



Purdue Polytechnic High School's Safe Reopening Plan

Honoring our commitment to provide safe,
equitable education to all students

PURDUE POLYTECHNIC HIGH SCHOOL SCHOOL REOPENING PLAN

At Purdue Polytechnic High School (PPHS), it is our mission that through STEM-focused and real-world experiences, we empower students to create the world they envision by developing the minds of creative problem-solvers and skilled achievers. In our vision, we aspire to create a world of equity where every student has the opportunity and access to achieve their goals and realize their power to solve problems they encounter.

In order to effectively deliver on both our mission and vision, we understand that maintaining the health and safety of our school community is of utmost importance. In these unprecedented times as we face the global COVID-19 pandemic, we at PPHS want to ensure that parents/guardians, students, staff, and community members understand that PPHS officials and staff are taking every precaution necessary to ensure the health and safety of its students, staff, and the community-at-large. We commit to doing this while preserving the richest and most rigorous student experience that families have come to expect from PPHS and that is consistent with our philosophies.

This document includes PPHS's school reopening plan for the 2020-2021 school year and important information for students and families as we near the beginning of the school year. The [CDC has recently stressed the importance of providing in-school instruction](#) so long as the situation and circumstances are safe and we at PPHS are equally eager to be back in school with our students. We are committed to providing as safe a school environment as possible so that we can maximize students' time in the classroom. As the situation related to the COVID-19 pandemic continues to evolve, **we will continue to closely monitor the rapidly changing situation, adjust our plan as necessary in an effort to keep our school community as safe as possible**, and provide information to families and staff in the event that this school reopening plan changes.

In addition to the health and safety of our students and staff, the education of our students continues to be our highest priority. Over the past months, PPHS officials and staff, in partnership with parents, students, and other stakeholders, and with the guidance of local, state, and federal officials, have developed this school reopening plans for a variety of possible school opening scenarios based on the following goals:

- Maintain a safety-first tenant, ensuring the physical and mental health and safety of all students and staff
- Limit the number of illnesses experienced within the school community and reduce the spread of virus within school facilities
- Preserve the richest and most rigorous student experience that is consistent with our philosophies
- Minimize educational and social disruption
- Adhere to local, state, and federal guidelines

- Maintain communication with students and families to provide critical information regarding school community health and safety and school operations

This is a living document and PPHS reserves the right and authority to make changes to its school reopening plan and this document in order to maintain the health and safety of the school community. Any changes of significance made after the initial release of this school reopening plan will be noted in the “Document Revision History” section at the end of this document.

SCHOOL OPENING PLAN

At the beginning of the 2020-2021 school year, and until further notice, PPHS will be operating using a combination of in-person and eLearning. PPHS understands that some students and families will want to attend school to the greatest extent possible while other students and families may feel more comfortable with a fully virtual learning option. As such, students and families will also have the option to opt into all available in-person school days or to opt into a fully virtual learning environment.

- **School calendar.** The 2020-2021 school calendar¹ remains the same.
 - **Indianapolis:** The school year will commence on August 3, 2020 for PPHS Downtown and PPHS North. The first week of instruction (August 3-7) will take place virtually and the Downtown and North campuses will implement eLearning (please see the “eLearning” section for more information). In-person learning will begin on August 10 and both the Downtown and North campuses will implement a hybrid schedule, using alternate schedules, described below.
 - **South Bend:** The school year will commence on August 12, 2020 for PPHS South Bend.
 - The school day will begin at 8:45am each day with student dismissal at 3:45pm on Monday, Tuesday, Thursday, Friday. PPHS will maintain early dismissal at 2:30pm on Wednesdays.
- **Alternate schedules.** Our unique model allows us to implement eLearning and to easily transition from eLearning to in-person learning while still maintaining rigorous instruction. PPHS will largely be implementing a hybrid school model where students participate in both in-person and eLearning. The [CDC has recently stressed the importance of providing in-school instruction](#) so long as the situation and circumstances are safe. Students will be assigned to either the Boiler Cohort or the Techie Cohort and attend school using the corresponding schedule below. The greatest extent possible, student schedules will be based on the preference indicated by families in their responses to the “Return to School Survey, Part II.” All families are encouraged to speak with school staff

¹ PPHS Downtown and PPHS North [2020-2021 School Year Calendar](#)
PPHS South Bend [2020-2021 School Year Calendar](#)

to help select the return to school option that makes the most sense for each student. Please know that while PPHS will do everything possible to align student schedules with family preferences, PPHS may invoke its authority to assign students to a particular return to school option to limit the number of students in the school building at the same time to maintain no greater than 50% occupancy and in order to ensure safe distancing while in the school building.

When appropriate and feasible, a PPHS campus may elect to implement a 4-day in-person schedule with Wednesdays reserved for eLearning, based on the total number of students enrolled at the school campus and the total space available at the campus facility.

Students will receive their Boiler or Techie assignment from their school. PPHS staff will work with families to ensure that siblings or household members are assigned to the same cohort.

