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MESSAGE FROM THE SUPERINTENDENT

The COVID-19 pandemic has required school districts across the nation to develop contingency plans which ensure the health and safety of students and staff while also maintaining a strong educational program. The purpose of this document is to outline the Carlisle Area School District’s Tier 2 COVID-19 Education Plan. This plan is an extension of the mandatory CASD Health and Safety Plan which is required by and submitted to the Pennsylvania Department of Education.

Multiple stakeholders – administrators, staff, families, students, and community members – contributed to this plan through focus groups, surveys, planning sessions, and hundreds of individual conversations.

The District has been guided by the following principles:

1. **The health and safety of our students and staff is paramount.** Our decisions are guided by medical experts and state and local governmental agencies. All other considerations – curriculum, instruction, schedules, activities, etc. – are secondary to ensuring every reasonable health precaution for our students and staff.

2. **We are committed to maintaining a strong and consistent educational program.** Throughout the spring and summer of 2020, District administration and staff have actively prepared for a “new normal” in education. It is our mission to maintain the outstanding educational program that we are all proud of, and to embrace new models of online and blended learning. Learning will continue!

3. **We recognize the impact of school closures and modified schedules on our families and staff.** We would all rather be in school with our students each and every day. In the event that we are unable to do that, we have strived to make reasonable and common-sense decisions that have taken into consideration the feedback from our families, students, and staff.

4. **We will maintain utmost flexibility and understanding.** This is a difficult time for so many students, families, and staff members. Schedules are disrupted, routines interrupted, and there is much uncertainty about the weeks and months ahead. We ask our families and community for understanding as we navigate this unusual terrain, and we will reciprocate by working closely with our families and staff who may be experiencing personal or educational difficulties.

Christina M. Spielbauer
Superintendent
SUMMARY OF THE CASD TIERED PLAN

In July 2020, the Carlisle Area School District Board of Directors approved four possible tiers in which schools might operate during the 2020-2021 school year.

**Tier 1 (Fully Online)**
- School buildings are fully closed due to significant spread of COVID-19.
- Instruction occurs virtually by CASD teachers using district platforms and curriculum.

**Tier 2 (Hybrid)**
- School buildings are opened in a half-capacity model.
- Each student reports to school two days per week.
- While in school, CDC, PA Department of Education, and PA Department of Health recommendations will be enforced.

**Tier 3 (Fully Open with Modifications)**
- All students report to school buildings.
- Significant modifications to the school day (transportation, large group spaces, health procedures) will be in effect.

**Tier 4 (Fully Open)**
- All students report to school buildings.
- Only minor modifications remain in place.
TIER 2 (HYBRID) – EDUCATION PLAN

What is the education plan in Tier 2?

Students experience a hybrid of in-person learning and online learning. The purpose of this model is to reduce the number of students in school each day due to COVID-19. Every student in the district will be assigned to Group A or Group B.

<table>
<thead>
<tr>
<th>Group A Students</th>
<th>Group B Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attend school on Monday and Tuesday</td>
<td>• Learn online on Monday, Tuesday, and Wednesday</td>
</tr>
<tr>
<td>• Learn online on Wednesday, Thursday, and Friday</td>
<td>• Attend school on Thursday and Friday</td>
</tr>
</tbody>
</table>

*Note: Wednesday is an online day for all students.*

How were families informed of their student’s group?

The District emailed group assignments on Friday, August 7, 2020. Questions on your student’s group should be directed to the building principal. New registrants will receive their group assignment within a week of finalizing registration.

Will any student attend school more than two days per week?

Some students with identified needs or in identified groups will attend school four days per week (both the A and the B days). These students and families will be notified on an individual basis.

Why are all students at home on Wednesday (the “C” day)?

Wednesdays will be used to clean and disinfect school buildings in between the two groups. Regular nightly cleaning will also continue to be in effect.

How much work should my student expect?

Students will experience a blend of in-school and online activities. When in school (2 days), students will experience learning activities in a modified setting with additional health and safety protocols. When online (3 days), students will be assigned online learning experiences and assessments. Elementary students should expect to spend approximately 2.5 to 3 hours on their schoolwork each day. Secondary students should expect to spend approximately 3 to 5 hours on their schoolwork each day (30-45 minutes per subject).
What platforms will students utilize on the online learning days?

Teachers will build their courses on the Seesaw (elementary) and Schoology (secondary) platforms. In order to increase students’ comfort level using these platforms, teachers will also refer to these programs as part of their in-person instruction. Maintaining a consistent presence within these platforms allows a flexible transition between tiers if this becomes necessary.

Will my student videoconference (live) with the teacher(s)?

