RETURN TO IN-PERSON LEARNING
Hamilton Southeastern Schools is pleased to offer students in-person instruction at 100% capacity, five-days a week for the 2021-22 school year.

This Return to In-Person Learning Plan was developed to provide a safe, secure learning and working environment for all within Hamilton Southeastern -- safe not only in the physical environment, but also in the social environment. To that end, Board Policy A02.00 provides direction in addressing forms of discrimination.

**2021-22 SCHOOL START TIMES**

<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>7:40 a.m. – 2:10 p.m.</td>
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<tr>
<td>High School</td>
<td>8:30 a.m. – 3:00 p.m.</td>
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<tr>
<td>Intermediate/ Jr. High</td>
<td>9:15 a.m. – 4:00 p.m.</td>
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As part of the new school calendar, there are four eLearning days to allow staff to engage in professional development. The 2021-22 eLearning days (Prek-12) will be:
- September 24, 2021
- November 12, 2021
- February 18, 2022
- April 29, 2022

Click here to see the 2021-22 school calendar

HSE will continue to rely on data provided by the HSE Department of Staff and Student Services, the Fishers Health Department (FHD), the Indiana State Department of Health and the Governor's office.

The HSE School Board has the sole authority to make adjustments to the in-person instruction plan. However, Executive Orders from the Governor or Emergency Orders from FHD may require measures that alter plan designs previously approved by the School Board.

Note: This plan is designed to meet criteria for the Return to In-Person Instruction Plan, as required by the US Department of Education as a part of ESSER III funding.
SCHOOL PROTOCOLS

ATTENDANCE
Levels of absenteeism (classroom/building) will be monitored daily.

FACE COVERINGS
A proper-fitting mask (over nose and mouth) is encouraged for students and staff, but not required while on school grounds.

In accordance with federal regulations, masks are required on the school bus. Families are encouraged to provide their student with their own face covering.

HAND WASHING/ SANITIZING
It is the expectation students will practice hand washing or sanitizing when entering/exiting the building, prior to meals and whenever using the restroom.

ENHANCED CLEANING
Custodial crews will clean and disinfect “high touch” points in common areas as needed, which include but are not limited to:

- Desks, chairs, tables
- Door handles, push plates
- Stair rails
- Water fountains

- Shared items that are difficult to regularly clean (electronic devices, books, games, art and lab supply equipment) should be limited in use.
  - In situations where COVID transmission may be higher, shared items not able to be properly disinfected, should not be reused for at least 72-hours.
    - If said items need to be reused within 24-hours, they should be disinfected.

PASSING PERIODS
Buildings will take measures to lessen congestion in hallways and improve conditions for social distancing. Flexibility will be given to students using this time for increased hygiene protocols.
RELATED ARTS
Cohorting measures will be enforced to the greatest extent possible. Teachers will direct students on cleaning and maintaining their workspace.

RECESS
Classroom cohorts will play in established outdoor zones during recess and rotate locations throughout the week.

WATER FOUNTAINS AND BOTTLE FILLING STATIONS
All water fountains will be on in the buildings. Students and staff are still encouraged to utilize the water bottle filling stations.

ATHLETICS, EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES
- Attendance may be restricted based on venue capacity and ability to properly social distance.
- Clubs and extracurricular activities will be held in-person.

SCHOOL VOLUNTEERS AND GUESTS
Classroom volunteers will be permitted in all buildings pursuant to Board Policy K07.00. Anyone visiting a school will be required to wear a mask. Lunch visitors will not be allowed at this time and will be reevaluated as the school year progresses.

FOOD SERVICES
- Students will wash their hands prior to breakfast and lunch.
- Classroom cohorts (K-4) will stay together in addition to assigned seating areas.
- Barcode/ID scanning system and touch keypads will be used at all grade levels.
- Menu choices for 2021-22 will be expanded to provide a variety of self-service options at all grade levels.
- Food Services will utilize reusable flatware and trays.
- All cafeteria tables and serving lines will be cleaned between lunch periods.
STUDENT TRANSPORTATION
In accordance with federal regulations, **masks are required on the school bus.**
  
  - If a student does not have a face covering while riding the bus, a mask will be provided by the driver. Notification to the family will be made if a student repeatedly does not have a mask.
  - Drivers will monitor students (as safely as possible) to ensure all students are properly wearing a mask while on the bus.

BUS SEATING
Grades K-8 will have assigned seats on the bus and will be directed to go immediately to their seat.

BUS SANITIZATION
- All buses will be deep cleaned and disinfected prior to the start of the school year.
- Buses will be disinfected following the afternoon routes.
- High-touch areas in the bus will be cleaned as needed throughout the day.

CAR DROP-OFF/ PICK-UP
Traffic patterns around each school building will be monitored for issues associated with an increase of student car riders.
**MUTIGATION**

**SCREENING PROCEDURES**

It is the expectation of parents/guardians to only send **healthy students** to school each day throughout the year. If they exhibit the following symptoms, students must **remain home**:

- Temperature of 100.4 or greater
- Congestion or runny nose
- Sore throat
- New uncontrolled cough that causes difficulty breathing (For students with chronic allergic/asthmatic cough, a change in their cough from baseline.)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with fever
- Loss of taste or smell

**ADDITIONAL SCREENING PROCEDURES FOR STAFF**

- Staff are directed to self-screen for COVID symptoms prior to coming to work, assessing whether they should stay home from work.
- Should a staff member not be working on any given day, protocols in place will determine whether COVID testing and/or quarantining is necessary, and how the absence will be categorized.

