches will keep a reasonable distance between themselves and the athletes.
15. Coaches will instruct their athletes regarding the Social Distancing Guidelines.
16. **NO** school equipment will be issued to athletes.
17. Hand sanitizer will be available at each practice site. Coaches will encourage athletes to bring their own.
18. Any school provided equipment such as balls, shields, blocking dummies, etc., shall be sanitized after each session by the coaching staff.
19. All equipment such as weight equipment, pads or blocking dummies with holes and exposed foam will be covered or discarded.
20. Athletes are expected to shower at home and wash workout clothes immediately upon returning home each day.
21. There will be no youth camps, high school camps, scrimmages or outside team camps.
22. **NO** formal competition is allowed.

## **PHASE 2 (July 20 – Aug. 14)**

### **CONDITIONING:**

1. Weight room will operate at 50% capacity.
2. Athletes will be assigned to smaller groups and the same athletes will be together as much as possible.
3. Lifts that require spotters will now be allowed. Safety of all athletes when participating in resistance exercises must be a priority and **PROPERLY MONITORED!**

4. All equipment used will be properly cleaned and sanitized directly after each use.
5. Only essential athletes, coaches, supervisors and directors are allowed to attend. Student managers may also attend.

SPORT-SPECIFIC ACTIVITIES:

1. Contact is allowed as defined by the IHSAA.
2. Scrimmages such as 7-on-7 for football and open gym basketball play is allowed.
3. Equipment can now be issued to athletes for sports that require it.
4. Shared hydration stations will not be used. Athletes will use individual water bottles.
5. Only essential athletes, coaches, supervisors and directors are allowed to attend. Student managers may also attend.

SUMMER PARTICIPATION RULES FOR ALL SPORTS:

1. **ALL** activities will be voluntary until the first official practice date of each sport.
2. There will be locker room access for athletes at 50% capacity.
3. Designated restrooms will be open and cleaned daily. Social distancing guidelines for restrooms will be posted and followed in each restroom.
4. All first-time athletes MUST have an IHSAA physical on file in the Athletic Office **prior to August 3**. All returning athletes who have a physical on file from the 2019-2020 school year and choose not to get a new physical, must fill out and sign the 2020-2021 IHSAA Health History Update Questionnaire and Consent & Release Certificate and return to the Athletic Office **prior to August 3**
5. Facemasks are voluntary for athletes but recommended if not involved in vigorous activity.

6. **ALL** coaches, medical-related staff, supervisors, and directors **WILL** wear face coverings unless engaged in vigorous activity or it poses a health risk.
7. Coaches will use an Observation/Self-Report Screening process to look for signs of COVID-19 as athletes participate in activities.
8. Athletes will wear appropriate clothing and shoes at **ALL** times.
9. Absolutely **NO** sharing of clothing, shoes, towels, or water bottles.
10. All athletes will use individual water bottles and clearly identify them with their name. Athletes will be responsible for taking home their water bottles, sanitizing them and bringing them back to the next session.
11. Coaches will keep their instruction groups to small defined groups (20-25 athletes per coach).
12. When speaking to athletes, coaches will keep a reasonable distance between themselves and the athletes.
13. Coaches will instruct their athletes regarding the social distancing guidelines.
14. Hand sanitizer will be available at each practice site. Coaches will encourage athletes to bring their own.
15. Any school provided equipment such as balls, shields, blocking dummies, etc., shall be sanitized after each session by the coaching staff.
16. All equipment such as weight equipment, pads or blocking dummies with holes and exposed foam will be covered or discarded.
17. Athletes are expected to shower at school or at home and wash workout clothes immediately upon returning home each day.
18. There will be no youth camps.
19. **NO** formal competition is allowed with the exception of Girls' Golf.