There will be no required “live” videoconferencing for most classes in this tier because students will see their teachers in person each week. Exceptions may include interventions, related services, music lessons, etc.

How will the in-person schedule be modified in Tier 2?

One-Hour A.M. Delay: At all levels, there will be a one-hour delay of arrival for students. This is a time that is being reserved for teachers to manage their online courses. They will use this time to update the day’s activities, respond to family emails or return family phone calls, assess assignments, respond to discussion boards, and/or generally facilitate the online learning environment. This time is critical for our teachers as they are simultaneously managing both an in-person group and an online group.

Class Schedules: Each level has established a modified in-person schedule, which will be shared by building principals. Students at all levels will experience less rotation of classes and/or minimized movement around the buildings each day.

With the one-hour delayed schedule, what time should students arrive at school?

For the safety of students and staff, walkers and drop-offs should arrive within the window identified below.

<table>
<thead>
<tr>
<th></th>
<th>First Bell</th>
<th>Late Bell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>9:30 AM</td>
<td>9:40 AM</td>
</tr>
<tr>
<td>Middle</td>
<td>8:31 AM</td>
<td>8:46 AM</td>
</tr>
<tr>
<td>High</td>
<td>8:35 AM</td>
<td>8:51 AM</td>
</tr>
</tbody>
</table>

Will the curriculum be modified in this tier?

Administrators and teachers have been collaborating throughout the summer to identify critical concepts and skills in each subject and grade-level across the district. It is not the goal to reduce content, but we must recognize the need to make some adaptations to the curriculum.
How will my student receive special education, English learner, or related services?

Case Management – Students will continue to be assigned a CASD case manager.

Specially-Designed Instruction – Teachers will continue to deliver specially designed instruction, per IEPs or other student plans, which are appropriate in the hybrid and online setting. It continues to be our mission to support all students’ learning needs.

Pull-Out Small Groups and Interventions – At the elementary level, small group interventions will take place in school and will be supplemented with online activities while at home. At the secondary level, students will continue to attend their regularly scheduled classes, to include special education courses. Pull-out intervention or related services will occur as scheduled by the building administration and the teachers.

How will students be graded?

Traditional grading and assessment will continue in this model. This year only, we will not conduct traditional parent-teacher conferences. Teachers, counselors, and administrators will continue to communicate with families on an as-needed basis.

<table>
<thead>
<tr>
<th>Elementary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will receive a standards-based report card. Report cards will be modified to reflect the most critical content and skills.</td>
<td>Students will be graded and assessed in the traditional manner. Students will receive letter grades and traditional quarterly report cards.</td>
</tr>
<tr>
<td>*Note: This year, the elementary level will complete its transition to trimesters. Students will receive three – not four – report cards.</td>
<td>With this said, specific tests, quizzes, and other assessments will be modified to reflect the online learning environment.</td>
</tr>
</tbody>
</table>

Will students possess a school device?

Yes. Students in grades kindergarten through grade eight will receive an iPad. Students in grades nine through twelve will receive a laptop. Students will be issued their device and other instructional materials during the first week of school.

Additionally, students will carry their device back and forth from school to home. This is important in the event that school is unexpectedly closed down.

How do families access technology support?

Students and families may visit [http://www.carlisleschools.org/TechSupport](http://www.carlisleschools.org/TechSupport) or call 717-240-6800 ext. 13803 for technology support. Additionally, high school students may access the Technology Help Desk in V-02 during their lunch period.

Will meal distribution occur on the days that students are not in school?

Yes, meal distribution will occur. The district will announce a schedule when we are in this tier.
TIER 2 (HYBRID) – HEALTH PLAN

What health and safety procedures will be in place on school transportation?

- Face coverings are absolutely required on the bus. Failure to wear a face covering will result in loss of transportation privileges.
- There will be fewer riders on the bus.
- Only family members will share a bus seat.
- Students will be spaced out as much as possible on a bus.
- High-touch areas (i.e. handrails) will be sanitized more frequently.
- Families are asked to transport their own students whenever possible.

What health and safety procedures will be in place within classrooms?

- Desks will be spaced as far as possible.
- All desks will face the same direction.
- Collaboration and group work will occur through virtual tools.
- Shared supplies and materials will be limited or eliminated. Any supplies that must be shared will be cleaned between uses.
- Students and staff will need to wear a face covering at all times and in every setting (with the exception of breakfast and lunch).

What health and safety procedures will be in place within buildings?

- Hallway movement will be staggered and monitored at the building level as much as is feasible.
- Hall pass procedures will be modified and monitored at the building level.
- Students will not congregate in large groups. Upon arrival, students will enter the school building or classroom.
- Locker use will be eliminated in Tier 2.
- Traditional water fountains are closed, but touchless bottle-fillers will be accessible. We encourage students to bring their own re-fillable water bottles to school. Bottles need to go home to be cleaned daily.
- There will be frequent cleaning of high-touch areas, and daily sanitization of classrooms and other areas.
How will breakfast and lunch be modified in this tier?

