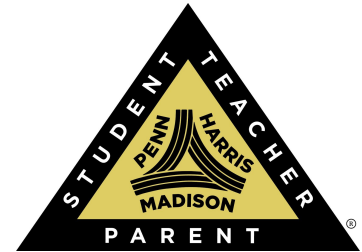


P-H-M Return to Learn: District Overview

P-H-M will ensure the guiding focus remains on the health and education of our community by:

- Implementing safety protocols and procedures.
- Observing safety considerations of physical spaces.
- Assuring student educational opportunities that remediate, accelerate, and enrich learning.



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

Instructional Methods

- Face to Face: In this environment, we are instructing students inside the walls of our schools daily.
- Virtual: Virtual instruction will take place in the student's home daily and students will be assigned to teachers as appropriate. *Please note this is a one (1) semester commitment.* (Click [here](#) for additional information related to the virtual option).

School Health & Safety

- P-H-M health protocols will continue to align with the most current guidance and recommendations from the St. Joseph County Health Department, Indiana Department of Education, and CDC.
- All students and employees are expected to self-screen and monitor for COVID-19 related symptoms prior to leaving their residence.
- Students and employees exhibiting symptoms of COVID-19, without being otherwise explained, or in a household with a confirmed positive case, are prohibited from coming to school/work, and if they do come to school, they will be sent home immediately.
- Students and employees exhibiting symptoms of COVID-19, or in a or in a household with a confirmed positive case, are to remain at home and seek appropriate medical guidance/care.
- Students and staff will be required to be fever free for 72 hours without use of fever reducing medication before returning to school.
- Each school will identify and separate space in school clinics to treat symptomatic students.
- Students and employees will do their best to practice social distancing by trying to maintain 6ft between individuals whenever possible.
- Per the St. Joseph County Health Department Public Health Order, staff and students are required to have a mask (face covering) with them at all times. There will be times indoors or in enclosed spaces that 6 feet of physical distance cannot be maintained.
- P-H-M will provide all students and employees with two (2) reusable masks (face coverings). In addition, instructional staff will be provided a face shield.
- Health and safety is everyone's responsibility. Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, materials, and equipment will be emphasized.
- Students and employees will receive training at the start of the school year in regard to preventative health measures to maintain a safe and healthy school environment.
- Restrict visitors and guests in our school buildings. Volunteers and visitors without an appointment will be prohibited for at least the first 9-weeks of school.
- Discontinuation of perfect attendance incentives for the 2020-21 school year.

School Facilities

- P-H-M has initiated updated custodial cleaning protocols and monitoring, in line with CDC guidelines, to provide a safe and healthy school environment.
- Staff will focus on cleaning high touch surfaces often during school hours.
- Allow the use of a water fountain for bottle or cup refills only.
- The Food Service Department will provide the opportunity for students and employees to purchase water at all meals.
- HVAC systems are scheduled to provide maximum fresh air and will run for a minimum 2-hours prior to occupancy.
- Interior school facility use, by internal and external groups, will be restricted for at least the first 9-weeks of school.
- The Penn High School Fitness Center and pool will remain closed for community use for at least the first 9-weeks of school.
- Hand sanitizer stations to be installed at interior and exterior locations on all school campuses. Additional hand-washing stations are being installed at several schools to help promote health & safety.

School Bus Transportation

- Per the St. Joseph County Health Department Public Health Order, staff and students are required to have a mask (face covering) with them at all times. There will be times indoors or in enclosed spaces that 6 feet of physical distance cannot be maintained.
- All busses and transportation vehicles will be disinfected before and after each route/use.
- Students are expected to sit in assigned seats and will load from back to front to minimize contact with others.
- Food and drink will not be allowed to be consumed on the bus.
- Buses will be ventilated to allow for maximum fresh air (whenever possible & weather permitting).
- Student dismissal by seat from the bus will be staggered to allow for social distancing.
- Field trips will be restricted for at least the first 9-weeks of school. Students may only ride on a bus that they are routed for at least the first 9-weeks of school.

