



**Ferguson-Florissant  
School District  
Reentry Handbook  
Innovation High School  
at Cool Valley  
2020-2021 School Year**



**S**afety  
**A**ccess  
**S**chedules  
**S**upport

# TABLE OF CONTENTS

<b>Letter from Dr. Davis</b>	<b>4</b>
<b>Letter from Building Principal</b>	<b>5</b>
<b>Innovation Contacts</b>	<b>6</b>
<b>After-School Procedures</b>	<b>9</b>
<b>Arrival and Dismissal Procedures</b>	<b>9</b>
<b>Athletics</b>	<b>10</b>
<b>Attendance</b>	<b>10</b>
<b>Breakfast</b>	<b>11</b>
<b>Bus Transportation</b>	<b>11</b>
<b>Classroom Expectations</b>	<b>13</b>
<b>Cleaning - Building Readiness</b>	<b>15</b>
<b>Commons Expectations</b>	<b>15</b>
<b>Dismissal</b>	<b>16</b>
<b>Emergency Drills</b>	<b>17</b>
<b>(Field Trips) Leaving to Learn and Internships</b>	<b>17</b>
<b>Gradebook - TylerSISK12 vs Canvas</b>	<b>18</b>
<b>Guidance/Counseling Office Procedures</b>	<b>18</b>
<b>Hallway Expectations</b>	<b>18</b>
<b>Health and Safety</b>	<b>19</b>
<b>HVAC</b>	<b>21</b>
<b>Inclement Weather</b>	<b>21</b>
<b>Instruction</b>	<b>22</b>
<b>Lunch</b>	<b>25</b>
<b>Masks</b>	<b>26</b>
<b>Meetings</b>	<b>27</b>
<b>Physical Education</b>	<b>27</b>



**Restrooms** 28

**School Nutrition** 28

**School Hours** 29

**Schedules** 30

**Social Emotional Supports** 31

**Supplies** 32

**Technology** 32

**Visitors** 32



## Letter from Dr. Davis

Dear Ferguson-Florissant Families,

I am excited to welcome you back to in-person learning in the Ferguson-Florissant School District. We have missed seeing you learning and growing in our buildings. We know that nothing beats face to face instruction with students and teachers in the same physical classroom.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating our return to in-person learning. In this handbook you will find essential information about how we plan to address health, safety, and instructional delivery within each of our buildings.

While we have been planning for an eventual return for many months, there undoubtedly will be some bumps in the road. I appreciate your patience and support as we move forward together in-person and virtually. Please keep the lines of communication open with your child's teacher and principal, so we can address concerns as we enter this next phase of learning.

Onward together,

Dr. Joseph Davis  
Superintendent



## Letter from Building Principal

Dear Innovation High School Families,

I hope this letter finds you and your family well. It is difficult to believe that we have not experienced school within our school building since March of last year. As a mother, I have experienced first hand the impact of COVID-19 on families. From daily activities and routines that we typically take for granted, the disruptions caused by the coronavirus have touched all of our lives. However, I am thrilled at the opportunity to have our learners return to our building. Our whole school community has worked very hard to get to the point where we will start in-person learning, for many of our students. We remain committed to providing the best possible learning experience for all of our students, whether learning in person or virtually.



In the coming months as we engage in new and challenging experiences together, please reach out to your child's teachers and me so that we can support your child. Thanks for your continued support of our school community and I look forward to many bright moments amidst the backdrop of this challenging year. We look forward to impacting lives One Student At A Time!

In partnership,

***Sheila A. Carves***

Principal  
Innovation High School at Cool Valley



## Innovation Contacts

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Brandon Reinhert (SSD Teacher):	<a href="mailto:breinert@fergflor.org">breinert@fergflor.org</a>	314-521-1002
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## Health and Safety

Health and Safety guidelines are outlined in the handbook.

- Masks are required for everyone.
- Physical distancing
- Hand washing & hand sanitizing
- Walking through the halls
- Breakfast and lunch
- Restroom

## Access

All students have access to a Chromebook.

- Canvas Learning Management System will be utilized daily.
- Instruction will be concurrent.
  - In-person and virtual instruction will occur at the same time with a teacher.
- Students will bring charged devices daily.

## Security

- School Security Office hours are 7:30AM-3:30PM for in-person and virtual.
- Arrival and Dismissal is outlined below.

## Support

Students will be provided academic, behavioral and social emotional needs.

- Instructional blocks for all core instruction and tier II and III supports.
- Social Emotional Curriculum is taught during advisory.
- Counselors will continue to support schools.





## After-School Procedures

### *In-Person*

In-person students will not be able to stay after school unless a teacher has made a request to meet with them or if the student has arranged to meet with a teacher. Below is the process for students to stay after school.