20. Scrimmages against other schools are not considered formal competitions. Scheduled scrimmages for fall sports during this phase will take place. Spectators will **NOT** be allowed to attend these scheduled scrimmages.
21. Regular practice will begin for Fall Sports on August 3, except for Girls' Golf.
22. Summer activities end on Saturday, August 1 for all Winter and Spring sports.

### **PHASE 3 (Begins Aug. 15)**

#### CONDITIONING:

1. Weight room will operate at 50% capacity.
2. Athletes will be assigned to smaller groups and the same athletes will be together as much as possible.
3. All Lifts are allowed. Safety of all athletes when participating in resistance exercises must be a priority and **PROPERLY MONITORED!**
4. All equipment used will be properly cleaned and sanitized directly after each use.

#### SPORT-SPECIFIC ACTIVITIES:

1. Fall Sports practice has started.
2. Winter and Spring Sports summer activities have ended. Fall limited contact period begins on August 31 for Winter and Spring sports.
3. Shared hydration stations will not be used. Athletes will use individual water bottles.
4. There will be locker room access for athletes at 50% capacity.

5. All first-time athletes **MUST** have an IHSAA physical on file in the Athletic Office **prior to August 3**. All returning athletes who have a physical on file from the 2019-2020 school year and choose not to get a new physical, must fill out and sign the 2020-2021 IHSAA Health History Update Questionnaire and Consent & Release Certificate and return to the Athletic Office **prior to August 3**.
6. Facemasks are voluntary for athletes but strongly recommended if not involved in vigorous activity.
7. **ALL** coaches, medical-related staff, supervisors and directors **WILL** wear face coverings unless it poses a health risk until otherwise instructed.
8. Coaches will use an Observation/Self-Report Screening process to look for signs of COVID-19 as athletes participate in activities.
9. Athletes will wear appropriate clothing and shoes at **ALL** times.
10. Absolutely **NO** sharing of clothing, shoes, towels or water bottles.
11. All athletes will use individual water bottles and clearly identify them with their name. Athletes will be responsible for taking home their water bottles, sanitizing them and bringing them back to the next session.
12. Athletes will practice as normal, but when not actively participating in a drill they are to use proper social distancing guidelines.
13. When speaking to athletes coaches will keep a reasonable distance between themselves and the athlete.
14. Coaches will instruct their athletes regarding the Social Distancing Guidelines.
15. Hand sanitizer will be available at each practice site. Coaches will encourage athletes to bring their own.
16. Any school provided equipment such as balls, shields, blocking dummies, etc., shall be sanitized after each session by the coaching staff.

17. All equipment such as weight equipment, pads, or blocking dummies with holes and exposed foam will be covered or discarded.
18. Athletes are expected to shower at school or at home and wash workout clothes.
19. Formal competition Begins for all Fall Sports.
20. Concession Stands will be open. Workers will have proper PPE and only prepared, prepackaged food will be sold.

Observation/Self-Report Screening:

1. Coaches will distribute a handout listing signs and symptoms of COVID-19 to all athletes.
2. Coaches will monitor athletes for symptoms of COVID-19. If symptoms are present, athletes will be restricted from participation. Athlete's parents/guardians will be notified by the coach of the restrictions and the return to participation procedures.
3. Positive cases of COVID-19 **MUST** be reported immediately to the Athletic Director and further guidance will be given.
4. Coaches will document daily attendance. Documentation will be submitted every Monday to the Athletic Office.

Symptoms Impacting Consideration for Exclusion from Participation:

- 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

Return to Participation After Exclusion:

Once an athlete or coach is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are as follows:

### **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.
- d. The state website has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

### **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 10 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.

### **4. Tested Positive - Impact on School Operations**

The Athletic Director and Principal, in conjunction with MCS Central Office Administration, will work directly with the Delaware County Health Department for guidance regarding mitigation strategies.