**Meal Choice:** Because more stringent and time-consuming health and safety procedures must be in place within buildings and school kitchens, students will receive modified/limited choices for breakfast and lunch.

**Payment:** Families are encouraged to utilize the SchoolCafé online payment system to minimize the transaction of money in school. Alternately, families may drop money into the locked, green money boxes located in each school.

**Location:** Students will eat within their classrooms (elementary and middle) or socially distanced in one of multiple large spaces (high school).

**Hygiene:** There will be additional opportunities for handwashing and cleaning spaces before and after mealtimes.

**Free and Reduced Meals:** Families are encouraged to apply for free and reduced meals at [this link](#).

How will recess be modified (elementary)?

Students will continue to experience at least one recess time each day in the Tier 2 model. Playground equipment and apparatus will be cleaned regularly.

How will physical education (PE) class be modified?

- **Elementary School PE** activities will be modified to adhere to social distancing procedures. As in the past, elementary students will not change clothes for PE. Students should wear sneakers and appropriate attire on PE days.
- **Middle School PE** activities will be modified to adhere to social distancing procedures. Middle school students will not be changing for PE due to the size and configuration of the locker rooms. Students should wear sneakers and appropriate attire on PE days.
- **High School PE** activities will be modified to adhere to social distancing procedures. Students will utilize locker rooms to change clothes for PE classes. Social distancing rules will be in effect in the locker room.
When are students required to wear a face covering while in school?

Based on the most current information received from the CDC, the PA Department of Health, and the Governor’s Office, all students and staff will be required to wear face coverings (that cover the mouth and nose) at all times and in every setting throughout the day (with the exception of breakfast and lunch). At points throughout the day, students and teachers will be afforded brief face covering breaks while social distancing.

How will the district enforce face coverings and other health and safety protocols?

Building administration will work with individual students and families as situations arise. With that said, students will be expected to comply with all district and building regulations on face coverings and any other health protocols. We will not allow individual students’ behavior to endanger peers or staff members.

Are face shields acceptable alternatives to face coverings?

Guidance continues to change on this topic. More information to follow.

Will students undergo daily temperature checks?

Students will not undergo daily temperature checks. It is expected that families are monitoring the health of their own children. Children should be kept home if they are ill, experiencing symptoms, and/or have a fever.
FAMILY PARTNERSHIP

What can families do at home to support a healthy school environment?

We ask that families play an active role in promoting a healthy school environment. Please complete the following “self-check” each morning, and do not send your student to school if the answer is “yes” to any of these questions:

✓ Has your child or anyone in the household experienced a cough or shortness of breath unrelated to a pre-existing condition?
✓ Has your child or anyone in the household experienced two or more of the following symptoms unrelated to a pre-existing condition (i.e. seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, runny nose, congestion, new loss of taste or smell, fatigue, or diarrhea?
✓ Has your child or anyone in the household experienced a fever of 100.4°F or higher?

What is the difference between exposed, probable, and confirmed cases?

<table>
<thead>
<tr>
<th>Exposed Case</th>
<th>A person was within six (6) feet of a confirmed/probable case for fifteen (15) or more minutes without wearing a mask.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable Case</td>
<td>A person has one or more of the following symptoms: fever, cough, shortness of breath, and difficulty breathing. Or, the person has two or more of the following signs or symptoms which is new or unrelated to a pre-existing condition (i.e. seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, runny nose, congestion, new loss of taste or smell, fatigue, or diarrhea.</td>
</tr>
<tr>
<td>Confirmed Case</td>
<td>A person has tested positive for COVID-19 regardless of whether or not the individual experienced symptoms.</td>
</tr>
</tbody>
</table>

How should parents report to the school that their child has been an exposed, probable, or confirmed case of COVID-19?

Families should contact their school nurse if the student or anyone in the household is an exposed, probable, or confirmed case of COVID-19. Students should not report to school and should quarantine for fourteen (14) days from time of exposure, symptoms, or test results.
What criteria is the District using to determine when a student needs to be sent home or kept at home?

Students will be evaluated by a school nurse if they exhibit or report any of the following symptoms:

- Cough or shortness of breath
- Sore throat
- Headache
- Muscle pain
- New loss of taste or smell
- Fatigue
- Runny nose
- Congestion
- Diarrhea
- Chills
- Fever of 100.4°F or higher

My child went home from school sick, but was not diagnosed with COVID-19. How long do they have to stay home from school?