- **Boiler Cohort**
 - Attend school in-person on Mondays and Tuesdays
 - Participate in eLearning on Wednesdays*, Thursdays, and Fridays
 - **Techie Cohort**
 - Attend school in-person on Thursdays and Fridays
 - Participate in eLearning on Mondays, Tuesdays, and Wednesdays*
 - Families who would prefer their students to be onsite for both Boiler and Techie days will be accommodated as space and distancing allow with permission from school leaders.
 - Students and families will not have the option to participate in a different combination of in-person days other than their assigned Boiler or Techie schedule or all available in-person days.
 - Families who would prefer their students to attend school completely virtually are able to do so upon parent/guardian request and with permission from school leaders.
 - eLearning will occur both synchronously and asynchronously whereas, in synchronous learning, coaches and students engage online in learning at the same time and, in asynchronous learning, instruction and learning does not necessarily happen at the same time for all students or students are empowered to work independently.
 - Onsite resources are available for students during their eLearning days as needed.
 - *Wednesdays will be eLearning and early release days for ALL students.
- **Face masks.** Face masks are required for all students and staff while within 6 feet from another person. Face masks are required by PPHS policy and as mandated by the Governor for all students in grades 3-12. [Marion County order](#) further mandates that all

individuals must wear a face covering when in an indoor place other than the home, or when outdoors in a situation where adequate social distancing of at least six feet is not possible. Two (2) face masks will be provided to all students by PPHS. Face masks will be sent to students' home address prior to the start of the school year. Students and staff may use their own face mask if they prefer, [in compliance with CDC guidelines](#). Staff and students will be responsible for regularly laundering their face masks and are encouraged to have additional back-up face masks, if possible. All students and staff will receive instruction on how to properly wear a face mask and are required to wear the mask unless otherwise instructed by a PPHS staff member. Please refer to the PPHS Student & Family Handbook.

Although we understand individuals' varying comfort levels with wearing face masks, we believe it is important that our entire school community be empathetic global citizens and take part in maintaining the health and safety of our more vulnerable populations. PPHS will do our best to provide a daily outdoor time or other opportunities where students are safely distanced and when the face mask requirement will be relaxed, as permitted by a PPHS staff member.

Please know that PPHS's ability to implement this school reopening plan and to offer in-person classes is dependent on all students and staff committing to wearing face masks in an effort to protect themselves and the school community.

- **Daily at-home self temperature checks.** Students are asked to take their temperature at home before coming to school every morning. A thermometer will be provided to students by PPHS. A fever is considered to be 100.4 or higher. Any student presenting a fever will be required to stay home. A parent/guardian should report the student absent to the school (please see the PPHS Student Handbook and the "Reporting Student Absences" section, below). Likewise, all school staff will conduct an at-home self temperature check prior to the start of each school day. Please know that PPHS's ability to implement this school reopening plan and to offer in-person classes is dependent on all students and staff committing to daily at-home self temperature checks and remaining home if they have a fever.

- **School absence due to possible COVID-19 symptom(s).** Per guidelines from the Indiana Department of Education², students and staff will not be allowed to attend school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC guidance](#) that is not otherwise explained, including:
 - A fever of 100.4°F or greater
 - Cough

² Indiana Department of Education. June 5, 2020. [Indiana's Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students exhibiting COVID-19 symptoms that are not otherwise explained will be sent home by the school nurse and required to be picked up from PPHS immediately. Please note that families will be encouraged to make every attempt to pick their student up from school. Except in extenuating circumstances, students exhibiting suspected COVID-19 symptoms will not be permitted to go home using public transportation. Students sent home due to potential COVID-19 related symptoms will not be allowed to return until they are no longer contagious per [CDC guidelines listed here](#). Please note that in recognizing many of the symptoms of COVID-19 may be related to a number of other illnesses, school nurses will utilize the CDC's guidelines and their professional judgement in making determinations as to whether to send students home. In uncertain circumstances, PPHS staff will always err on the side of caution and may determine the best course of action be to send a student home.

- **Updated cleaning and sanitizing routines.** PPHS will follow the [CDC's guidelines for cleaning public places](#). PPHS will be diligent in frequently disinfecting any surfaces and objects touched by multiple people using [EPA-approved disinfectants](#). Cleanliness of the school building is the responsibility of all employees in the building and not solely that of janitorial services. All classrooms will be equipped with disinfectant and power towels. Students and staff will be asked to take part in maintaining the health and safety of the building by wiping down surfaces (e.g., desks and tables) after use. Each staff member will clean and sanitize their personal work area upon arrival and prior to departure each day. Staff and students are strongly discouraged from sharing materials and school supplies, especially any materials or supplies that have not been properly disinfected.

In addition to routine disinfecting, school buildings are professionally cleaned every evening and will undergo a deep cleaning on Wednesdays and Friday evenings.

Students and staff will be encouraged to wash their hands frequently throughout the day. Hand sanitizer (alcohol-based, at least 60% alcohol) will be available to all students and staff throughout the school day.

