



2020-2021 COVID-19 Hybrid Learning Phase

Revised August 12, 2020

(Changes indicated in **Bold & Underline**)

The COVID-19 Hybrid Learning Phase was developed to facilitate an intermediate step between remote learning as outlined in the Remote Learning Phase and On-Site Learning when schools fully reopen while taking into consideration the unique circumstances presented by the COVID-19 pandemic. In the Hybrid Learning Phase, instruction will take place both remotely and face-to-face. Face-to-face instruction will take place on a rotating basis with smaller numbers of students physically present, while all other students participate remotely.

The Hybrid Learning Phase is divided into six sections: [Delivery of Instruction](#), [Student Access](#), [Teacher Expectations](#), [Student Expectations](#), [Health & Safety](#), and [Communication](#). Each section details specific guidelines for implementation.

DELIVERY OF INSTRUCTION	
Consideration	Guidance
Preschool - 3 & 4 Year Old Programs	
On-Site Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups. • For all programs except specialized preschool programs, there will be alternating days of on-site instruction Tuesday-Friday, two days per week for each group. • Each program will follow their regular hours and instructional routine on those days. • <u>Monday will continue to be an early release. Students will attend on-site every other week. Schedule</u> • Students in specialized preschool classrooms will attend Monday through Friday.
Remote Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups. • For all programs except specialized preschool programs, there will be alternating days of remote learning Tuesday-Friday, two days per week for each group. • <u>Monday will continue to be an early release. Students will attend remotely every other week. Schedule</u> • All Teachers will utilize Google Classroom to manage course content. • Teachers will have Google Meet open during instruction to broadcast to students attending remotely. <ul style="list-style-type: none"> ○ A combination of Google Meet to observe “live” instruction and pre-recorded videos will be used to engage students in instruction.

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	<ul style="list-style-type: none"> • All Google Meets should be recorded and posted to Google Classroom for access by students. • Teachers will have use of Owl video-conferencing cameras to assist in capturing interaction among students for those attending remotely.
Elementary General Classrooms - Grades K-5	
On-Site Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups by alpha. <ul style="list-style-type: none"> ◦ Groupings will align with secondary and considering families with different last names. ◦ Buildings may need to make some exceptions to the groupings due to unique needs of students. ◦ The goal is to keep the classroom student capacity at approximately half on each day. • There will be alternating days of instruction Tuesday-Friday, two days per week for each group during normal hours of instruction. • <u>Monday will continue to be an early release. Students will attend on-site every other week. Schedule</u> • All Teachers will utilize Google Classroom to manage course content. • Teachers will have Google Meet open during instruction to broadcast to students attending remotely. <ul style="list-style-type: none"> ◦ A combination of Google Meet to observe “live” instruction and pre-recorded videos will be used to engage students in instruction. • All Google Meets should be recorded and posted to Google Classroom for access by students. • Teachers will have use of Owl video-conferencing cameras to assist in capturing interaction among students for those attending remotely.
Remote Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups by alpha. <ul style="list-style-type: none"> ◦ Groupings will align with secondary and considering families with different last names. • <u>Monday will continue to be an early release. Students will attend remotely every other week. Schedule</u> • Students will attend remotely, Tuesday-Friday, two days per week for each group. • A combination of Google Meet to observe “live” instruction and pre-recorded videos will be used to engage students in instruction.
Elementary Specials - Grades K-5	
On-Site Schedule	<ul style="list-style-type: none"> • <u>Elementary art, music, and physical education teachers will provide traditional instruction on-site Tuesday-Friday.</u> • <u>Elementary art, music, and physical education will not be provided on-site on Mondays.</u>
Remote Schedule	<ul style="list-style-type: none"> • <u>Elementary art, music, and physical education teachers will provide pre-recorded, grade-level specific videos for students attending remotely or Virtual Academy on Tuesday-Friday</u>

