



## Linn-Mar High School Student and Parent Announcements and Updates September 15, 2020



ANY NEW INFORMATION IS HIGHLIGHTED IN YELLOW. ANY EXTRA EMPHASIS IS HIGHLIGHTED IN GREEN.

### 2020-21 LMHS Student Handbook:

[2020-21 LMHS Student Handbook \(September 2020\)](#)

Above is the link is for the 2020-21 LMHS Student Handbook (September 2020). Please note that page 13 has expectations for 'online-learning' for this year.

### 1.COVID-19 Safety Precautions:

*A Note to 10<sup>th</sup>-12<sup>th</sup> Grade Students after observing our two 9<sup>th</sup> Grade-only 1<sup>st</sup> days:*

You will need to plan ahead so that you know your route to classes during passing time. 9<sup>th</sup> Grade students did a nice job of adhering to the directional arrows and one-way areas during passing time. **This may be more difficult for those of you who are used to these areas being two-way in the past. The one-way areas need to be followed as we cannot have a large number of students making direct contact as they try to get through a hallway intersection. Please plan ahead as the one-way hallways and stairs will frustrate you if you do not plan and account for the fact that they currently exist.** The 'round-a-bout' at the top of the door #13 stair way seems to work quite well so a shout out to Mr. Nietert for conceiving this. **Again, adhere to the markings, plan ahead, and you will be fine during passing time.** Just relax and follow the markings. Before school passing time starts at 8:55 a.m., so the 'one-ways' do not start until passing time starts. Students will be directed to go to 1<sup>st</sup> Period/1<sup>st</sup> Block classes upon entering the building. You will not be able to congregate in the commons areas or around the building at this time. We appreciate everyone's cooperation with this.

For both on-site and online, we will be using the *LMHS Hybrid Daily Schedule for 1<sup>st</sup> Quarter 2020-21*.

#### *Non-Class Campus Release:*

One additional precaution we are implementing at this time in an effort to minimize the number of students within the building at any one time is to allow, with parent permission only, all students 9<sup>th</sup>-12<sup>th</sup> to go home during any non-class time (e.g. Learning Center, Lunch, Study Table). The intention of doing this is so students would just be on campus for their classes during the pandemic. The form for granting parental permission for non-class campus release during the LMHS 1<sup>st</sup> Quarter Hybrid Schedule is attached today. This form must be signed by both parent and student (unless student is 18 years of age) before a student may leave using non-class campus release. **Again, this is for all grade levels (9<sup>th</sup>-12<sup>th</sup>) ONLY while the LMHS 1<sup>st</sup> Quarter Hybrid Schedule is being used. Non-Class Campus Release will no longer exist when we return to the Regular Daily Schedule. Non-Class Campus Release Forms may be turned in to respective grade-level offices at any time during building office hours (7:30-3:30 p.m.).**

**What are the precautions and changes that are currently being made for in-class schooling?** We have utilized *Linn County Public Health COVID-19 Guidance Return to School (K-12) July 2020* in addressing needed precautions and changes to all learning spaces and common areas within LMHS.

- A. **Facemasks are required** for everyone when in either Linn-Mar High School, LRC, Aquatic Center, or LM Stadium. All students will receive a facemask. No one will be allowed to enter LMHS without a facemask, which must also be worn while in the building. This includes any spectator events which may take place on campus during 1<sup>st</sup> Quarter. **Facemasks must be worn properly.**
- B. **Restricting building entry and minimizing unstructured time before school** for when students are in the building. This will include restrictions for when students may enter the building prior to the school day. **Doors will open at 8:25 a.m.** unless for Zero Period Class (Marching Band) or pre-scheduled meetings/practices/workouts/teacher study sessions. **Students will be required to report directly to their 1<sup>st</sup> Period/1<sup>st</sup> Block classroom upon arrival in the building** unless for a pre-scheduled meeting/practice/workout/study session with a teacher.