- **Modified floor plans and movement to ensure social distancing.** Per the recommendations of the CDC, all students and staff are encouraged to maintain at least 6 feet between themselves and others. In order to make this possible, PPHS will implement the following:

Movement

Each school building will coordinate class movement during passing periods to avoid large groups in the hallways. The school may elect to stagger or alter passing period times. When appropriate and to the extent possible, students will stay in a classroom and coaches will move from space to space.

Physical Spacing

To the greatest extent possible school furniture will be appropriately spaced to ensure 6 feet of separation between individuals and student desks and tables will face the same direction. Per [Marion County Public Health Order 23-2020](#), PPHS's Indianapolis campuses will also implement permanent seating chart arrangements.

Each school building will have floor markings and signs to indicate 6 feet of separation in high traffic areas and areas where people tend to congregate. Plexiglass dividers will be added to high traffic areas of the building (e.g., front office).

Quarantine Room

Each school building has a designated quarantine room. The quarantine room will be used by any student or staff member who may be exhibiting symptoms of COVID-19. The quarantine room will be used to ensure that any such student or staff member will remain isolated from others until the individual is picked up or able to leave the building.

School Clinic

Only one student will be allowed to enter the school clinic at a time while receiving daily medications. Fellow students must maintain social distancing outside of the clinic until they are called upon to enter by the school nurse or health aide.

Cafeteria

PPHS will provide school meals to students in accordance with CDC guidelines and health code. Any additional guidance provided by the CDC, USDA, or Indiana Department of Education related to food preparation or food safety will be implemented. Food will be provided to students in a socially distanced space where it is deemed safe for students to eat without wearing a face mask.

Outdoor Spaces

PPHS will do our best to provide a daily outdoor time or other opportunities where students are safely distanced and when the face mask requirement will be relaxed, as permitted by a PPHS staff member.

Water Fountains

Water fountains will be turned off and not available for use. Water bottle fillers will be installed at each school location.

- **Transportation.** Families are encouraged to pick-up and drop-off students to the extent possible. For student pick-up and drop off, only students will be allowed in the building. When pick-up and drop-off is not feasible, students will continue to use IndyGo and Transpo for student transportation. All students are strongly encouraged to maintain social distancing guidelines and wear face masks while riding city buses and around others.
- **Field trips and special events.** All in-person field trips, assemblies, and school tours will be suspended and only virtual field trips, assemblies, and school tours will be allowed.
- **Student technology.** Each school will notify families of how and when school-issued technology will be deployed at the beginning of the school year. Please be on the lookout for more information from your student's school.

In the event that school-issued technology is damaged or malfunctioning, please contact your student's school for support and assistance. Please keep in mind that even when students are using their PPHS-issued devices off the PPHS network, students are expected to maintain technology norms and use their devices **STRICTLY** for school work only. As a reminder, students and families are financially responsible for any damage done to student devices. Please refer to [PPHS's Acceptable Use Policy](#).

If you are concerned with your access to home internet during any eLearning days, we can help. Please contact your school leader to learn more.

- **Extracurricular activities.** PPHS will remain compliant with IHSAA and other state and local guidelines as they relate to participation in sports or other competitive activities. No spectators will be allowed at PPHS competitive events. PPHS reserves the right to cancel or reschedule extracurricular activities or sporting events in order to protect the health and safety of participants, regardless of IHSAA schedules or guidelines. Please see PPHS's [COVID-19 Response Plan for Extracurricular Activities](#) for more information regarding policies and procedures surrounding sports and other competitive activities.

All clubs and non-competitive activities will take place during the school day.

- **Nutrition services.** PPHS will provide school meals to students in accordance with CDC guidelines and health code. Any additional guidance provided by the CDC, USDA, or Indiana Department of Education related to food preparation or food safety will be implemented. Food will be provided to students in a socially distanced space where it is deemed safe for students to eat without wearing a face mask. Students will be encouraged to wash hands before meals and during passing periods. Students may be given pre-wrapped food and/or sack lunches to lessen the opportunity of spreading germs. All food service staff are required to wear face masks and gloves during food preparation and service. Food sharing of any kind is prohibited.

PPHS will provide meals to students, including students who are virtually attending school for any duration of the school week, based on need. Families will be asked to notify their school building on the number of meals they will need a week in advance and the school will notify each family of the day in which meals will be delivered to the student's home.

Water fountains will be turned off and not available for use. Water bottle fillers will be installed at each school location.

- **Visitors.** No unscheduled visitors will be allowed in the PPHS building. No in-person tours or student shadow days will be scheduled until further notice. Visitors will be restricted to solely those visitors necessary to implement health and safety protocols or student learning plans, including:
 - Any necessary meetings with parents/guardians will take place virtually. Scheduled meetings with guardians that cannot otherwise be conducted virtually will take place in a conference room nearest the entrance of the building and so long as both social distancing and face mask requirements are met.
 - Outside vendors or contractors whose services are required for maintaining the health and safety of students and staff.
 - PPHS network staff and members of the Board of Directors fulfilling their roles and responsibilities related to the successful operations of the school or provision of instructional and academic services to students.