COVID-19 Parent Handout:

1. People with COVID-19 have had a wide range of reported symptoms ranging from mild symptoms to severe illness.
2. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

## Extra-Curricular/Co-Curricular & After School Activities

Extra-curricular or co-curricular and after school activities include, but are not limited to: Band, Choir, Theater, Class Officers, National Honor Society/National Junior Honor Society, Newspaper and Student Council Yearbook. Guidelines for these activities include:

1. Muncie Community Schools' extra-curricular/co-curricular activities will be allowed to begin on **Monday, July 27, 2020**.
2. Participation is limited to 3 days per week and 2 hours per session.
3. Students participating will be assigned to smaller groups and the same students will be together as much as possible.
4. Space utilized at MCHS for participation will operate at 50% capacity until August 15, 2020.
5. All equipment used will be properly cleaned and sanitized directly after each use.
6. Students and staff will complete pre-screening questions prior to each session.
7. Sessions for each activity may **NOT** occur on consecutive days.
8. Social distancing guidelines must be followed.
9. Students will need to use individual water bottles as drinking fountains will not be available for use.

After School Student Clubs:

1. Muncie Community Schools after school student clubs will be allowed to begin on **Monday, August 24, 2020**.
2. Club meetings will be limited to 2 times per month and to 2 hours per meeting.
3. All equipment used will be properly cleaned and sanitized directly after each use.
4. Students and staff will complete pre-screening questions prior to each session.

5. Sessions for each activity may **NOT** occur on consecutive days.
6. Social distancing guidelines must be followed.
7. Students will need to use individual water bottles as drinking fountains will not be available for use.

After School Tutoring:

1. Muncie Community Schools after school tutoring will be allowed to begin on **Monday, August 24, 2020**.
2. Participation is limited to 3 days per week and to 2 hours per session.
3. Students participating will be assigned to smaller groups and the same students will be together as much as possible.
4. Students and staff will complete pre-screening questions prior to each session.
5. Social distancing guidelines must be followed.
6. Students will need to use individual water bottles as drinking fountains will not be available for use.

Activity Participation Rules:

1. **ALL** activities will be voluntary.
2. Designated restrooms will be open and cleaned daily. Social distancing guidelines for restrooms will be posted and followed in each restroom.
3. Facemasks are strongly recommended.
4. Staff members will use an Observation/Self-Report Screening process to look for signs of COVID-19 as students participate in activities.
5. All students will use individual water bottles and clearly identify them with their name. Students will be responsible for taking home their water bottles, sanitizing them and bringing them back to their next session.

6. Staff members will keep their instruction groups to no larger than 25 students per group.
7. When speaking to students, staff members will keep a reasonable distance between themselves and the students.
8. Staff members will instruct their students regarding the Social Distancing Guidelines.
9. Hand sanitizer will be available. Staff members will encourage students to bring their own.
10. Any school provided equipment will be sanitized after each session by the staff.

Observation/Self-Report Screening:

1. Staff members will distribute a handout listing signs and symptoms of COVID-19 to all students.
2. Staff members will monitor students for symptoms of COVID-19. If symptoms are present, students will be restricted from participation. Students' parents/guardians will be notified by the staff member of the restrictions and the return to participation procedures.
3. Positive cases of COVID-19 **MUST** be reported immediately to the Principal and further guidance will be given.
4. Staff members will document session attendance. Documentation will be submitted every Monday to the Principal.

Symptoms Impacting Consideration for Exclusion from Participation:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Return to Participation After Exclusion:

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

### **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.
- d. The state website has a list of over 200 testing facilities, their locations and hours of operation. This list is updated frequently.

### **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 10 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.

### 4. **Tested Positive - Impact on School Operations**

The Athletic Director and Principal, in conjunction with MCS Central Office Administration, will work directly with the Delaware County Health Department for guidance regarding mitigation strategies.

## **Telework**

In response to the COVID-19 (corona) virus outbreak, in an effort to promote the health and safety of our employees and their communities, MCS may permit employees to work remotely when schools are closed.