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	<ul style="list-style-type: none"> • <u>The teacher will upload the videos to Google Classroom for students to view along with any corresponding assignments or activities.</u> • <u>The teacher will provide one video for each day of scheduled instruction (2 per week for music and physical education, 1 every 5 days for art).</u> • <u>As a district-wide team, elementary art, music, and physical education teachers will provide a district-wide, grade-level specific enrichment video available to all students on Mondays.</u>
Middle School - Grades 6-8	
On-Site Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups alphabetically by last name. <ul style="list-style-type: none"> ○ Buildings may need to make some exceptions to the groupings due to unique needs of students. ○ The goal is to keep the classroom student capacity at approximately half on each day. • Normal hours of instruction, with extended time in the first period to accommodate Advisement. • <u>Monday will continue to be an early release. Students will attend remotely every other week. Schedule</u> • All Teachers will utilize Google Classroom to manage course content. • Teachers will have Google Meet open during instruction to broadcast to students attending remotely. • All Google Meets should be recorded and posted to Google Classroom for access by students. • Teachers will have use of Owl video-conferencing cameras to assist in capturing interaction among students for those attending remotely.
Remote Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups by alpha. • <u>Monday will continue to be an early release. Students will attend remotely every other week. Schedule</u> • Students will attend remotely, Tuesday-Friday, two days per week for each group. • Normal hours of instruction, with extended time in the first period to accommodate Advisement. • Students will access instruction via Google Meet broadcast from the onsite classroom.
High School - Grades 9-12	
On-Site Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups alphabetically by last name. <ul style="list-style-type: none"> ○ Buildings may need to make some exceptions to the groupings due to unique needs of students. ○ The goal is to keep the classroom student capacity at approximately half on each day. • There will be alternating days of instruction Tuesday-Friday, two

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	<p>days per week for each group.</p> <ul style="list-style-type: none"> • Normal hours of instruction. • The bell schedule will follow an 8 period day, with Advisement combined with lunch as one period. • <u>Monday will continue to be an early release. Students will attend remotely every other week. Schedule</u> • All teachers will utilize Google Classroom to manage course content. • Teachers will have Google Meet open during instruction to broadcast to students attending remotely. • All Google Meets should be recorded and posted to Google Classroom for access by students. • Teachers will have use of Owl video-conferencing cameras to assist in capturing interaction among students for those attending remotely.
Remote Schedule	<ul style="list-style-type: none"> • Students will be convened into two groups by alpha. • <u>Monday will continue to be an early release. Students will attend remotely every other week. Schedule</u> • There will be alternating days of remote instruction Tuesday-Friday, two days per week for each group. Normal hours of instruction. • The bell schedule will follow an 8 period day, students will be exempt from the period scheduled for Advisement. • Students will access instruction via Google Meet broadcast from the onsite classroom.

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STUDENT ACCESS	
Consideration	Guidance
District Wide	
Transportation	<ul style="list-style-type: none"> ● Transportation will be provided to students in accordance with district regulation 701.5. ● First Student staff will be screened daily. ● It will be expected that students wear cloth or disposable face coverings while on the bus. ● Students will social distance to the greatest extent possible. ● Buses will be well ventilated. ● Hand sanitizer will be available for students as they enter and exit the bus. ● Buses will be sanitized using a monthly microbe shield disinfectant.
Preschool - 3 & 4 Year Old Programs	
Iowa Early Learning Standards	<ul style="list-style-type: none"> ● Students will have access to instruction and learning opportunities aligned to the Iowa Early Learning Standards daily, either on site or remotely.
Special Education Services	<ul style="list-style-type: none"> ● General - Students will receive specially designed instruction either on-site or remotely with consideration to the alternating schedule at the building and with input from the student's IEP team. ● Specialized - Students will receive specially designed instruction on-site following the regular schedule for preschool specialized programs. ● Out of District Placements - Students will receive specially designed instruction according to the out of district placement's plan and with input from district staff and the student's IEP team.
AEA Delivered Services	<ul style="list-style-type: none"> ● Information will be available from the AEA in August related to access to: <ul style="list-style-type: none"> ○ Occupational Therapy ○ Physical Therapy ○ Speech Services ○ Hearing Services
Elementary General Classroom - Grades K-5	
Core Classes (English language arts, math, science, social studies)	<ul style="list-style-type: none"> ● Students will have access to core classes daily, either on site or remotely.
Special Education Services	<ul style="list-style-type: none"> ● General <ul style="list-style-type: none"> ○ Students will receive specially designed instruction either on-site or remotely with consideration to the alternating