Visitors will only be allowed in school buildings in these restricted circumstances only if they are scheduled (with the exception of natural disaster or other emergency) and so long as both social distancing and face mask requirements are met.

Each school will communicate student pick-up and drop off procedures, including procedures for midday pick-up and drop-off.

In instances where the school shares space with another school or entity, all individuals in common areas will be required to use a mask and practice social distancing.

- **Social and Emotional Learning.** Social and Emotional Learning (SEL) continues to be a key component of the PPHS school model. We understand that dealing with a global pandemic may bring about stress and anxiety that may be difficult to handle. In addition to our regular SEL curriculum, each school building has a counselor dedicated to supporting students' social and emotional needs and the counselor will be available to share resources with students and families. School counselors also plan to hold small group meetings with students tailored to developing coping skills to assist with adjusting to the new normal. Additionally, campuses will partner with community mental health providers to offer targeted grief and trauma resources. To the greatest extent possible, all supports will be made available virtually. Supports will be made available in person when students are present in the building or are otherwise appropriate.

- **Ensure general cleanliness and prevention strategies.** All students and staff will receive information related to the CDC's general guidelines and prevention strategies including:
 - Wash hands frequently with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
 - Cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Throw used tissues away in the trash.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Stay away from people who are sick or not feeling well and avoid close contact with others through hugging, kissing, or shaking hands.
 - Disinfect frequently touched surfaces and objects such as door knobs, light switches, countertops with a cleaning product that meets CDC guidelines.

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL

Students are asked to take their temperature at home before coming to school every morning. Per guidelines from the Indiana Department of Education³, students and staff will not be allowed to attend school if they test positive for COVID-19 or exhibit one or more of the [symptoms of COVID-19](#) based on [CDC guidance](#) that is not otherwise explained, including:

- A fever of 100.4°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or body aches

³ Indiana Department of Education. June 5, 2020. [Indiana's Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students exhibiting COVID-19 symptoms that are not otherwise explained will be sent home by the school nurse and required to be picked up from PPHS immediately. Please note that families will be encouraged to make every attempt to pick their student up from school. Except in extenuating circumstances, students exhibiting suspected COVID-19 symptoms will not be permitted to go home using public transportation. Students sent home due to potential COVID-19 related symptoms will not be allowed to return until they are no longer contagious per [CDC guidelines listed here](#). Please note that in recognizing many of the symptoms of COVID-19 may be related to a number of other illnesses, school nurses will utilize the CDC's guidelines and their professional judgement in making determinations as to whether to send students home. In uncertain circumstances, PPHS staff will always err on the side of caution and may determine the best course of action be to send a student home.

STUDENT ABSENCES

Student absences due to suspected or confirmed cases of or exposure to COVID-19 will be counted as excused absences. Students in these circumstances will be eligible to participate in a fully virtual learning environment, if desired. Please contact your child's school immediately if you intend for them to switch to a fully virtual learning environment. Students must satisfy the appropriate returning to school after illness guidelines outlined in the "Returning to School After Illness" section below.

In the case of student absences, families must follow the absence reporting guidelines provided in the PPHS Student & Family Handbook:

- Parent or guardian calls the attendance voicemail or emails the office manager before 10am on ***each*** day the absence occurs to notify PPHS of the absence. *Please note that students who are not reported as absent will be reported as having an unexcused absence.*
- The following should be included on the voicemail message:
 - Student name and grade
 - Name of person making call and relationship to the student
 - Reason for the absence
 - Must indicate whether the absence is due to:
 - Suspected case of COVID-19;
 - Confirmed case of COVID-19; or
 - Exposure to someone with suspected or confirmed COVID-19.
 - Date/time of the absence

- Return telephone number
 - Call will be verified using guardian number

Please note that if a student is not in attendance for more than three days, and is unable to receive a COVID-19 test, they will need a note from a physician prior to returning to school. Please see the “Resources for Students and Families” section for information on where COVID-19 testing sites are located as well as information on access to telecare health that may be covered by a student’s health insurance provider.

RETURNING TO SCHOOL AFTER ILLNESS OR EXPOSURE

A student or staff member may return from the school environment after experiencing illness if they satisfy the [recommendations of the Indiana Department of Health](#). Currently those guidelines are:

Symptomatic, Not Tested with Alternate Explanation

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms that have an alternate explanation such as an ear or urinary tract infection (as determined by a healthcare provider) may return if the following conditions are met:

1. The individual has not had a fever for at least 48 hours; and
2. The individual has a note from a healthcare provider (including email and fax) stating the individual has an alternate diagnosis and the healthcare provider believes it is appropriate for the individual to return to school/work.

Indiana’s [coronavirus website](#) provides a list of over 200 testing facilities, their location, and hours of operation.

Symptomatic, Not Tested without Alternate Explanation

Persons who have not received a test proving or disproving the presence of COVID-19 but experience possible symptoms of COVID-19 may return if the following conditions are met:

1. The individual remains home for at least 10 days from the first day symptoms appeared; and
2. The individual has not had a fever for at least 72 hours without medicine that reduces fevers.