Arrival

- Per the St. Joseph County Health Department Public Health Order, staff and students are required to have a mask (face covering) with them at all times. There will be times indoors or in enclosed spaces that 6 feet of physical distance cannot be maintained.
- School start time will remain the same. Entry into the building will be staggered (not all buses released at the same time) and students will practice social distancing by entering through multiple doors. This applies for bus riders and car riders.
- Students are expected to report directly to their classroom to avoid congregating in hallways. Hallway traffic flow will be strategically designed to avoid congestion.
- High school and middle school students will be allowed to carry a backpack with them throughout the day in order to have all necessary supplies. Lockers will not be utilized.
- Elementary students are asked not to bring backpacks to school in an effort to avoid congestion in coat room areas. Students will be permitted to carry folders or a binder to/from school.
- Schools that serve a pre-packaged grab and go breakfast will be delivered to designated areas.

Learning Environment

- Students will be assigned an individual technology device for use.
- Instructional spaces will be reorganized to maximize available space.
- Sharing instructional materials will be limited.
- Elementary students will remain with the same group or “pod” for the majority of the instructional day.
- Secondary passing periods will be modified to allow students to travel from learning space to learning space while following designed traffic patterns.
- Middle school schedules will be adjusted to a three (3) period block schedule day (including advisory/read time) to minimize hallway transitions.

Lunch/Recess

- Students will be directed to wash/sanitize their hands before lunch.
- Lunch will be pre-packaged in order to minimize student congregation in serving lines.
- To maintain safe social distancing, lunch times will be staggered and available open space will be maximized.
- Lunch areas will be sanitized after each student group.
- Elementary recess areas will be “zoned” so that students are not clustered in one area. Each area will be sanitized between periods. Communal sports equipment will not be available for use.

Dismissal

- Dismissal from the building will be staggered and students will practice social distancing by exiting through multiple doors.
- Car rider/student driver procedures will be altered to encourage social distancing.

Extracurricular Activities

- Per the St. Joseph County Health Department Public Health Order, staff and students are required to have a mask (face covering) with them at all times. There will be times indoors or in enclosed spaces that 6 feet of physical distance cannot be maintained.
- P-H-M will provide all student-athletes, marching band participants, and coaches/sponsors with one (1) reusable mask (face covering).
- All athletic teams in grades 6-12 will follow the specific guidance from the IHSAA in regard to safe participation during re-entry phases.
- The marching band for grades 9-12 will follow the specific guidance from ISSMA in regard to safe participation during re-entry phases.
- Student participation in extracurricular activities is voluntary and coaches/sponsors will provide increased flexibility for families who have concerns for the health and welfare of their child(ren).
- Participants must furnish their own water bottle each day for use at practice and competition. Allow the use of a water fountain for bottle or cup refills only.
- Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, equipment, and uniform will be emphasized.

Exceptional Education

- Employees will utilize appropriate PPE when working directly with exceptional education students.
- Employees will help and encourage students to maintain safe social distancing.
- Student programming modifications may be made to protect both students and staff.
- IEPs may be reconvened, as needed, to reflect the instructional method chosen.
- All student services, therapies, and evaluations will be delivered to support student development regardless of instructional method chosen.

Social-Emotional Learning & Mental Health

- Counselors and/or Youth Service Bureau Specialists will be available for students to provide crisis interventions, risk assessments, and mental health support.
- P-H-M staff will continue to foster relationships with students to help build resilience, improve learning, as well as behavioral, social and psychological outcomes for students.
- SEL lessons will be delivered in all K-12 classrooms regularly.
- Schools will continue positive school wide behavioral support.
- RtI Tiered Process & Supports to assist with concerns and interventions.
- P-H-M has multiple community partnerships to help provide additional support for students and families.