- Students participating in clubs, activities or tutoring on the Innovation campus will report to the cafeteria at dismissal where supervising adults will meet students.
- Students participating in athletics will ride the activity bus to their home school for practices and games.
- Students will need to arrange with the teacher in advance to stay after school for help. The teacher will notify the office and family that the student will be staying after school.
- Teachers can also request for a student to stay after school. Those requests will be arranged through the office.

### *Virtual*

- Students participating in virtual learning, will need to complete a screener each time they enter the school for practices and activities. Parents must provide transportation for virtual learners who wish to participate with in person opportunities.

## Arrival and Dismissal Procedures

### **Arrival**

Students are not able to have access to school until 7:45 am. Students should not plan to arrive or be dropped off prior to 7:45 am. **Upon arrival, students will travel through the breakfast line, and then report directly to their first class of the day.** Students will need to remain in their class until the start of the day. Students will not be able to congregate in the halls or commons prior to school.

- Students will enter from outside Door #9 directly into the cafeteria. Students will then travel through the line to receive their breakfast. 9th grade students will exit the cafeteria from the **EAST** double doors across from the office and 10th grade students will exit the **WEST** single door (near the drinking fountain) into the Art hallway. Students will move directly to their advisories with their breakfast.
- If a student does not wish to receive breakfast, they will continue to stay in the line and follow the flow of traffic practicing social distancing as they make their way to their advisory.



## Athletics

The athletic department of Ferguson-Florissant School District continues to balance the importance of activity and athletics for students with the reality of COVID-19 in the country. The District has developed a plan to play that has been approved by the St. Louis County Health Department. The guidelines were developed to limit the transmission of COVID-19 as students engage in sporting activities and continue receiving quality instruction. We have partnered with the St. Louis County Health Department and the Missouri High School Activities and Athletics Association to outline best practices for our students who engage in athletics and activities.

- Innovation students have the opportunity to play sports for their home school. District transportation is provided from Innovation to McCluer or McCluer North for practices and games.
- Students should remain in their assigned seats while on the school bus with their mask on.

## Attendance

### *In-Person*

Although student attendance is always important for academic success, we know during these times our families will be extra cautious sending their child to school when they are exhibiting symptoms that could be contagious. We appreciate your efforts to screen your child daily for symptoms and keep them home if there are any concerns. Please continue to call in any absence and provide information that would be important to the overall health of our school. If your child will be staying home due to illness, please do the following:

- **Call the Attendance Line to report your child's absence (314-521-5622 ext 1)**
- If your child has a POSITIVE COVID test result, please contact the building level administrator immediately. **(314-521-5622)**
- If your child has to QUARANTINE due to a close contact with a positive case outside of school, please contact the building level administrator immediately. **(314-521-5622)**

Please note: **If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert them that they are staying home.** We encourage you to reach out to your doctor prior to returning to school. If



you have any health questions or concerns, please reach out to your school nurse.  
**(314-521-1400)**

### *Virtual*

- Students are expected to attend class via Zoom at the beginning of each class period to receive instruction from their teacher for that day. Students should refer to the teacher's Canvas page for Zoom links.
- If your child is not feeling well enough to attend class virtually, they should contact their teacher for missed work and instruction.

## **Breakfast**

### *In-Person*

Breakfast will be available for students beginning at 7:45AM as a grab-and-go.

No additional purchases will be available in the cafeteria during this time.

- Students will enter from outside Door #9 directly into the cafeteria. Students will then travel through the line to receive their breakfast. 9th grade students will exit the cafeteria from the EAST double doors across from the office and 10th grade students will exit the WEST single door (near the drinking fountain) into the Art hallway. Students **will move directly** to their advisories with their breakfast.
- If a student does not wish to receive breakfast, they will continue to stay in the line and follow the flow of traffic practicing social distancing as they make their way to their advisory.

### *Virtual*

Breakfast and lunch availability will continue at various bus locations for students. Students will receive five days worth of meals. Innovation families can pick up meals from our campus on Wednesdays and Fridays from 11:30am-11:40am. Please contact the office for more information (314) 521-5622.

## **Bus Transportation (Ferguson-Florissant Buses)**

### *In-Person*

Continuing safety measures on our school busses will be important to keeping our students healthy during this time. All bus drivers will be required to wear masks and have minimal contact with students. The interior of the bus will be disinfected with special attention to high touch surfaces. The following will be implemented on buses to ensure proper health safety to reduce the likelihood of spreading disease:



- Students will be required to wear face masks at bus stops and while on the bus at all times.
- When waiting at bus stops, students should maintain at least six feet of social distancing when possible.
- To minimize the spread of germs, buses will be loaded starting at the back of the bus, then moving to the front.
- Students in the same households will be expected to sit together in a seat when possible.
- Assigning students to sit in the same seat going to and returning from the school, unless the Transportation Office has granted prior approval.
- Students should remain in their assigned seats while on the school bus with their mask on.
- Buses will unload starting at the front of the bus, then moving to the back.
- Always, sit in the assigned seat.