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	<p>schedule at the building and with input from the student's IEP team.</p> <ul style="list-style-type: none"> ● Specialized <ul style="list-style-type: none"> ○ Students will receive specially designed instruction either on-site or remotely with consideration to the alternating schedule at the building and with input from the student's IEP team. ● Out of District Placements <ul style="list-style-type: none"> ○ Students will receive specially designed instruction according to the out of district placement's plan and with input from district staff and the student's IEP team.
English Language Development Services	<ul style="list-style-type: none"> ● Students will attend English Language Development courses either onsite or remotely according to the alternating schedule at the building.
Reading Intervention Services	<ul style="list-style-type: none"> ● Students will attend reading intervention either onsite or remotely according to the alternating schedule at the building.
Talented & Gifted Services	<ul style="list-style-type: none"> ● Students will receive TAG services either onsite or remotely according to the alternating schedule at the building.
AEA Delivered Services	<ul style="list-style-type: none"> ● Information will be available from the AEA in August related to access to: <ul style="list-style-type: none"> ○ Occupational Therapy ○ Physical Therapy ○ Speech Services ○ Hearing Services
Elementary Specials - Grades K-5	
Elementary Art, Music, PE, Spanish	<ul style="list-style-type: none"> ● Classes will meet in art and music rooms as well as gyms. ● PE activities will be modified to conform with social distancing requirements. ● Care will be used to avoid sharing of materials and equipment <u>that cannot be efficiently sanitized between uses.</u>
Middle School - Grades 6-8	
Core Classes & Everyday Electives (English language arts, math, science, social studies)	<ul style="list-style-type: none"> ● Students will have access to core classes daily, either on site or remotely.
Elective Classes on A/B Schedule	<ul style="list-style-type: none"> ● Students will have access to elective classes scheduled on alternate week, alternate days for A/B classes. ● During "A" weeks, "A" students will attend electives on site, "B" students remotely. ● During "B" weeks, "B" students will attend electives on site, "A" students remotely. ● Activities will be modified to conform to social distancing requirements.

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Physical Education Classes	<ul style="list-style-type: none"> ● Activities will be modified to conform to social distancing requirements. ● Activities that require close personal contact or where students may come in contact with bodily fluids will be avoided. ● All equipment will be wiped down by students prior to use.
Special Education Services	<ul style="list-style-type: none"> ● General <ul style="list-style-type: none"> ○ Students will receive specially designed instruction either on-site or remotely with consideration to the alternating schedule at the building and with input from the student's IEP team. ● Specialized <ul style="list-style-type: none"> ○ Students will receive specially designed instruction either on-site or remotely with consideration to the alternating schedule at the building and with input from the student's IEP team. ● Out of District Placements <ul style="list-style-type: none"> ○ Students will receive specially designed instruction according to the out of district placement's plan and with input from district staff and the student's IEP team.
English Language Development Services	<ul style="list-style-type: none"> ● Students will attend English Language Development courses either onsite or remotely according to the alternating schedule at the building.
Reading Intervention Services	<ul style="list-style-type: none"> ● Students will attend reading intervention either onsite or remotely according to the alternating schedule at the building.
Talented & Gifted Services	<ul style="list-style-type: none"> ● Students will receive TAG services either onsite or remotely according to the alternating schedule at the building.
AEA Delivered Services	<ul style="list-style-type: none"> ● Information will be available from the AEA in August related to access to: <ul style="list-style-type: none"> ○ Occupational Therapy ○ Physical Therapy ○ Speech Services ○ Hearing Services
High School - Grades 9-12	
Core Classes (English language arts, math, science, social studies)	<ul style="list-style-type: none"> ● Students will have access to core classes daily, either on site or remotely.
Performance Classes (PE, Art, Band, Orchestra, Choir, Theatre)	<ul style="list-style-type: none"> ● Students will have access to elective classes daily, either on site or remotely. ● Band, Choir, Orchestra <ul style="list-style-type: none"> ○ Instructors may group students in order to accommodate instruction as long as groups conform with the A/B schedule. ● PE and Strength and Conditioning <ul style="list-style-type: none"> ○ Activities will be modified to conform to social distancing

