



IN-PERSON INSTRUCTION PLAN

2023- 24



LAST UPDATED: JUNE 9, 2023

DRAFT PLAN RELEASED TO PUBLIC: JUNE 21, 2021
BOARD APPROVED: JUNE 23, 2021

IN-PERSON INSTRUCTION PLAN

This 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.

2023-24 SCHOOL START TIMES

Elementary	7:40 a.m. – 2:10 p.m.
High School	8:30 a.m. – 3:00 p.m.
Intermediate/ Jr. High	9:15 a.m. – 4:00 p.m.

As part of the new school calendar, there is one student eLearning Day to allow for staff professional development.

Additionally, two Flex Days have been added in the event of needing to make-up loss instruction due to inclement weather cancellations.

- September 29, 2023 (eLearning)
- March 11, 2024 (Flex Day)
- March 29, 2024 (Flex Day)

[Click here to see the 2023-24 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, the Governor's office and the Centers for Disease Control and Prevention.

The Superintendent has authority to make adjustments to the in-person instruction plan. 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

FACE COVERINGS

All HSE Schools will be mask optional for students and staff.

STUDENT TRANSPORTATION

Masks are not required for anyone utilizing school transportation.

BUS SANITIZATION

- Buses will be disinfected following the afternoon routes every day.
- High-touch areas in the bus will be cleaned as needed throughout the day.

FOOD SERVICES

- Barcode/ID scanning system and touch keypads will be used at all grade levels.
- All cafeteria tables and serving lines will be cleaned between lunch periods.

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

SCHOOL VOLUNTEERS AND GUESTS

- Masks are optional for anyone visiting a school building/facility.
- Classroom volunteers will be permitted in all buildings pursuant to Board Policy K07.00.

MITIGATION STRATEGIES

SCREENING PROCEDURES

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

EXHIBITING COVID-19 SYMPTOMS AT SCHOOL

If an individual presents with symptoms consistent with COVID-19 (fever, vomiting, diarrhea) they will be sent home.

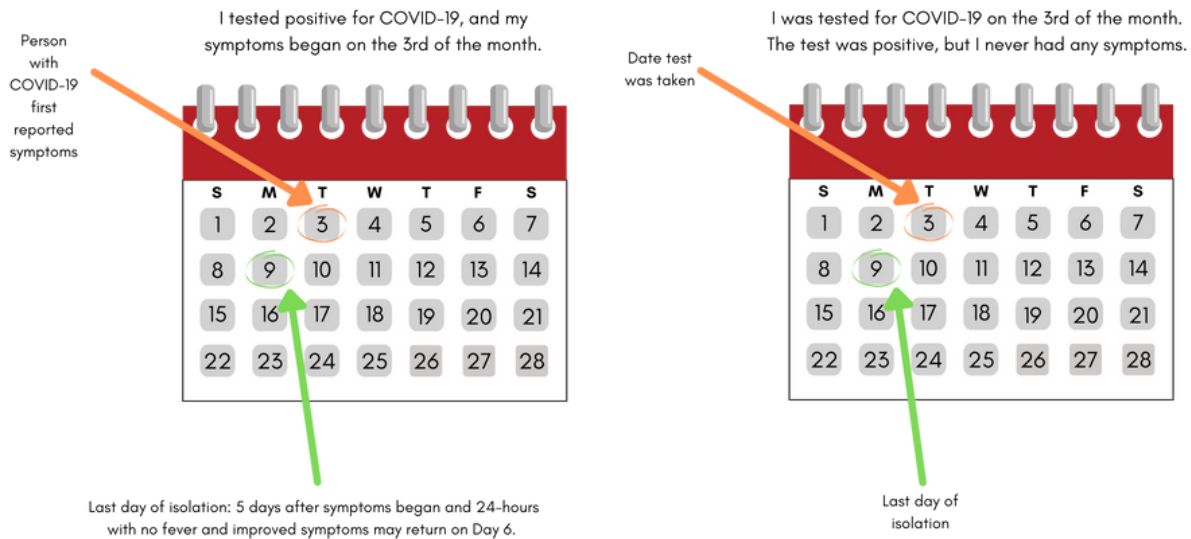
- The individual will need to stay home and be fever-free for 24-hours without the use of fever-reducing medication prior to returning to school.
- If the individual tests negative for COVID-19, the student may return to school immediately upon providing test results.
- If the individual tests positive for COVID-19, the date to return will be determined using the latest guidelines from the Indiana Department of Health.

ISOLATION PROCEDURES

- If an individual (regardless of vaccination status) **tests positive**:
 - Should isolate for 5-days per CDC guidance.
 - Return to school on Day 6, if asymptomatic or symptoms are resolving.
 - Fever-free for 24-hours without medication.
 - Individuals should wear a mask at all times for additional 5 days.
 - Can resume extracurricular activities on Day 6 and should wear a mask for Days 6-10.
- If an individual (regardless of vaccination status) is **exposed** to someone with COVID-19, including home contacts, as long as asymptomatic, may remain in school and should wear a mask for 10 days.
 - If symptoms develop, seek testing and isolate at home.
 - If positive, follow isolation guidance. If negative, return to school when symptoms have resolved.

TIMELINE FOR RETURN

If an individual tests positive for COVID, the first day of symptoms or test date (if no symptoms) is Day 0, count 5 days for isolation, and the individual returns on Day 6 if above criteria is met.



INSTRUCTION DURING ISOLATION

For students who are isolated due to COVID-19, teachers will provide students with missing work as they would do with any other absence. This may include, but is not limited to:

- Post assignments on Canvas.
- Email class work directly to student.
- Leave instructional materials at the front office of school for pick-up.

SITUATION	ACTION
A teacher is not isolated but some of the class is isolated.	<ul style="list-style-type: none"> • The teacher will provide instruction to the students present. • Lessons and/or assignments will be supplied to absent students by the teacher.
A teacher is isolated but the class is not.	<ul style="list-style-type: none"> • There will be a substitute teacher assigned to the class, who will carry out lesson plans supplied by the teacher.
The teacher is in isolation and some of the class is also in isolation.	<ul style="list-style-type: none"> • Absent students will access lessons/assignments provided by the teacher. • There will be a substitute teacher assigned to the class for students who are present and the individual will carry out lesson plans supplied by the teacher.
K-6 Related Arts	<ul style="list-style-type: none"> • Absent students will access a grade-level lessons/assignments (Choice Board) on Canvas.

HSE PRESCHOOL OF THE NATURAL SCIENCES

ISOLATION PROCEDURES

- If a student 5-years-old or older tests positive:
 - Should isolate for 5-days per CDC guidance.
 - Return to school on Day 6, if asymptomatic or symptoms are resolving.
 - Fever-free for 24-hours without medication.
 - Should wear a mask at all times for additional 5 days.

- If a student between 2- and 5-years-old tests positive:
 - Should isolate for 5-days per CDC guidance.
 - Return to school on Day 6, if asymptomatic or symptoms are resolving, is fever-free for 24-hours without medication and can correctly wear a mask for additional 5 days.
 - Students who cannot correctly and consistently wear a mask should isolate at home for 7 days and return on Day 8.