### **Transportation (SSD)**

- The following strategies will be implemented during SSD school bus transportation:
- Drivers and Monitors will be checked for fever before entering the transportation facilities
- Drivers and Monitors are required to wear face masks or shields when interacting with students.
- Students will be expected to wear a cloth face mask while on the bus.
- The number of students on a bus will be limited to promote physical distancing as much as possible.
- Hand sanitizer will be provided upon entry and while riding the bus.
- District-issued bags containing hand sanitizer, gloves, face masks, face shields, Kleenex sanitizer spray and disinfectant wipes (CDC compliant) will be available on the bus.
- A temperature check will be done by the bus monitor prior to a student getting on the bus. Any student with a temperature of 100F or above will not be allowed on the bus. An adult must be present at the bus stop.
- Schools will be notified of any student denied transportation due to fever.
- Any student who registers a temperature of 100F or above must be fever free 24 hours prior to returning to school.
- All buses will be wiped down and disinfected after each route – entry handrail, front/back of seats, windows, window handles, seat belts, walls, steering



- wheel, door opener, etc.
- Students receiving SSD transportation at Innovation will be dropped off at the front of the building with the other buses.
- Students will be escorted to the cafeteria to receive their grab-and-go breakfast and then onto their advisory.

### *Virtual*

Transportation is not required for virtual instruction.

## **Classroom Expectations**

### *In-Person*

- **Students and staff must wear masks at all times.**
- Students should [practice good hand hygiene](#) as they enter and exit the classroom with hand sanitizer. Hand sanitizer will be available in all classrooms and hallways.
- Students will be expected to maintain social distancing in the classroom.
- Students must sit in seats assigned by the teacher. No mingling or congregating with classmates before or after class.
- Teachers will work to limit unnecessary movement during class.
- Student desks will be separated a minimum of 3 feet to optimal 6 feet in classrooms.
- Students should bring necessary materials for class including school supplies, textbooks, and **Chromebooks fully charged.**
- Students will adhere to all health and safety measures for labs or activities. These measures will include social distancing during activities and hand hygiene before and after.
- In-person students are expected to attend class in-person. Virtual students are expected to attend class virtually. If absent, virtual or in-person, students will need to contact the teacher regarding missed instruction and assignments.
- Students should bring their Chromebooks to class daily.
- Students will continue to use the Canvas platform from which they have accessed their learning all school year.



- Dividers will be placed on tables that necessitate 2 students sharing the space. Students will sit on opposite ends from one another. (3-6 feet apart)
- Advisors will schedule time for students to clean and sanitize individual spaces at least 3 times daily.
- When using Canvas, please submit audio/ video files that are appropriate for school.
- Please dress appropriately for school. Students are expected to follow the FFSD dress code as outlined in the Student Expectations Code.
- Ask questions, be persistent, and work to solve problems that may occur. Nothing about this experience is normal, so we must be patient and accept there will be challenges and missteps along the way. Be kind to your teachers and your family members. Don't be afraid to tell others when you're frustrated or upset, but know that you can't simply give up, either. We will be better when we support each other.

### *Virtual*

- Students that chose to remain virtual will continue their studies online.
- Follow appropriate online "netiquette" expectations, outlined in the Digital Citizenship Contract for Students
- Stay informed by checking your Canvas account and district email daily, as appropriate
- Establish your learning routine and prepare a space where you can work effectively and successfully. This should include having a quiet space in your home where you can participate in video conversations with others, for live lessons or two-way communication with teachers.
- Prepare a daily schedule.
- Be an active learner, proactively communicating with teachers if you need additional support or may not be able to meet assigned deadlines
- Whenever possible, create balance in your day so that you're not sitting and/or online for hours at a time
- If you're going to participate in a Zoom video session, please dress appropriately for school and make sure there is nothing behind you that you don't want others to see. When using Canvas, only submit audio/video files that are appropriate.