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	<ul style="list-style-type: none"> ○ requirements. ○ Activities that require close personal contact or where students may come in contact with bodily fluids will be avoided. ○ All equipment will be wiped down by students prior to use.
Career & Technical Education Courses	<ul style="list-style-type: none"> ● To the greatest extent possible, activities and demonstrations requiring hands-on experiences should take place during the onsite day. ● At the discretion of the teachers, materials and tools may be sent home with students for practice opportunities on the remote day.
Iowa Western Community College On-Campus Courses (CAP, TradeWorks, CE Courses)	<ul style="list-style-type: none"> ● Students enrolled in the ECA and CAP programs, TradeWorks at Iowa Western, Iowa Western on-campus, and Iowa Western online courses will follow the Iowa Western schedule. ● Specific details relating to the IWCC COVID-19 Recovery Plan can be found here.
Special Education Services	<ul style="list-style-type: none"> ● General <ul style="list-style-type: none"> ○ Students will receive specially designed instruction either on-site or remotely with consideration to the alternating schedule at the building and with input from the student's IEP team. ● Specialized <ul style="list-style-type: none"> ○ Students will receive specially designed instruction either on-site or remotely with consideration to the alternating schedule at the building and with input from the student's IEP team. ● Out of District Placements <ul style="list-style-type: none"> ○ Students will receive specially designed instruction according to the out of district placement's plan and with input from district staff and the student's IEP team.
English Language Development Services	<ul style="list-style-type: none"> ● Students will attend English Language Development courses either onsite or remotely according to the alternating schedule at the building.
Talented & Gifted Services	<ul style="list-style-type: none"> ● Students will receive TAG services either onsite or remotely according to the alternating schedule at the building.
AEA Delivered Services	<ul style="list-style-type: none"> ● Information will be available from the AEA in August related to access to: <ul style="list-style-type: none"> ○ Occupational Therapy ○ Physical Therapy ○ Speech Services ○ Hearing Services

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TEACHER EXPECTATIONS	
Consideration	Guidance
District Wide	
Grading	<ul style="list-style-type: none"> Teachers will follow the district guidelines for grading PK-12.
Substitute Plans	<ul style="list-style-type: none"> See the COVID-19 Substitute Plan
Instructional Routine	<ul style="list-style-type: none"> See Instructional Delivery section for specific details. The Remote Learning Instructional Routine also provides a suggested framework for developing lessons in a remote environment.

STUDENT EXPECTATIONS	
Consideration	Guidance
District Wide	
Attendance	<ul style="list-style-type: none"> Absences must be recorded with the appropriate code in PowerSchool Attendance reports should be run weekly to determine unverified, unexcused, and chronically absent students. Attendance Teams should determine the appropriate interventions based on the cause of the absences. Health staff will alert attendance staff when students are or will be absent due to illness so it can be documented. <i>Specific guidelines for reporting Attendance will be released in July or August by the IDOE.</i>
Participation	<ul style="list-style-type: none"> Students are expected to participate in both On-Site and Remote instruction. If students are unable to participate in live remote instruction, they are expected to stay current with coursework available in Google Classroom. Teachers will make contact with students unable to participate in remote instruction to identify what accommodations, if any, need to be made in order to assist students in equitably accessing instruction. Teachers may also utilize building-based student assistance teams to provide additional resources to students and families requiring additional support for remote learning.

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HEALTH & SAFETY	
Consideration	Guidance
District Wide	
<i>Specific procedures for students and staff members are contained in the district's Return to Operations Manual.</i>	
Temperature Checks	<ul style="list-style-type: none"> ● Students may be screened before entering the buildings or at any time during the school day. ● Non-contact thermometers will be provided to schools at a rate of 1 to 100 student ratio.
Suspected Positive Case	<ul style="list-style-type: none"> ● Any student with a fever of 100.4 or above or other signs of illness should not be admitted to the facility. <ul style="list-style-type: none"> ○ Student should immediately self-isolate in the building's designated area ○ Students should stay in the designated area until they can be picked up by a parent, guardian, or designee. ○ If a student has been in the designated area, clean and disinfect surfaces in the area immediately after the sick student has been removed. ○ During the school day if you are notified that a student may have been exposed to COVID-19 the designated area should be used until the student can leave school grounds. ○ The designated area should be monitored by staff at all times there is a student present. <ul style="list-style-type: none"> ■ Staff PPE should include a mask, face shield, and gloves. ● Students/ families should be asked if they have other symptoms: shortness of breath, cough, sore throat and if they have been in close contact with someone who has COVID-19. ● Students/ families should contact their health care provider to determine next steps. ● Health staff should follow up with the parent/guardian the following day. ● Positive COVID-19 test results should be confirmed by the local health department.
Health Office	<ul style="list-style-type: none"> ● The Health Office should be used for all health related situations that occur during the school day. The isolation room is only used for students/ staff in the above mentioned situations.
Social Distancing	<ul style="list-style-type: none"> ● IDPH defines exposure as being within 6 feet of the person testing positive for COVID-19 for more than 15 minutes. ● To the greatest extent possible, students should maintain six feet between themselves and others. ● Building administration will collaborate with district facility staff and building custodial staff to determine building traffic flow, and