Tested Positive, Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

1. The individual has not had a fever for at least 72 hours (that is three full days of no fever without medicine that reduces fevers); and

2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
3. At least 10 calendar days have passed since your symptoms first appeared.

Tested Positive, Asymptomatic

Persons who have not had symptoms but tested positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider.

Exposure to COVID-19

Persons who have been exposed to an individual with COVID-19 must:

1. Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
2. Self-monitor for symptoms
3. Check temperature twice a day
4. Watch for fever, cough, or shortness of breath or other symptoms of COVID-19
5. Avoid contact with people at higher risk for severe illness from COVID-19
4. Follow CDC guidance if symptoms develop

Please note that if a student is not in attendance for more than three days, and is unable to receive a COVID-19 test, they will need a note from a physician prior to returning to school. Please see the “Resources for Students and Families” section for information on where COVID-19 testing sites are located as well as information on access to telecare health that may be covered by a student’s health insurance provider.

Close Contact

Persons who have been within 6 feet for more than 15 minutes of someone with a confirmed case of COVID-19 must:

1. Quarantine for 14 days before returning to school and
2. The individual must remain symptom-free for all 14 days. If the individual develops symptoms, please refer to the symptomatic scenarios (above)

Pending Test, Individual or Household Member

Individuals should stay home if they OR any member of their immediate household is awaiting a pending COVID-19 test result. The individual must:

1. Quarantine until a negative test result for either themselves or the immediate household member is received
2. Follow tested positive scenarios if an individual’s COVID-19 test result is returned positive
3. Follow “close contact” scenario (above) if an immediate household member’s COVID-19 test result is returned positive

WHEN A STUDENT OR STAFF MEMBER TESTS POSITIVE

PPHS will be diligent in following proper protocols in the event that a student or staff member in a school tests positive for COVID-19 after having spent any amount of time physically on school grounds. Per [Indiana's school re-opening guidance](#), PPHS will following the following procedures if a student or staff member tests positive for COVID-19:

- In a classroom, identify any individuals who spent more than 15 minutes within 6 feet of the person for the 48 hours prior to symptoms or a positive test (for an asymptomatic person)
 - All identified close contacts will be asked to quarantine at home for 14 days and will be monitored and guided by the local health department and the state's centralized contact tracing center.
 - If any identified close contacts test positive, this process will begin again.
 - If for any reason cohorting has not been possible, an entire classroom of students or cohort may need to quarantine.
- If more than one student tests positive in a given classroom, the entire classroom will quarantine for two weeks, per [guidance from the Indiana State Department of Health](#).

QUARANTINING⁴

Quarantine helps prevent the spread of disease that can happen before a person knows they are sick or if they are infected with the virus, even without feeling symptoms. People in quarantine should stay home, separate themselves from others and monitor their health. You should quarantine if:

- You or a member of your family has been in close contact (within 6 feet for more than 15 minutes, even if you are wearing a mask) with someone who has COVID-19;
- You provided care at home to someone who is sick with COVID-19;
- You had direct physical contact with a person with COVID-19;
- You shared eating or drinking utensils with a person with COVID-19;
- Someone with COVID-19 sneezed, coughed, or somehow got or may have gotten respiratory droplets on you; or
- You or any member of your household is waiting for a test result.

How to Quarantine:

- Stay home from school or work, even if you feel healthy.
- Answer the call from the Indiana Centralized Contact Tracing Program to help prevent the further spread of disease.
 - The test will come from 877-548-3444.
 - You'll then receive a call from a contact tracer. The number on the caller ID will either show as 833-670-0067 or may display as "IN Health COVID" if your carrier allows it.
 - Wash your hands.

⁴ Adapted from the Indiana State Department of Health's [Quarantine Guide for Families](#)

- Stay separate from others as much as possible, including siblings.
- Do not share personal items, such as silverware or glasses, with anyone in your house.
- Use a different bathroom if you have one.
- Wear a cloth face covering if you must be around others.
- Get tested. Stay home and quarantine while waiting for test results.
 - If a test is positive, follow isolation guidelines.
 - If a test is negative, **finish the 14- day quarantine**. If you develop symptoms, follow CDC guidance.
- Watch for signs that you are sick. Take your temperature twice a day and log your temperature and symptoms using the Indiana Department of Health's COVID-19 Symptom Tracker.

ACADEMICS

PPHS is committed to ensuring the academic success of each student. To ensure on-track academic progress, foster individual learning success, and to mitigate any potential pandemic-related learning loss(es), PPHS staff will create a personalized learning plan (PLP) for each student using a combination of data points and student information resources. The PLP details students' diploma-track based needs and potential areas for remediation, incorporating the intervention strategies most appropriate to a given need.

Every student will be assessed and screened for grade level skills readiness as part of the 2020-2021 orientation week. Student credit attainment will also be reviewed to ensure students are on-track to earn the credits necessary to meet their academic goals. Repeat diagnostic assessments will occur at the school year's midpoint and at the close of the academic year.

Once diagnostic and credit attainment information has been compiled for an individual student, in conjunction with other relevant information (such as an IEP, 504, or ILP), the PLP will be created by the Personal Learning Community (PLC) Coach in conjunction with students, guardians, and other staff members.