- Engage in all learning with academic honesty and integrity. Do not falsify information about yourself or impersonate others online.
- Ask questions, be persistent, and work to solve problems that may occur. Nothing about this experience is normal, so we must be patient and accept there will be challenges and missteps along the way. Be kind to your teachers and your family members. Don't be afraid to tell others when you're frustrated or upset, but know that you can't simply give up, either. We will be better when we support each other

## **Cleaning - Building Readiness**

### *In-Person*

- All spaces will be cleaned and disinfected daily, and equipped with disinfecting spray or disinfecting wipes for adult and student use.
- Each class room has been equipped with a hand sanitizer floor stand and dispenser. Hand sanitizer dispensers have been mounted throughout the building in hallways, office areas, cafeterias, gym and all student work spaces.
- Advisors will schedule time for students to clean and sanitize individual spaces at least 3 times daily.
- Custodial staff will disinfect high-traffic areas as often as possible throughout the day, and all surfaces will be cleaned and disinfected each evening.
- Buildings will be thoroughly cleaned each evening with focus on high touch areas.
- Restrooms will be checked and cleaned regularly throughout the day and documented on the back of the door.
- Staff is encouraged to utilize the spray disinfectant and paper towels available for use as needed.
- Deep cleaning by custodial staff will occur with the notification of a positive COVID case.

### *Virtual*

- No extra precautions are required for virtual instruction.



## Commons Expectations

### *In-Person*

- Students and staff must wear masks at all times.
- Students should [practice good hand hygiene](#) as they enter and exit the commons with hand sanitizer. Hand sanitizer will be available in all student work spaces.
- Students will be expected to maintain social distance in the commons.
- Students must sit in seats assigned by the teacher. No mingling or congregating with classmates.
- Use of the commons will rotate weekly by advisory depending on who is hosting the School-Wide Community Building Pick Me Ups. (ie. If Matt's advisory hosts the PMU, they will be the only advisory to have access to the flexible seating/space for that week in the commons). Students will also be assigned seating.

## Dismissal

Students will be dismissed through a staggered dismissal schedule to prevent congestion at common exits in the building. Students will be expected to remain in their classroom until they are dismissed. Students who are carpooling and are dismissed at separate times should make a plan to meet at the driver's car if necessary.

- Student drivers with parking permits will be dismissed first and should exit through the main entrance, Door #1.
- Car riders will be dismissed second and will exit through Door #6 for pick up.
- Bus dismissal will occur one bus at a time. Office staff will announce by bus number to indicate the order which students should be dismissed.
- 10th grade bus riders will exit from the main building door by office Door #1.
- 9th grade bus riders will exit from the door at the end of East wing Door #3.
- Students will sit in their assigned seat on the bus at all times and wear their masks.

### *Virtual*

The school day is 8:05AM - 3:10PM. Students are expected to actively engage in virtual instruction daily.



## **Early dismissal or Late Arrivals**

If a student is arriving late to school or leaving early, the student will, upon entering the building, report to the main office and speak with Ms. Kelsey Busby regarding the student's attendance needs for the day. Ms. Busby will administer late slips for students arriving after 8:20 AM, before a student may enter their classroom. Ms. Busby will also ask for documentation stating the need for an attendance change (leaving early) that day (parent phone call, doctor's note, etc.) The front office is closed to non-essential visitors. Parents need to call the school office to check a student in or out. We ask parents to please remain in the car, and a staff member will ensure your child safely reaches your car upon parent request.

### **It is important to remember:**

- Families must drop students off outside of the building and are not allowed to walk their child inside.
- Drop-offs must be as brief as possible.
- Visitors will not be allowed inside the building.
- Staff members will be present to ensure students safely enter and exit the school.

## **Emergency Drills**

Our school will schedule planned emergency drills that incorporate social distancing. When evacuating the building for an emergency drill, students will maintain a social distance of at least 3-6 feet and are required to wear their masks.

- Fire Evacuation:
  - Givens, Robinson, Washington and Eleby will exit out of Door #3
  - Louise, Clermont, Angela/"T" and Aaron will exit out of Door #7
  - Thomas, Brandon, Melanie, Doc and Sharon will exit out of Door #6
- Tornado:
  - All students will exit the room they are in and position in the duck and cover along the wall to the right of their door.
- Earthquake:



- All students will duck and cover under the student desk in the classroom during the time of the earthquake drill.

## **(Field Trips) Leaving to Learn and Internships**

Students will have the opportunity to participate in both virtual and in-person leave to learn field trip experiences with an approved COVID-19 waiver form signed and a completed universal field trip form signed and on file in the office.

Students will continue to participate in virtual internships as well as virtual community service while in the building. Furthermore, should students and families decide to pursue in-person internships, they must complete a district approved COVID-19 waiver form and have a completed universal field trip form signed and on file in the office. Students will also be required to comply with additional guidelines designated by their internship site. Parents will be responsible for providing transportation.

## **Gradebook - TylerSISK12 vs Canvas**

Tyler SISK12 will continue to be our official grade reporting system. To accurately understand your grade you should continue to refer to grades in TylerSISK12. In Tyler SISK12, some courses may also have category weights for assignments and assessments to calculate a student's overall progress. Canvas is used as a curriculum management tool. While Canvas can show individual scores for some assignments, it doesn't show the accurate class average since categories are not weighted and not all assignments are scored in Canvas.