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	<p>procedures to help ensure social distancing may be maintained in the school setting.</p> <ul style="list-style-type: none"> ● Building staff will be trained on building procedures and guidelines for social distancing within the building. Training should include but is not limited to: <ul style="list-style-type: none"> ○ arrival/ dismissal ○ passing periods ○ movement for specials ○ restroom usage ○ room set-up ● Playground Procedures <ul style="list-style-type: none"> ○ To the greatest extent possible, students should maintain six feet between themselves and others. ○ Students will participate within the same cohort groups on the playground. ○ Upon return from the playground students should immediately wash or sanitize their hands. ○ Equipment taken to the playground should be sanitized daily. ● Social Distancing Student Expectations <ul style="list-style-type: none"> ○ Visual reminders will be posted. ○ Communicate the expectations and the <u>why</u>. ○ Teach/ practice building procedures. ○ Reteach when necessary. ● Social Distancing Practices should not supersede student or teacher safety, IEPs, 504s, Health Plans, or other requirements that are established to meet the individual needs of students.
<p>Social, Emotional, Behavioral Health Needs</p>	<ul style="list-style-type: none"> ● Resources for basic needs available through community agencies. <ul style="list-style-type: none"> ○ Council Bluffs COVID-19 Assistance ● Internal staff supporting the social, emotional, and behavioral health needs: <ul style="list-style-type: none"> ○ District Therapist ○ Social and Emotional Wellness Coordinator ○ Counselors ○ Graduation Coaches ○ Student and Family Advocates ○ Behavior Consultants ○ Psychologists ○ Behavior Specialist <p style="text-align: center;">CBCSD Continuum of Supports</p> ● Community partners in schools supporting the social, emotional, and behavioral health needs: <ul style="list-style-type: none"> ○ Full Circle Therapy ○ Family Connections Therapy ○ Heartland Family Services ○ Clear Minds Therapy ○ Transitional Services of Iowa ○ CHI ○ Grief's Journey ● Professional Development provided to staff using the Trauma Informed Online Academy- Year Two- Advanced Track

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| | <ul style="list-style-type: none">• Mindfulness page added to the website to provide resources to students, parents, and staff. |
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COMMUNICATION	
Consideration	Guidance
District Wide	
Student Groups for Hybrid Phase	<ul style="list-style-type: none"> ● During the hybrid phase, students will be split into two groups, an “A” group and a “B” group. ● Group A will be for students that have a last name that begins with A through K. <ul style="list-style-type: none"> ○ “A” group students will attend school on Tuesday and Thursday, and Mondays designated as A. ● Group B will be for students that have a last name that begins with L through Z. If a family has children with different last names that fall into both groups, they will be given a choice. <ul style="list-style-type: none"> ○ “B” group students will attend school on Wednesday and Friday, and Mondays designated as B. ● Here is the A/B Monday schedule. (Earlier communication about the Hybrid phase did not include students attending in person on Mondays. The Department of Education guidelines now require students to be physically present in school at least 50% of the time.)
Movement Between Plans	<ul style="list-style-type: none"> ● The school district will utilize a variety of communications tools to inform district stakeholders of plans.
Communicating Potential Outbreak	<ul style="list-style-type: none"> ● The school district will communicate in a timely manner with appropriate audiences if there is a need to share potential exposure to the virus. Information shared will protect the privacy rights of individuals.
Parent Training Opportunities	<ul style="list-style-type: none"> ● Virtual training sessions will be held in August and September to provide parental support in navigating digital tools such as: <ul style="list-style-type: none"> ○ Google Apps (Mail, Calendar, Docs, Slides) ○ Google Classroom ○ Google Meet