Due to the uncertainty of the length and severity of the COVID-19 outbreak, all temporary telework arrangements will be evaluated on an ongoing basis and are subject to being modified or discontinued immediately upon notice.

To the extent possible, an employee's job duties and responsibilities will not change due to temporary teleworking. Professionalism in performance of job duties, work output and productivity, and service to students, families, and/or other constituents as applicable, and related communications, must be maintained at the standards set by MCS and the employee's supervisor. Employees teleworking should be available during their regularly scheduled work hours via email and phone communication.

### **What should MCS employees expect for remote work?**

MCS is aware that the impact of COVID-19 on employees will be different based on each employee's unique situation. With that in mind, you should work with your direct supervisor to ensure that your remote work plans are feasible and achievable. The work may look different based on your role and the length of the closure. For example, all teachers are to use Schoology and maintain regular

contact (phone calls, Zoom, Webex) with each of their students, Counselors and Behavioral Specialist will also be in regular contact with students and families; Chartwells will continue to ensure our students receive meals and SSC will ensure our buildings are properly cleaned. Your immediate supervisor will discuss what remote work will entail for you. Administrators will present information to certify and support staff on Telework to include having internet connection at home, securing confidential information and the ability to web-conference.

### **General Telework Expectations**

**While teleworking, employees are expected to:**

- Remain accessible via telephone and email during their daily scheduled work hours.
- Provide a contact number to be reached during business hours.
- Be available for virtual meetings as scheduled. Treat remote meeting as you do in-person meetings; show up on time. If you are leading the meeting, begin and catch up any late participants afterwards.
- Check MCS staff email several times daily and respond to request(s) the same business day, even to say you need additional time to resolve and provide a timeline.
- Understand there may be a requirement to come to work or complete essential tasks remotely at the request of your supervisor. Failure to do so will be considered a no show and subject to disciplinary action.
- Employees who are on paid status may be called upon to perform work duties, even those not customarily associated with their positions; or be available to supervisors or other employees who need information that the staff member has. It is extremely important that paid employees remain contactable during their paid time periods.
- Employee's immediate supervisor will determine what equipment, if any, to provide to the employee to facilitate the telework. Any equipment supplied by MCS is to be used for MCS-related purposes only.
- MCS accepts no responsibility for theft, loss or damage of equipment; the employee must take reasonable steps to protect equipment and may be financially responsible for the costs related to theft, loss or damage. Employees are required to immediately report theft, loss or damage to their supervisor.
- Any equipment provided is considered the property of MCS and will be maintained by MCS.

- Employees are responsible for the security of information, documents and records in their possession or used during teleworking.
- Employees must comply with appropriate safeguards to protect MCS confidential information from unauthorized disclosure or damage, and must comply with all privacy and security protocols and requirements implemented by MCS.
- Nonexempt employees are covered by the overtime requirement of the Fair Labor Standards Act and therefore must comply with all recordkeeping requirements.
- Nonexempt employees are not permitted overtime hours or any off-the-clock work.
- All employees shall keep a daily log of their tasks and accomplishments that can be dropped into Google Drive on a weekly basis. (See general template that can be used to adapt to the needs of staff at the elementary, middle and high school levels).
- Employees will be responsible for having an internet connection at home or at another location.
- Employees must plan for regular dependent care since telework is not intended to serve as a substitute for dependent care.
- Teachers will utilize Schoology on a daily basis and will schedule synchronous lessons. Maintain attendance. Report students who become disengaged with online learning to your principal.

#### **What should I do if I become sick and am unable to work remotely?**

- Employees will take a benefit or unpaid day(s) if unable to effectively perform during telework days. A benefit day will be deducted due to illness, dependent care responsibilities or anything that interferes with the employee's ability to fully perform their agreed upon job duties. **For FMLA qualifying conditions related to COVID-19, refer to the Families First Coronavirus Response Act (FFCRA or ACT) found at [www.dol.gov](http://www.dol.gov).**
- Workers' compensation will not apply to injuries to third parties or family members that occur at home. Teleworkers must report job-related injuries at home in accordance with regular procedures for reporting injuries as found in Policy 8442.