## **Counseling Office Procedures**

### *In-Person*

Counseling services will continue to be available to students for academic, behavioral and social emotional support. Students will be encouraged to make an appointment with their counselor to provide the least disruption to their academics and classes. Students can make an appointment by emailing their counselor, or scanning Miss Ebony's QR code located in your advisory. For quick questions students are encouraged to email their counselor directly. If immediate assistance is needed, please contact your advisor, Ms Busby or Principal Carves.

### *Virtual*

Students should continue to utilize the counselor check-in form that is provided by Miss Ebony weekly. Students can make an appointment to meet via Zoom by emailing Miss Ebony and she will arrange a meeting time.

## **Hallway Expectations**



Hallway movement will be limited whenever possible. Students are expected to walk to the right. During class transitions, students will keep socially distanced. When in line, students will be reminded to allow 6 feet distance between themselves and others. Teachers will supervise hallway transitions to remind students not to cluster with friends in classrooms or hallways.

During the passing period, students will move from one class to another without stopping to visit.

- Students will utilize a QR code scanning system for leaving the classroom.
- Hallway alternative/flexible seating will **not be utilized** during in-person learning.
- Students will walk in a single file line on the right hand side of the hallway at all times. If students need to access a room on the opposite side of the hall, they should wait for a break in the traffic before crossing to the other side of the hall.
- Floor signage will be placed every six feet as a visual reminder of the direction, flow of traffic and social distancing.
- Staff will monitor students to encourage them to maintain social distancing and other safety precautions.
- Students and staff must wear masks while in the hallway.

## Health and Safety

### *In-Person*

It is the goal of the Health Services Department to provide safety and support to all Ferguson-Florissant School District Students and Staff. Nurses and Clinic Aides have been trained on the procedures that should be followed if students or staff should become ill while at school. In addition to our regular health office, our building has a designated isolation room where individuals who may be experiencing COVID-19 symptoms may rest while waiting to be picked up. It is important that students experiencing COVID-19 symptoms be picked up immediately. Please be sure that your contact information is up to date, so that we can provide the best care and highest level of safety to our Innovation family.

- If a student should be present with a fever while at school, they will be isolated from the school community in the room adjacent to the nurses office Room #16a.



- Additionally, we will utilize the small room #11a (across the hall from the principal's office) as an alternate space.
- We will utilize Room #28 located at the end of the East wing on the second floor as another alternate location.

All who enter the building must wash their hands or use hand sanitizer. In addition to the restrooms, all learning spaces are equipped with stand alone hand sanitizers. Signage and frequent reminders will be given so that students are encouraged to wash their hands and/or use hand sanitizer frequently.



### Daily Health Screening

**Daily screening of students by caregivers is required every day for in-person learners prior to coming to school. Below, is a checklist of symptoms that will help you decide to keep your child at home. If any of the symptoms are left unchecked (your student shows the symptom), the student should remain at home.** Expectations and protocols for daily screening will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the semester. Please plan to make this daily screening a part of your morning routine.

## Ferguson-Florissant

### Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.

- No fever or chills
- No cough
- No shortness of breath or difficulty breathing
- No sore throat
- No headache
- No muscle aches
- No nausea, vomiting or diarrhea
- No new loss of taste or smell





**If your child is experiencing symptoms as noted in the morning routine screening, please do not send them to school and call Ms. Busby in the attendance office to alert them that they are staying home (314)521-5622.** We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.

### **Monitoring Symptoms - [At Home Health Screener](#)**

It is important for us to continue to monitor our own symptoms daily to prevent transmission through our classrooms and schools. Families should monitor their child's health symptoms each morning prior to school. If your child is displaying symptoms please, please keep them home.

### **If Symptoms Develop While at School**



Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district nurse available for consultation, as needed. Please click the [LINK TO HEALTH OFFICE FLOWCHART](#) for more information.

## **HVAC**

The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) have been inspected and are working properly, all exhaust fans are in working order. District-wide, all air filters have been replaced and will be replaced based on a stringent schedule to assure safety. The HVAC systems operate using filtered outdoor air while the air in the building is replaced every 15 minutes.

## **Inclement Weather**



### *In-Person*

Students will report virtually to class from home. If there is inclement weather, virtual instruction will occur for all students. Weather conditions will be monitored during the school day and decisions will be based on an assessment of roads and the forecast. Please check the local news and radio stations as well as the districts' emails and texts to confirm school closures.

### *Virtual*

Instruction will continue. Please check the local news and radio stations as well as the districts' emails and texts to confirm school closures.

## **Instruction**

### *In Person and Virtual*

Instruction will continue within the Canvas platform that students have used all school year. Each student will be engaged in quality instruction and meaningful interaction with content. The learning management system, Canvas, is a critical component for instructional delivery and will be utilized daily. The instructional block includes core instruction and intervention each day. Concurrent instruction will allow learning to continue when quarantined.