Special Education Services

All case conferences will be held virtually and all related services will also be held virtually. In special circumstances where exceptions must be made, PPHS staff will coordinate with all appropriate individuals to ensure social distancing and the overall health and safety of individuals is met.

E-LEARNING

Our unique model allows us to implement eLearning and to easily transition from eLearning to in-person learning while still maintaining rigorous instruction. Based on a student's assignment to the Techie or Boiler cohort, it is anticipated that students will spend 3 days of the week participating in eLearning (with the exception of families who elect to go to school in-person 4

days a week). In the event that the school moves to full-time virtual learning, the school building will be closed to all staff and students until further notice. Additionally, tutors and mentors will be available virtually.

Although we aim to maximize the amount of time students are able to be at school in person, please know that PPHS may, at any time, determine the need to temporarily suspend in-person classes or dismiss schools, if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. PPHS also has the authority to elect to suspend in-person classes for either temporary or long-term basis. Please note that, following a mandate by [Marion County Public Health Order 23-2020](#), PPHS will implement eLearning for its campuses located in Indianapolis if the Community Test Positivity Percentage reaches 11.0% or greater.

Staff eLearning Expectations

PPHS staff will maintain high expectations regardless of whether they are providing instruction or services in an in-person or virtual environment. The expectations of PPHS staff during eLearning are outlined below.

Content Coaches

- Be online, ready to help students from 8:30am - 12:30pm and from 1:00pm - 4:00pm.
- Maintain a 30-minute or less response rate to all student questions.
- Conduct Google Hangout PLCs every morning and afternoon. These should be focused on goal-setting and tracking.
- Take attendance during PLC.

PLT Monitors

- Be online, ready to help students from 8:30am - 12:30pm and from 1:00pm - 4:00pm.
- Work with a SPED Coordinator (Teacher of Record) to provide one-on-one check-ins with students who have 504 Plans or IEPs.
- Maintain a 30-minute or less response rate to all student questions.

Student eLearning Expectations

Please be assured that your student will still receive the rigorous education they are accustomed to at PPHS. The following are the expectations for students participating in eLearning Days.

- Check into their Morning PLC by 8:45 am via Google Hangout
 - Check out with PLC Coach at 3:15 pm (2:00 pm on Wednesdays) via Google Hangout.
- Accomplish all goals set with PLC Coach in the AM

Students are expected to spend the duration of the school day working on their goals set during their morning PLC time. This work will primarily be within Edmentum but will vary based on

student need. Coaches will be available throughout the school day to answer questions and provide guidance as needed.

If your student does NOT check in to their Morning and Afternoon PLC, they will be marked as absent for the day. If your student becomes ill or is otherwise unable to “attend” an eLearning Day, please notify your school front office staff immediately.

Reminder of Acceptable Use Policy

Please keep in mind that even when students are using their PPHS-issued devices off the PPHS network, students are expected to maintain technology norms and use their devices STRICTLY for school work only. As a reminder, students and families are financially responsible for any damage done to student devices. Please refer to [PPHS's Acceptable Use Policy](#).

If you are concerned with your access to home internet during any eLearning days, we can help. Please contact your school leader to learn more.

CHANGES IN SCHOOL OPENING OR OPERATING PROCEDURES

Our unique model allows PPHS to implement eLearning and to easily transition from eLearning to in-person learning while still maintaining rigorous instruction. Although we aim to maximize the amount of time students are able to be at school in person, please know that PPHS may, at any time, determine the need to temporarily suspend in-person classes or dismiss schools, if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. PPHS also has the authority to elect to suspend in-person classes for either temporary or long-term basis. Please note that, following a mandate by [Marion County Public Health Order 23-2020](#), PPHS will implement eLearning for its campuses located in Indianapolis if the Community Test Positivity Percentage reaches 11.0% or greater.

- **Temporary suspension of in-person classes.** School building leadership may recommend to temporarily suspend in-person classes and a final decision will be made by PPHS network leadership. In such an event, students, families, and staff will be notified immediately by email. PPHS will also utilize automated phone calls and make announcements via social media. Any communication related to a temporary suspension of in-person classes will include the reason the decision was made to temporarily suspend in-person classes and the estimated duration of the temporary suspension of in-person classes.

Please note that in the event of a temporary suspension of in-person classes, PPHS will immediately initiate eLearning and students will be expected to fully participate in school virtually (please see the “eLearning” section above). Per [CDC guidelines](#), PPHS will move to eLearning for a minimum of 2 days in the event there is a confirmed case of

COVID-19 at the school. PPHS will also contact the local health department for further guidance.

- **Long-term suspension of in-person classes.** Please know that PPHS may, at any time, determine the need to suspend in-person classes for an extended period of time of longer than 5 days (per recommendations set forth by the Indiana Department of Education⁵ and local boards of health) if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. School building or PPHS network leadership may recommend to suspend classes for an extended period of time. In such an event, the PPHS Board of Directors will convene its Pandemic Response Committee and make a final decision regarding a long-term suspension of in-person classes. In such an event, students, families, and staff will be notified immediately by email. PPHS will also utilize automated phone calls and make announcements via social media. Any communication related to a long-term suspension of in-person classes will include the reason the decision was made to suspend in-person classes for an extended period of time and the estimated duration of the suspension of in-person classes.