**COVID-19 VACCINATIONS**

The COVID vaccine is not required, but is available to individuals 12 and older. To schedule a vaccine appointment with the Fishers Health Department, [click here](#).

Vaccinated individuals with an exposure to someone with suspected or confirmed COVID-19 are **not required to quarantine**, if they meet all of the following criteria:

- Fully vaccinated (i.e. >/= two-weeks following receipt of the second dose in a 2-dose series or >/= two-weeks following receipt of one dose of a single-dose vaccine).
- Have remained asymptomatic since the current COVID-19 exposure.

Fully vaccinated individuals still need to monitor for symptoms for the 14-days and isolate immediately if symptoms occur.

Unvaccinated individuals who are close contacts will be required to quarantine for 14-days per the CDC guidelines.
EXHIBITING COVID SYMPTOMS
If an individual presents with symptoms consistent with COVID-19, they will be sent home and presumed to have COVID until such time as a healthcare provider determines the illness is caused by something else and provides a note.

- Without a healthcare provider’s note, the individual will need to stay home for 10-days and be fever-free for 24-hours without the use of fever-reducing medication.

If a student or staff member is exhibiting symptoms consistent with COVID-19, but test negative with an antigen (rapid) test, the school nurse may direct the individual to get a PCR test to confirm. (A PCR test is considered more reliable than antigen tests in determining if an individual is COVID positive.) School nurses do not provide testing for Covid-19. (A PCR test is considered more reliable than antigen tests in determining if an individual is COVID positive.)

- Results from over-the-counter COVID tests cannot be accepted per the Indiana State Department of Health. Only results from COVID tests done in a healthcare setting will be accepted, preferably with a PCR test.

CONTACT TRACING
HSE Schools will immediately contact Fishers Health Department upon learning of a positive COVID case involving students and/or staff.

- In the classroom-setting, contact tracing will take place at:
  - three-feet when masks are worn and forward facing.
  - six-feet when masks are not worn.
- All other activities (outside of the classroom) will continue to be contact traced at six-feet.
- Individuals who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 90-days unless they experience symptoms.
- Individuals who develop symptoms within 90-days of their first bout of COVID-19 may need to be tested, if no other cause is identified for symptoms.

SCHOOL CLOSURE
Decisions on whether part of a school or an entire school will need to close will be made in consultation with FHD as part of the contact tracing and case investigation. These decisions will depend on how the students were cohorted and the movements of the ill individual. The ability to staff a building(s) will also be a deciding factor.
TRAVEL
Travel to high-risk COVID areas outside of the US is discouraged for those who are not vaccinated. Travelers should follow CDC recommendations.

FACILITY MODIFICATIONS
PROTECTIVE BARRIERS
More than 300 plexiglass barriers have been installed throughout the buildings to provide another layer of protection for those working, and reflects the best guidance regarding healthy interactions. Some of the barriers have been strategically placed in the following areas: front offices, guidance offices, on the desks of school registrars and treasurers, bookstores, cashier stations in the cafeterias, fan and concession stands.

SIGNAGE
The Centers for Disease Control and Prevention created infographics on the symptoms of COVID-19, social distancing and how to properly wash your hands. HSE Schools selected five signs that are applicable and printed 5,200 posters and floor decals. The signage will appear in building entrances, hallways, cafeterias and restrooms.

COVID ISOLATION ROOMS
Students who present signs or symptoms of COVID will be sent to a designated area created in all buildings while awaiting pick-up.
HAND SANITIZER STATIONS
In addition to hand sanitizer being available to students and staff in classrooms, all buildings are equipped with free-standing hand sanitizer stations.

BUILDING VENTILATION
HSE Schools has made changes to the way buildings are ventilated to increase outside air. The following steps will be implemented:

1. The CO2 setpoints on HVAC units that have demand ventilation have been lowered to increase the amount of outdoor air introduced into the buildings.
2. The outdoor air damper minimum position on HVAC units that have standard ventilation has been increased to allow for additional outdoor air to be introduced into the buildings.
3. HVAC systems will be started two-hours before students arrive with the outdoor air dampers commanded to their maximum ventilation position to introduce filtered and conditioned outdoor air into the space. This will help ensure that the school day will always start with filtered and conditioned outdoor air.
4. Extend the HVAC occupied times.
5. Implement an unoccupied evening dehumidification program.

The HSE Facilities Department and contracted HVAC vendors will continually monitor the indoor air quality of the buildings and adjust as needed.
ONGOING SUPPORT
As we continue to adjust to a more familiar way of life, it’s important to stay focused on your child’s mental health. Children thrive on routine and structure, and changes to that might cause some anxiety or fear.

- Continue to offer opportunities for your child to share their thoughts and concerns with you. It is the goal of HSE Schools to ensure students are successful.
- Remind your student of the safety protocols that are in place and encourage them to talk with adults if they have questions.
- If you have concerns, reach out to your student’s teacher, school counselor or building administrator.

Information Sources:
- Recognizing Mental Health Concerns in Kids and Teens
  - Preschool
  - Elementary/Intermediate
  - Junior High/High School

Other Helpful Resources:
K-12 School Operational Strategy
K-12 COVID-19 Mitigation Toolkit
US Department of Education’s COVID Handbook for Reopening