- Support and intervention time has been built into our weekly schedule for Tuesday and Thursday afternoons, from 2:00-3:10.
- Passes to intervention locations must be pre arranged between students and advisors using the QR code scanning system.

Materials Needed: Student and Teacher devices (Chromebook fully charged), microphones.

## **Special Education Services**

Students will continue to receive all services as outlined in his/her IEP, regardless of the parent's declaration of "in-person learning" or "virtual learning". The instructional platform for all students will continue to be Canvas and Zoom. In the case of a special education teacher being quarantined and unable to teach, a trained paraprofessional or substitute will provide educational services. All meetings called for the purpose of an evaluation, planning, or determination of services by Special



School District staff will be held virtually using the Zoom platform. In advance of the meetings, all attendees will receive an invitation via email including the Zoom link. For building specific information, please contact the assigned Area Coordinator.

## **Office Hour/Student Support Time**

Student Support Time is an opportunity for students to seek additional help from their teachers. Students can seek additional academic, behavioral and social emotional support. There are multiple opportunities to connect with staff:

- Arrange for a Zoom call with the teacher, counselor, or social worker. Virtual and in-person students can use Zoom in the afternoon to meet with their teacher, counselor, or social worker for additional support.
- Email the teacher with questions.
- Each instructional block has a designated time for intervention and/or enrichment.

### *Virtual*

Teachers and students will use Canvas for instructional delivery.





## Examples of Class Instruction

Teachers will work with both in-person students and virtual students on best practices, curriculum content, and resources. The chart below helps describe how class instruction may look for *virtual* and *in-person* students.

In-person Students	Virtual Students
<p style="text-align: center;"><b>Expectations</b></p>	<p style="text-align: center;"><b>Expectations</b></p>
<p>There may be times when your child will be asked to work independently in class so that teachers can work with at-home students.</p> <p>Your child will follow the virtual schedule for the class they are in if they are unable to attend due to symptoms or if they are quarantined.</p> <p>All staff and students will be required to wear masks at all times.</p> <p>Parents will conduct a daily health screening for their children. If students are showing symptoms, parents will keep their children home and communicate their absence.</p> <p>Each class will have a required seating chart.</p> <p>Students will not be allowed to congregate in the hallways before, during, or after school.</p> <p>For health and safety reasons, the building will open at 7:50 am.</p>	<p>Teachers may choose to live Zoom lessons with at-home students, or they may serve virtual students with a combination of live Zoom and small group learning (ie. learning that students obtain independently)</p> <p>Students can expect to work independently at times throughout the day.</p> <p>Zoom links are posted on the Canvas landing page for the course.</p>
<p><b>Expectations for Both Virtual and In-Person Learners</b></p>	



- The classroom teacher is responsible for both at-school and at-home students.
- Both virtual and in-person students work on the same content; however, delivery will vary. Your child may have independent work to complete outside their school day.
- Your child will continue to use Canvas. Your child may have independent work to complete outside their school day.
- Teachers will continue to use Canvas as a communication hub for both at-home and at-school students (Course information page, Inbox, Calendar, Modules [Lessons] Link)
- Teachers will determine how to deliver instruction for at-school and at-home students based on best practices in their content areas.
- At-home students and in-person students will have a consistent format of assessment.

**Lunch**

*In Person*

**Grab-and-Go Staggered Lunch (Pick Up) Times**

11:15-11:25 Nelson	12:05-12:15 Clermont
11:25-11:35 Turigliatto	12:15-12:25 Collier
11:35-11:45 Givens	12:25-12:35 Eleby
11:45-11:55 Robinson	12:35-12:45 Washington

- Students will be released one class at a time to pick up lunch.
- Students will enter the cafeteria from the main double door across from the office, walking on the right hand side of the cafeteria towards the stage. Students will then move left towards the line to receive their lunch.
- All students will exit out the West door (near the water fountain) into the Art hallway to avoid crossing paths in the main door.
- Common area surfaces will be wiped down in between advisories as they visit the cafeteria.





- Students will eat lunch in their classrooms (30 minutes allotted for lunch)
- Students will only remove their masks while eating. When moving to dispose of trash, masks must be worn.
- Large trash cans will be placed in the hallway between advisories so that students can dispose of their trash.
- Students will clean and sanitize their spaces after they finish their lunch.
- Innovation staff will provide access to an accommodation room during breakfast and lunch for students who may wish to have an extra layer of precautions (ie. students or students with family members with high risk due to medical conditions. Room will allow additional spacing between students (more than 6 feet).
- Accommodations room will have a sanitizing clean and wipe down both before and after student use.
- Every student will receive the same lunch. For in-person sessions, lunch will be available as a grab-and-go lunch during designated lunch periods. No additional purchases will be available in the cafeteria during this time.