Please note that in the event of a long-term suspension of in-person classes, PPHS will immediately initiate eLearning and students will be expected to fully participate in school virtually (please see the "eLearning" section above).

COMMUNICATIONS PLAN

PPHS will maintain regular communication with families and students related to any changes to this school reopening plan and ongoing school operations as well as whether there are any positive cases of COVID-19 in the school, temporarily moving to eLearning, and resuming in-person classes after a period of mandatory eLearning. In the event of any changes to this plan or school operations, students, families, and staff will be notified immediately by email. PPHS will also utilize automated phone calls and make announcements via social media. All information will be included and updated on [PPHS's website](#).

In order to ensure all families have access to the most relevant and up-to-date information, PPHS is asking that all families ensure their contact information is up-to-date and that guardians provide both a phone number and email address. Families should also ensure they have an up-to-date emergency contact on file at the school for their student.

AUTHORITY FOR THIS PLAN AND CHANGES TO SCHOOL OPERATION PROCEDURES

Please know that PPHS may, at any time, determine the need to make significant changes to this reopening plan or suspend in-person classes for an extended period of time longer than 5

⁵ Indiana Department of Education. June 5, 2020. [Indiana's Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

days (per recommendations set forth by the Indiana Department of Education⁶ and local boards of health) if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. The following outlines the authority provided to national and local authorities and PPHS as this reopening plan relates to maintaining the health and safety of the school community.

National and Local Authorities

- Authority Responsible for Declaring a Public Health Emergency
 - Indiana State Department of Health (ISDH) and State Health Commissioner
 - Local County's (Marion County or St. Joseph County) Health Department and Local Health Officer
 - Legal Authority
 - ISDH and Local county's Health Department
 - Authority to quarantine, limit mass gatherings, isolate and close schools, case identification, movement/restriction, healthcare services, emergency care, and mutual aid.⁷
 - Collaborate with the City of Indianapolis or the City of South Bend to establish Incident Command System, Emergency Response.
 - May require students to wear face masks.
 - Authority for Implementing the Plan
 - PPHS Head of School
 - Building administrators
 - Local city officials including health, fire, and police departments
 - Indiana Department of Education (IDOE)

PPHS Authority

School building or PPHS network leadership may recommend to suspend classes for an extended period of time longer than 5 days (per recommendations set forth by the Indiana Department of Education⁸ and local boards of health) if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students' and staff's health and safety. In such an event or in the event that PPHS determines the need to make significant changes to this reopening plan, the PPHS Board of Directors will convene its Pandemic Response Committee and make a final decision regarding a long-term suspension of in-person classes.

⁶ Indiana Department of Education. June 5, 2020. [Indiana's Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

⁷ The local health department has the authority to exclude students from school and may order students and others to isolate or quarantine ([IC 16-41-9-1.6](#)).

⁸ Indiana Department of Education. June 5, 2020. [Indiana's Considerations for Learning and Safe Schools In-Class COVID-19 Health and Safety Re-entry Guidance](#).

State statute gives public schools the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure ([IC 20-34-3-9](#)). Although PPHS aims to maximize the amount of time students are able to be at school in person, for the health and safety of all students and staff, PPHS also has the authority to elect to suspend in-person classes for either temporary or long-term basis.

ADDITIONAL SCHOOL POLICY UPDATES

- New student enrollment and registration can be completed entirely online. For any families who are unable to complete registration online, on-site and telephone assistance are available. Please contact KCarter@pphs.purdue.edu with any questions.

RESOURCES FOR STUDENTS & FAMILIES

[Centers for Disease Control and Prevention Resources](#)

[Indiana Department of Health Resources](#)

- Indiana Department of Health Guidance for Schools
- List of COVID-19 Testing Sites

Mental Health Resources

- [How to Help Manage Anxiety and Stress](#)
- [Virus Anxiety](#)

For additional resources related to emergency needs (e.g., food, shelter, housing support), please contact your school's guidance counselor.

DOCUMENT REVISION HISTORY

This document was released on July 15, 2020. PPHS reserves the right and authority to make changes to its school reopening plan and this document in order to maintain the health and safety of the school community. Any changes of significance made after July 15, 2020 are noted in the table below.