Your student may return to school when they have been fever-free for 24 hours without the use of fever-reducing medicines such as Advil or Tylenol, etc. They should also be feeling well enough to return to school.

My child has been diagnosed with COVID-19 by a healthcare provider based on their symptoms, but they did not get a COVID-19 test. How long must they stay home from school?

Your student must stay home from school for at least fourteen (14) days since they experienced their first symptoms and until they are fever-free for three (3) days without the use of fever-reducing medicine. Their symptoms, including cough and shortness of breath, should also be subsiding for at least three (3) days.

Someone in my household has been diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms. How long must my child stay home from school?

All students in your household must be quarantined and stay home for fourteen (14) days.

What criteria is the District using to determine when a building or classroom needs to be closed?

See Appendix A – CASD-Interim Delivery Model Decision Matrix
What is the District’s policy on visitors and volunteers?

While operating in a Tier 2 model, visitors and volunteers will not be permitted. Further, while parents and families are welcome partners in the educational process, we cannot allow parents to accompany their students into the building at any time. This decision is being made to limit the number of individuals who access the buildings and our students.

What is the District’s policy on extra-curricular clubs and activities?

Extra-curricular clubs and activities will be evaluated on a case-by-case basis. The District will preserve every possible opportunity to offer these experiences and activities within the established health and safety guidelines.

How will we learn more about individual building procedures?

The District recognizes that answers to some questions and procedures are building-specific. In the near future, building principals will communicate with families regarding the following procedures:

- Student arrival
- Breakfast
- Lunch
- Hallway movement
- Restroom procedures
- Recess – if applicable
- Isolation/quarantined spaces
- Student supplies
- Student dismissal
The Carlisle Virtual Academy (CVA) offers K-12 students a completely online educational program most closely paralleling a “cyber-school” experience. The District recognizes and understands that, even with safety precautions in place as outlined in our Health and Safety Plan, some families may still not feel comfortable sending their children back to school for face-to-face learning or may have other concerns with the restrictions needed to support student and staff safety.

Benefits of the Carlisle Virtual Academy include:

- All students have access to services afforded to students enrolled in the traditional educational program.
- High-quality standards-aligned curriculum and content resources are delivered using a combination of District staff and partner vendors.
- Options exist to blend virtual program with traditional course delivery in the Career & Technology Education program.
- An academic mentor oversees students’ educational program as well as instructional, counseling, library, and technical services.
- Students will receive a laptop (or may choose the reimbursement program) to use for their educational experience.
- CVA is tuition free for full-time students.
- Upon successful completion of the online education program, students receive a regular Carlisle High School Diploma.

CVA utilizes a combination of District staff and partnerships with vendors that provide content and curriculum resources. Students remain Carlisle Area School District students with the flexibility to return to a traditional educational program during the school year. For more information or to access contact information for CVA Administrators, please go to:

www.carlissleschools.org/CVA
## Appendix A – CASD – Interim Delivery Model Decision Matrix

<table>
<thead>
<tr>
<th>Level of Community Spread, based upon State and Local public Health (L-M-S)</th>
<th>Criteria 1</th>
<th>Criteria 2</th>
<th>Criteria 3</th>
<th>Criteria 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low/No Spread (incidence rate/100K of less than 10 per past seven days in the county)</td>
<td>Complete contact tracing and consider additional time for cleaning.</td>
<td>Pivot to full remote in impacted facility(s) for 48-hours (minimum). Reassess daily.</td>
<td>Pivot to full remote in impacted facility(s) or cluster for 14 days (minimum)</td>
<td>Pivot to full remote in impacted facility(s)/district for 14 days (minimum)</td>
</tr>
<tr>
<td>Moderate (incidence rate/100K between 10 and 100 per past seven days in the county)</td>
<td>Complete contact tracing and consider additional time for cleaning</td>
<td>Pivot to full remote in impacted facility(s) for 48-hours (minimum). Reassess daily</td>
<td>Pivot to full remote in impacted facility(s) or cluster(s) for 14 days (minimum)</td>
<td>Pivot to full remote in impacted facility(s)/district for 14 days (minimum)</td>
</tr>
<tr>
<td>Substantial (incidence rate/100K of more than 100 per past seven days in the county)</td>
<td>District in full remote until further notice</td>
<td>District in full remote until further notice</td>
<td>District in full remote until further notice</td>
<td>District in full remote until further notice</td>
</tr>
</tbody>
</table>

**Cases will be counted as the number of positive or probable positive cases in a calendar week (Sunday-Sunday) per site or per District.**

[https://www.health.pa.gov/topics/disease/coronavirus/Pages/Monitoring-Dashboard.aspx](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Monitoring-Dashboard.aspx)