### *Virtual*

Lunches are available to families at various bus stops and students will receive five days worth of meals. Innovation families can pick up meals from our campus Fridays from 11:30am-11:40am. Please contact the office for more information (314)521-5622.

## **Masks**

### *In-Person*

Masks are required to be worn at all times. If students or staff forget their mask or do not have a mask, a disposable mask will be provided. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the following types of masks are **not allowed** as they are less effective in blocking respiratory particles:

- Bandanas and gaiters
- Masks with a breathing valve or “button” vent

If a student forgets his/her mask or does not have a mask, disposable masks are available and will be provided as needed. Masks will be available in classrooms, at the main office, and in the nurse's office. All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Students will be taught and reminded not



to touch the front or inside of the mask and to use the side loops to put on and take off the masks.

## Meetings

### *In-Person*

Meetings for student support such as IEP meetings or 504 meetings will continue to be held virtually. Parent-Teacher conferences will also continue to be held virtually. Any other meeting needed should be scheduled in advance with your child's grade level office or school counselor.

### *Virtual*

All meetings will be held virtual.

## Physical Education

### *In-Person*

The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, students will need to log minutes outside of school hours. Students who are currently enrolled in a PE course (10th grade students) should wear or bring with them proper athletic footwear.

**Students should also be prepared to participate in outdoor classes by wearing proper outdoor attire (jackets, sweatshirts, long sleeve shirts, sweatpants, etc.).** During PE classes, all physical distancing guidelines and practices will be followed. During indoor classes, if physical distance guidelines pertaining to physical activity cannot be followed, classes will focus on the cognitive and affective domains of PE. Examples of these types of lessons would be presentations, reading articles, class discussions, or other methods of learning that do not require physical activity.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.

### *Virtual*

All students will be required to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.



## Restrooms

### *In-Person*

Restrooms breaks will be built into transition times to math and elective courses. Students will be encouraged to utilize the restroom at a break built in to the beginning of their math course and the end of their elective course.

- Advisors will monitor classes during scheduled restroom breaks, reminding students to maintain social distancing and to ensure only two- three students at a time.
- 9th Grade students will use East wing restrooms
- 10th Grade students will use West wing restrooms
- Signage will be in place to maintain six feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage.
- Our custodial staff will disinfect often with full sanitization.

### *Virtual*

Teachers prefer students to use the restroom during passing periods of the virtual schedule.

## School Nutrition

### *In-Person*

For in-person sessions, lunch will be available as a grab-and-go lunch during designated lunch periods. No additional purchases will be available in the cafeteria during this time. Students will be supervised to wash hands before and after eating all meals. Proper sanitation protocols (hand washing or sanitizing prior to consumption; appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed.

### *Virtual*

The District will continue the healthy school nutrition program our families rely on to both in school students and virtual learners.



## School Hours

### *In-Person*

The school day is from 8:05AM-3:10PM. Students are not able to have access to school until 7:45am. Students should not plan to arrive or be dropped off prior to 7:45 am. **Upon arrival, students will travel through the breakfast line, and then report directly to their first class of the day.** Students will need to remain in their class until the start of the day. Students will not be able to congregate in the halls or commons prior to school.

- Students will enter from outside Door #9 directly into the cafeteria. Students will then travel through the line to receive their breakfast. 9th grade students will exit the cafeteria from the **EAST** double doors across from the office and 10th grade students will exit the **WEST** single door (near the drinking fountain) into the Art hallway. Students will move directly to their advisories with their breakfast.
- If a student does not wish to receive breakfast, they will continue to stay in the line and follow the flow of traffic practicing social distancing as they make their way to their advisory.

### *Virtual*

The school day is from 8:05AM-3:10PM. Students should be logging in to their appropriate Zoom calls by the start of their class times, per their schedule.

## Schedules

### *In-Person*

Monday through Thursday, students receive instruction in person. Mondays and Wednesdays are focused on core curricular concepts. Tuesdays and Thursdays are focused on the LTI (Learning Through Internships) and students are involved in a variety of virtual internships and community service projects.

On Fridays, both virtual and in-person students will complete asynchronous learning and Innovation campus will be closed.

### *Virtual*

Student schedules will remain as they were during virtual instruction.