#### **What tools will MCS use to communicate with employees during the closure?**

- Email for regular communication and projects.
- Employees are encouraged to use the video platforms they are most familiar with such as WebEx, Zoom, Skype, etc. All these are district supported technologies.

- Schoology and PowerSchool are also good resources for communication.

#### **What if I have technology issues?**

- Reach out to the IT Help Desk at (765) 747-5218, or email at [jennifer.carey@muncieschools.org](mailto:jennifer.carey@muncieschools.org).

#### **Telework Violations**

The following infractions are subject to disciplinary action up to and including termination:

- Under no circumstances should employees violate the staff ethics policy.
- All aspects of the district's Acceptable Use Policy remain in effect on MCS devices and systems.
- Employees are not to work another job during their MCS regularly scheduled work hours.
- Board policies apply when teleworking.
- Employees must work their regularly scheduled hours.

## **Career and Technical Education Programs**

#### **Governor's Workforce Cabinet Guiding Principles for Career & Technical Education**

- Career and Technical Education (CTE) courses/programs provide the opportunity for students to earn industry certifications, earn dual college credits, technical certifications, and participate in work-based learning experiences.
- CTE courses are best taught in a face-to-face manner where students have the opportunity to learn and practice skills in a hands-on manner. Some courses/programs have required hands-on experiences or required clinical experiences that must be completed prior to taking industry certification examinations: Certified Nursing Assistant, State Board of Cosmetology, American Welding Society, and others.

### **Career & Technical Education Program Health Protocols**

- CTE students and employees should be trained to recognize symptoms of COVID-19 and to understand any required/recommended Muncie Community Schools health protocols that have been implemented related to COVID-19 for the 2020-2021 school year.
- CTE staff and students are encouraged to wear a mask while in the classroom and in the lab. The minimum expectation is to follow similar precautionary measures that are required of the related industry while in a lab setting. For example, health science students must wear a mask and only use equipment that can be sanitized between each use.

### **Career & Technical Education Social Distancing Expectations and Safety Training Considerations**

1. CTE instructors will arrange classrooms spaces in a manner that provides adequate social distancing and designate a single point of entry and traffic path that students will follow when moving from the classroom into lab space(s).
2. Lab demonstrations should be done in small groups so that students can maintain adequate social distance from each other. Teachers should use signage, tape marks on the floor or place a desk or table between the demonstration and the students.
3. Students will be assigned to specific lab groups. The lab groups will be provided a scheduled lab time in order to rotate students through the hands-on activities each class session while maintaining a social distance. If social distancing cannot be maintained during demonstrations or student lab time, then students should be required to wear masks.
4. Sharing equipment and machinery should be avoided as much as possible. All shared equipment and machinery must be wiped with a cleaning solution before and after each use. Teachers will designate the specific cleaning procedures to be utilized by students both before and after lab activities. Students will be trained about appropriate cleaning procedures and will be required to assist with cleaning and sanitization procedures of equipment and machinery.
5. If possible, necessary supplies and materials should be laid out or distributed by one person to students to ensure that the materials and supplies are handled by as few people as possible. At a minimum, students should maintain social distancing while gathering supplies and materials. The teacher is encouraged to mark spots on the floor to help students maintain social distance while preparing for lab/hands-on activities.
6. In anticipation of possible COVID-19 disruptions, CTE teachers are expected to review and adjust their course outlines so that hands-on/lab activities are conducted as early as possible during the first semester. CTE curriculum aligned to dual credits or industry certification testing that have hands-on lab requirements should become a priority in the adjustment of the course sequence.
7. Teachers are required to utilize Schoology or other online curriculum courseware for delivering instruction, assignments, and assessment with students. It is important to train students how to access and use an online learning management system for accessing their course content, assignments, and assessments in case there is a future disruption as a result of COVID-19.

