



2020–2021 School Penn High School Return to Learn Plan

Principal: Sean Galiher

Items in this document are not permanent and will be under a cycle of review.

Per the public health order from the St. Joseph County Health Department, staff and students are required to wear a mask that covers the nose and mouth.

Students and staff should do their best to practice social distancing, attempting to maintain six feet between individuals whenever possible.

CATEGORY	CONSIDERATIONS and GENERAL EXPECTATIONS
Entry	<ul style="list-style-type: none">• Students will self-screen for Covid-19 symptoms at home.• Teachers will be in their rooms by 8:05 a.m. to receive students. Staff supervision duties will begin at this time as well. Teachers with 1st block prep will help supervise doors and hallways at the beginning of the block.• Hand sanitizer will be available at entry doors and in each classroom.• Individuals will not be allowed to congregate in common areas or hallways. Students will wear a mask at all times.

	<ul style="list-style-type: none"> • Breakfast will be “grab and go” from at least two different locations. <p>Buses: (arrival times are between 8:05 a.m. and 8:20 a.m.)</p> <ul style="list-style-type: none"> • Students wear masks at all times and socially distance when possible. • Students will be dropped off at doors (A, B, C, D, and M) to allow for greater spacing and less congestion. • Students will enter the building and report directly to 1st block class. <p>Cars (drivers and drop-off): (arrival times are between 8:05 a.m. and 8:20 a.m.)</p> <ul style="list-style-type: none"> • Students wear masks at all times and socially distance when possible. • Students can enter the door closest to their 1st block classroom (A, B, C, D, K, L, M). • Students report directly to 1st block class.
Transitions	<ul style="list-style-type: none"> • Students wear masks at all times and socially distance when possible. • Hallway traffic procedures will be taught to students. (i.e exit right out of classrooms, walk on the right side of the hallway). • Individuals will not be allowed to congregate in common areas or hallways. • Restrooms and hallways will be monitored by staff. Special attention will be given to social distancing, masking, and hand washing. • Teachers will limit passes out of the classrooms. • Only water filling stations will be usable (students bring their own bottles). Drinking fountains will be off. • Students will not be issued lockers.
Classrooms/ Learning Spaces	<ul style="list-style-type: none"> • We will follow a regular Gold/Black schedule. • Students will maintain social distancing as much as possible. Masks will be worn at all

	<p>times when social distancing cannot be maintained in approved classroom settings.</p> <ul style="list-style-type: none"> • Most equipment/materials/supplies will not be shared unless equipment is properly cleaned between uses and supervised by the teacher. • Hand sanitizer will be available in each classroom. • Other methods to disinfect will be available in classrooms (wipes, sprays). • Teachers will use Canvas every day. • Additional learning environments will be identified. When appropriate, outdoor learning spaces can be used. • Classrooms will be reorganized to maximize available space. Suggested classroom seating arrangements will be shared with teachers. • Students in PE and Fitness classes will wear masks when entering and exiting the facilities. When students are not engaged in a rigorous activity, masks will be worn. Students can choose to wear a mask during exercise if they choose to do so.
<p>Instructional Practices</p>	<ul style="list-style-type: none"> • Synchronous learning will be a priority but offline, self-paced (individual and group) work will be instituted as well. • We will use technology and multimedia resources (Google Meet, Canvas, Skyward, document cameras, screencasting, breakouts, etc.). • Teachers will curate online resources for students that will be in addition to face to face learning opportunities. • Teachers will establish routines and structure. Clear learning targets will be communicated daily. • Teachers will connect with students daily. • PHS will implement Social Emotional Learning (SEL) standards through Advisory curriculum • Teachers will strive for high levels of engagement.

	<ul style="list-style-type: none">• When appropriate, teachers will give students choices and differentiate assignments based on interest and need.• Teachers will utilize individual and small group assessments and guided practice. They will build in “think time,” checks for understanding, and opportunities for collaboration and conferencing.• Formative assessments will be a priority.• Teachers will utilize video and audio student reflection tools in addition to more traditional methods.• Teachers will focus on collaborative work for students when space allows and use technology to support group discussion.• When appropriate, teachers will offer virtual experiences (virtual field trips or conference calls with experts in a particular field).• Ongoing staff support and PD will be a priority.
Lunch	<ul style="list-style-type: none">• Students will wear masks during transitions and while they are in serving lines.• Hand sanitizer and additional hand washing stations will be available.• A limited number of students will eat in the cafeteria and others will eat in auxiliary areas (classrooms and IMC). Seating will follow social distancing guidelines and we will be significantly reducing the number of students allowed to sit at individual cafeteria tables.• PHS Food Services will deliver meals to auxiliary areas. PHS will have five (5) locations throughout the building for students to purchase lunch and each classroom will be assigned a location (Cafeteria, IMC, Door D, Door L, 2nd Floor Door A).• All areas will be cleaned and disinfected between groups.• PHS will continue to have four (4) lunches• The number of students eating in the cafeteria will be reduced.

	<ul style="list-style-type: none"> • Teachers with 3rd block prep will help supervise students in classrooms during lunch. 3rd block will be extended to accommodate this supervision assignment.
Dismissal	<ul style="list-style-type: none"> • Students wear masks and socially distance when possible. • Student dismissal will be staggered (by bus number, or class location, and/or type of transportation, etc.). • Students exit the door closest to their classroom and report directly to their mode of transportation. • Teachers with 4th block prep will help supervise doors and hallways at the end of the block to help maintain social distancing of students.

For information specific to Exceptional Education and Social Emotional Learning (SEL), please reference the P-H-M Return to Learn: District Overview document.