**See a sample schedule below as each advisor addresses the needs of their advisories individually:**



<u>Monday/Wednesday</u>		
<u>Time</u>	<u>Class</u>	
*8:05-9:55	ADVISORY (ELA, History, Biology) and AVID Check-In	
*10:00-11:00	Computer Applications	
*11:05-11:50	ADVISORY (ELA, History, Biology, SEL)	
11:50-12:35	LUNCH and IWT( <b>Independent Work Time</b> )	
*12:40-1:40	Geometry	
1:45-3:10	Off track Algebra I Algebra II	1 on 1's, IWT

<u>Tuesday/Thursday</u>		
<u>Time</u>	<u>Class</u>	<u>Virtual Internship Groups</u>
*8:05-8:30	ADVISORY (Entrepreneur)	<ul style="list-style-type: none"> <li>• Henning Handyman w/Jeremiah (<b>Tues</b>)</li> </ul>
8:30-9:00	IWT (Entrepreneur)	<ul style="list-style-type: none"> <li>• Graphic Design w/Erin (<b>Tues</b>)</li> </ul>
*9:00-10:00	ADVISORY (Entrepreneur)	
*10:00-11:00	Computer Applications	<ul style="list-style-type: none"> <li>• Physical Therapy w/Jen (Varies)</li> <li>• Automotive Repair w/Bob (<b>Thurs</b>)</li> </ul>
11:00-11:30	ADVISORY (Entrepreneur)	
11:35-12:05	LUNCH	
12:00-12:30	IWT (Entrepreneur)	<ul style="list-style-type: none"> <li>• Interior Design w/Tiffany (<b>Tues</b>)</li> </ul>
*12:40-1:40	Geometry	<ul style="list-style-type: none"> <li>• Entrepreneurship w/Franchise (<b>Varies</b>)</li> </ul>
1:30-2:00	1 on 1's, IWT Asynchronous PE	<ul style="list-style-type: none"> <li>• Real Estate w/Quianna (Varies)</li> </ul>
2:00-3:10	Support and intervention time- ssd, math, computer apps or core subject- <b>as needed for missing assignments</b>	
3:10-3:40		<ul style="list-style-type: none"> <li>• Fashion Design w/Shauiece (<b>Tues</b>)</li> </ul>



<u>Friday</u>	
<u>Time</u>	<u>Class</u>
8:30-11:30	ASYNCHRONOUS LEARNING Brandon's (SSD) Zoom Open <a href="#">HERE</a>
11:30-12:00	LUNCH
12:12-3:10	ASYNCHRONOUS LEARNING

## Social Emotional Supports

Addressing the social-emotional needs of students remains an important aspect of Innovation High School and we recognize students will not be ready to engage in formal learning until they feel physically and psychologically safe. Establishing a sense of safety and community may take weeks or even months and all staff are prepared to provide support. As we re-enter school, we will create an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely regressed due to the lack of social interactions between peers and teachers. If you would like someone to contact you for additional support for your child(ren) please use this [link](#) to make your request. A district representative will contact you within 72 hours.

### Focus Priorities: Connections, Relationship Building, & Routines

- Collaboration between the Ci3T Core Team, counselors, administration, and teachers.
- 6-12 advisory teachers will deliver 7 Mindsets lessons and team building activities.
- PK-12 teachers will facilitate community building circles.
- [School Counselors](#) will deliver lessons to students about exploring and handling feelings, provide individual and small group counseling, and make referrals to outside agencies as needed.
- [School Social Workers](#) are available to assist your family as your student(s) transition back to school
- St. Louis Children's Service brings specialized services and programs to our schools through our [partner agencies](#) and are ready to support students with mentoring and counseling.



## Supplies

Items to Bring to School:

- Clear Backpack (provided to each student by Innovation sponsor)
- Chromebook **fully charged everyday**
- Extra masks
- Refillable water bottle
- Hand Sanitizer
- Headphones
- Necessary class materials for the day

## Technology

### Chromebooks

Students will be expected to bring Chromebook to class every day, fully charged. At Home students will be expected to log in to each class via Zoom at the beginning of each hour. If students have an issue with their Chromebook they should do the following:

- Software Issues - Fill out a help desk ticket online at <https://onedistrict.fergflor.org/service/portal.asp> or call the Help Desk at 824-2299.
- Hardware Issues - take the device to the Annex Building at Ferguson Middle to be dropped off and fill out a help desk ticket. Loaners will be provided to students whose devices cannot be immediately repaired. Virtual students will also need to bring the device to the Annex Building to be turned in and a loaner will be given if necessary.

### Visitors

The District campus will be closed to all visitors. Parents/guardians visiting campus for any reason other than arrival and dismissal must continue to meet virtually.

The front office is closed to non-essential visitors. Parents need to call the school office to check a student in or out. We ask parents to please remain in the car, and a staff member will ensure your child safely reaches your car upon parent request.

#### **It is important to remember:**

- Families must drop students off outside of the building and are not allowed to walk their child inside.
- Drop-offs must be as brief as possible.
- Visitors will not be allowed inside the building.
- Staff members will be present to ensure students safely enter and exit the school