8. Work-based learning (WBL) or clinical placements will be reviewed and limited depending upon the availability of placements based on the related industry/business for the career program. For approved WBL experiences, the student will be required to complete a WBL agreement and training plan along with required parent permission (signature). Students are expected to complete the school's COVID-19 safety and protocol training or a more extensive employer-required training. Students must follow employer safety protocols and school policies. Any conflicting safety measures must be reviewed and agreed upon by the employer and the CTE teacher or WBL coordinator prior to student placement. The only MACC CTE programs that have a required internship experience prior to industry certification is the Health Science I, Certified Nursing Assistant examination, and the Cosmetology I and II, State Board of Cosmetology examination. The Cosmetology students will complete internship hours in the Amber's training facility as part of their required hours for testing so no additional internship placement is necessary. The Health Science I and II program placements will be closed due to COVID-19 until a second review by the Health Department is requested during the second semester. If Health Science I students are unable to participate in a clinical placement during the school year, a summer bridge program will be provided to arrange for students to participate in clinical hours required prior to taking the CNA test, with approval from the Board of Health.
9. All other CTE program WBL experiences or internships are optional placements and will be provided after students have completed other course requirements for dual credit or certification examinations and based on the availability of local employer/agency internships. Some local employers, agencies, and organizations are not accepting or limiting the number of outside individuals they are permitting into their facilities. Therefore, work-based learning options may be replaced by other related work exploration opportunities.
10. MACC CTE programs will only provide virtual or remote learning opportunities for students that are medically vulnerable. Depending upon the CTE program, the student may be required to meet onsite with the teacher to complete hands-on requirements or performance assessments outside of class time.

MACC Program Areas – Ideas for Online Curriculum and Timing for Internships

PROGRAM	Curriculum	LAB	TENTATIVE INTERNSHIPS
<b>Auto Service Technology I AM &amp; PM</b>	<ul style="list-style-type: none"> <li>• AUTI 100, 111, 121, 122, 145 are from Automotive Maintenance and Light Repair – MACC</li> <li>• Purchasing e-textbooks for these courses</li> <li>• Electude Software being purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Ivy Tech Auto Lab – Different building</li> <li>• Lab only twice a week</li> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	None
<b>Auto Service Technology I PM – Ivy Tech</b>	<ul style="list-style-type: none"> <li>• Ivy Tech will have to define as these will be enrolled students</li> </ul>	Ivy Tech must outline	2 <sup>nd</sup> YR students are either 1 day per week or other arrangement
<b>Biomedical AM Only</b>	<ul style="list-style-type: none"> <li>• PBS and BMI online curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Same space as classroom/laptops</li> <li>• Student assigned a specific computer station that no one else uses</li> </ul>	None
<b>Construction Trades I &amp; II</b>	<ul style="list-style-type: none"> <li>• NCCER Online Option being purchased</li> </ul>	<ul style="list-style-type: none"> <li>• MACC bus transportation plan must be developed by teacher</li> <li>• Teacher must outline detailed sanitation procedures to be used by students while working at MHO building site</li> </ul>	Work completed at MHO site qualifies for internship placement for 75+ hours at work site
<b>Electricity I &amp; II</b>	<ul style="list-style-type: none"> <li>• NCCER Online Option being purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> <li>• Lab simulation activities using mock buildings</li> </ul>	Work completed at MHO site qualifies for internship placement for 75+ hours at work site <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> year students placement in April</li> </ul>
<b>Dental I</b>	<ul style="list-style-type: none"> <li>• Schoology and teacher designed lessons using current textbooks and teacher created videos</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	Internship placements closed due to COVID-19. Placement safety will be reviewed Jan 2021. April/May 2021
<b>Health Sciences I</b>	<ul style="list-style-type: none"> <li>• Schoology and teacher designed lessons using current textbooks, Indiana CNA workbooks, and teacher created videos</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	Internship placements closed due to COVID-19. Placement safety will be reviewed Jan 2021. Clinical Practicum Jan-Feb-March