Revision Summary	Page Number(s)	Date
Re: School calendar, edited to include "The first week of instruction (August 3-7) will take place virtually and the Downtown and North campuses will implement eLearning (please see the "eLearning" section for more information). In-person learning will begin on August 10 and both the Downtown and Northcampuses will implement a hybrid schedule, using alternate schedules, described below."	2	7/23/2020
Re: Alternate schedules, added "to maintain no greater than	2	7/23/2020

50% occupancy”		
Re: Face masks, added “as mandated by the Governor for all students in grades 3-12.”	3	7/23/2020
Re: Physical Spacing, added “and student desks and tables will face the same direction.”	5	7/23/2020
Added new section, “When a Student or Staff Member Tests Positive,” based on Indiana’s School Reopening guidance announced by Governor Holcomb on 7/22/2020	11-12	7/23/2020
Added “The CDC has recently stressed the importance of providing in-school instruction so long as the situation and circumstances are safe and we at PPHS are equally eager to be back in school with our students. We are committed to providing as safe a school environment as possible so that we can maximize students’ time in the classroom.”	1	7/24/2020
Re: Alternate schedules, added “The CDC has recently stressed the importance of providing in-school instruction so long as the situation and circumstances are safe.”	2	7/24/2020
Re: Face masks, added “ Marion County order further mandates that all individuals must wear a face covering when in an indoor place other than the home, or when outdoors in a situation where adequate social distancing of at least six feet is not possible.”	3	7/24/2020
Updated link for Indiana’s school re-opening guidance	12	7/24/2020
Re: When a Student or Staff Member Tests Positive, added “If more than one student tests positive in a given classroom, the entire classroom will quarantine for two weeks, per guidance from the Indiana State Department of Health .”	12	7/24/2020
Re: School absence due to possible COVID-19 symptom(s), added “Please note that families will be encouraged to make every attempt to pick their student up from school. Except in extenuating circumstances, students exhibiting suspected COVID-19 symptoms will not be permitted to go home using public transportation.”	5	7/30/2020

Re: Physical spacing, added “Per Marion County Public Health Order 23-2020 , PPHS’s Indianapolis campuses will also implement permanent seating chart arrangements.”	6	7/30/2020
Re: When to Keep Your Student Home from School, added “Please note that families will be encouraged to make every attempt to pick their student up from school. Except in extenuating circumstances, students exhibiting suspected COVID-19 symptoms will not be permitted to go home using public transportation.”	9	7/30/2020
Re: E-Learning, added “Although we aim to maximize the amount of time students are able to be at school in person, please know that PPHS may, at any time, determine the need to temporarily suspend in-person classes or dismiss schools, if recommended by public health officials or if PPHS leadership determines that such a move would be in the best interest of students’ and staff’s health and safety. PPHS also has the authority to elect to suspend in-person classes for either temporary or long-term basis. Please note that, following a mandate by Marion County Public Health Order 23-2020 , PPHS will implement eLearning for its campuses located in Indianapolis if the Community Test Positivity Percentage reaches 11.0% or greater.”	13	7/30/2020
Re: Changes in School Opening or Operating Procedures, added “Please note that, following a mandate by Marion County Public Health Order 23-2020 , PPHS will implement eLearning for its campuses located in Indianapolis if the Community Test Positivity Percentage reaches 11.0% or greater.”	14	7/30/2020
Added section re: Close Contact	12	8/10/2020
Added section re: Pending Test, Individual or Household Member	12	8/10/2020
Changed “CDC to “Indiana Department of Health”	10	8/11/2020
Added link to recommendations of the Indiana Department of Health	10	8/11/2020

Changed “Untested” to “Symptomatic, Not Tested <u>with</u> Alternate Explanation; updated guidance	10	8/11/2020
Added section re: Symptomatic, Not Tested <u>without</u> Alternate Explanation	10	8/11/2020
Re: Tested Positive, Symptomatic, updated guidance	10	8/11/2020
Re: Tested Positive, Asymptomatic, removed “Students may also return to school if they are approved to do so in writing by the student’s health care provider.”	11	8/11/2020
Re: School absence due to possible COVID-19 symptom(s), added: fatigue; congestion or runny nose; nausea or vomiting; and diarrhea; changed “muscle pain” to “muscle or body aches”; removed “repeated shaking with chills”	4	8/25/2020
Re: When to Keep Your Student Home from School, added: fatigue; congestion or runny nose; nausea or vomiting; and diarrhea; changed “muscle pain” to “muscle or body aches”; removed “repeated shaking with chills”	9	8/25/2020
Re: Extracurricular Activities, added “PPHS will remain compliant with IHSA and other state and local guidelines as they relate to participation in sports or other competitive activities. No spectators will be allowed at PPHS competitive events. PPHS reserves the right to cancel or reschedule extracurricular activities or sporting events in order to protect the health and safety of participants, regardless of IHSA schedules or guidelines. Please see PPHS’s COVID-19 Response Plan for Extracurricular Activities for more information regarding policies and procedures surrounding sports and other competitive activities.”	6	8/26/2020
Re: Extracurricular activities, removed “No spectators will be allowed at PPHS competitive events. PPHS reserves the right to cancel or reschedule extracurricular activities or sporting events in order to protect the health and safety of participants, regardless of IHSA schedules or guidelines.” Removed “In the event of travel for team sports activities, we will do our best to maintain social distancing while using PPHS transportation and students will be required to wear	6-7	8/26/2020

face masks while on PPHS buses. PPHS buses will be thoroughly cleaned and sanitized after each trip.”		
Added new section, “Quarantining”	12-13	8/31/2020