	<ul style="list-style-type: none"> <li>• Edgenuity Health Science courses may be used if necessary</li> </ul>		-Long-term care facilities have been asked if they are willing to accept high school placements this next school year--- Information still being collected.
<b>Health Sciences II</b>	<ul style="list-style-type: none"> <li>• Schoology and teacher designed lessons using current textbooks and teacher created videos</li> <li>• Edgenuity Health Science courses may be used if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	Internship placements closed due to COVID-19. Placement safety will be reviewed Jan 2021. <i>Depending upon availability, Internship placements may be replaced by other career exploration activities.</i> Normal year: 2 <sup>nd</sup> YR students: Placed starting end of 1 <sup>st</sup> 9-weeks for 3 days each week
<b>Early Childhood I &amp; II</b>	<ul style="list-style-type: none"> <li>• Schoology and teacher designed lessons using current textbooks and teacher created videos</li> <li>• Edgenuity course options are available if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	<i>Depending upon availability, Internship placements may be replaced by other career exploration activities.</i> 1 <sup>st</sup> Year Students: Placements will not occur until 2nd 9-Weeks. Students will be placed two-days a week. 2nd Year Students: Placements will not occur until 2nd 9-Weeks. Students will be placed four-days a week.
<b>Interactive Media I</b>	<ul style="list-style-type: none"> <li>• N/A – New program and need teacher input to establish</li> <li>• Edgenuity course options may be utilized, if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Same space as classroom</li> <li>• Student assigned a specific computer station that no one else uses</li> </ul>	1 <sup>st</sup> YR – None No 2 <sup>nd</sup> YR students this year
<b>PS: Criminal Justice I AM</b>	<ul style="list-style-type: none"> <li>• Textbook/Teacher defined aligned to VU credits</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	1 <sup>st</sup> YR – None No 2 <sup>nd</sup> YR students this year

	<ul style="list-style-type: none"> <li>• Possibly use eDynamic Learning systems or purchase VU online e-textbook TBD</li> </ul>		
<b>PS: Fire Science I PM</b>	<ul style="list-style-type: none"> <li>• Schoology and Teacher designed lessons using current textbooks and teacher created videos</li> <li>• More details are needed</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> </ul>	1 <sup>st</sup> YR – None No 2 <sup>nd</sup> YR students this year
<b>Welding I AM and PM</b>	<p>Schoology and Teacher designed lessons aligned to dual credit courses:</p> <p>WELD 100 – Welding Processes WELD 108 – Shielded Metal Arc Welding I WELD 206 – Shielded Metal Arc Welding II WELD 207 – Gas Metal Arc Welding (MIG) WELD 272 – Gas Metal Welding II (MIG)</p> <ul style="list-style-type: none"> <li>• TBD if textbook does have an online option: Welding Principles and Application – Cengage and Welding Fundamentals – G-W Publisher</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher must outline detailed sanitation procedures to be used by students during lab activities</li> <li>• MACC Lab</li> </ul>	1 <sup>st</sup> YR – None
<b>Welding II Ivy Tech PM</b>	<ul style="list-style-type: none"> <li>• Ivy Tech will have to define as these will be enrolled students</li> </ul>	Ivy Tech must outline	2 <sup>nd</sup> YR students are either 1 day per week or other arrangement
<b>Cosmetology PM</b> <b>REQUIRED LAB HOURS</b>	<ul style="list-style-type: none"> <li>• Ambers would determine curriculum and instruction</li> <li>• Milady Textbook has an online option</li> </ul>	Outline by Amber’s Cosmetology School	Amber’s salon is the Internship placement.
<b>Education Professions II</b> <b>Human &amp; Social Services II</b> <b>Nutrition Science Careers II</b>			All these programs have internship components – placements TBD