- C. **Minimizing any ‘communal’ spaces within the building**, including the removal of furniture and specific seating designations in all ‘commons’ areas. The phrase we are using during set up of the ‘commons’ areas is ‘one per’. One student per table, bench, desk, etc. in all ‘commons’ areas. We have completed setting up the ‘commons’ areas in the building. All tables are 6’ apart and all cushioned furniture has been removed as have excess chairs. During the pandemic, all ‘commons’ area furniture must stay as it is currently arranged. To give an idea of the change, our total seating capacity for the seven ‘commons’ areas and Food Court is now 275. This is down from approximately 850 spaces during a non-pandemic time. We will also be closing off the circle drive near doors #10 and #13 during the day so that students may sit outside including during lunch.
- D. **Classroom seating has** changed so that all students will be facing the same way with a 6’ distance from other students. We have established a 6’ COVID-capacity for each classroom and will move some sections as needed to rooms that can accommodate a higher number of students while maintaining a 6’ distance with all student desks. No classroom will be allowed to exceed the ‘COVID-capacity’. Thus, any section over the COVID-capacity will be moved to another classroom. PARENTS and STUDENTS: ‘D’ and ‘E’ are extremely important for contact tracing within school. We have all seats in commons areas and classrooms at least 6’ apart in the entire building.
- E. **Passing time protocols** between classes which limits interaction between students by directing movement. Directional arrows and signage have been placed on hallway floors and in hallways to help students navigate during pandemic passing time. We have a few ‘one-way’ areas designated during passing times which include the Four Corners area, Math rooms B003-007 area, stairs near door #16 (down only), stairs near door #14 (up only). We have attached current building maps today so that students and parents can view the changes. Again, these changes are temporary during the pandemic. Use this link to view one of our video on ‘Passing Time’.
- <https://youtu.be/pd7D83jAasw>
- F. **Breakfast and Lunch procedures** will **not have buffet-style serving** of any food and all seating is 6’ apart. Students will sit one student per table or booth in any commons area in the building for either lunch or studying.
- G. **Cleaning** of desks, tables, machinery, and **common areas or items** will take place **after each use**. The district has provided wipes and other cleaning solutions to help clean and maintain each piece of furniture after each use, including in the ‘commons’ areas.
- H. Only the bottle-fill portion (we have 9 of these) of water fountains will be available for use. The communal fountains have all been covered at this time.

***Can I participate in extra-curricular activities if I am signed up for the ‘online-only’?***

Yes. Students may still participate in extra-curricular activities, including for credit Marching Band, if they are signed up for ‘online-only’ during the LMHS 1<sup>st</sup> Quarter Hybrid Schedule.

***How will social distancing be maintained in classrooms?***

We are assigning each classroom in the building a ‘COVID capacity’ that allows for 6’ between each student desk or table in the room. (e.g. room B004 has a ‘COVID capacity’ of 16, room E137C has a ‘COVID capacity’ of 24, room C114 has a ‘COVID capacity’ of 12). If the number of students in an ‘A’ or ‘B’ section is above the COVID capacity, then we will move the section to an available classroom with a higher ‘COVID capacity’.

**REPORTING OF COVID-19 RELATED ILLNESS, POSSIBLE EXPOSURE OR AN EXPOSURE**

***With the size of our student body and in hearing the numbers of students in quarantine at any one time so far at schools that have already started the school year we anticipate that receiving information from parents, communication, and contract tracing with the district office and LCPH will be a much larger task than our regular attendance process and follow-up. The following is to help parents and students understand what is needed for communication from parents if your student has COVID-related symptoms, has ‘close contact’(within 6’ of individual for more than 15 consecutive minutes) with someone who has symptoms or who tests positive for COVID-19, or themselves tests positive for COVID-19. We have tried to state the steps to be taken by parents as simply as possible. If you are interested, a link to the district flowchart for student COVID-related symptoms is at the end of this section. Should you ever have questions regarding what to do if any of the following occur, do not hesitate to contact our LMHS Health Office (447-3080) or Principal Jeff Gustason (447-3041).***

***What if my student is not feeling well and has symptoms of COVID-19?***

1. My student has the following symptoms: Chills, Fever, Shortness of Breath or Difficulty Breathing, Sore Throat, Muscle Pain, Cough, New Loss of Taste, Nausea, Diarrhea or Smell.
2. **KEEP YOUR STUDENT HOME.**
3. Call your healthcare provider for guidance.
4. Contact the LMHS Health Office (447-3080, or email [nkleitsch@linnmar.k12.ia.us](mailto:nkleitsch@linnmar.k12.ia.us) or [abbi.riniker@linnmar.k12.ia.us](mailto:abbi.riniker@linnmar.k12.ia.us)) or the Main Office (447-3041, or email [jgustason@linnmar.k12.ia.us](mailto:jgustason@linnmar.k12.ia.us)).

***What is the protocol if my student is exposed to someone with symptoms who is waiting for test results?***

1. Contact the LMHS Health Office (447-3080, or email [nkleitsch@linnmar.k12.ia.us](mailto:nkleitsch@linnmar.k12.ia.us) or [abbi.riniker@linnmar.k12.ia.us](mailto:abbi.riniker@linnmar.k12.ia.us)) or the Main Office (447-3041, or email [jgustason@linnmar.k12.ia.us](mailto:jgustason@linnmar.k12.ia.us)) to report a possible exposure. The School Nurse and Principal will work with family and Linn County Public Health (LCPH) to determine if there is a school exposure.
2. If no symptoms, continue as normal with social distancing and face masks.
3. If a positive case is confirmed the School Nurse and Principal will:
  - A. Notify Linn County Public Health (LCPH).
  - B. Identify close contacts and quarantine exposed students and staff.
  - C. Notify appropriate individuals without identifying the COVID-19 case.
  - D. LCPH will: Recommend quarantine for 14 days for all household contacts from the last time with individual who tested positive for COVID-19 and work with school to determine which students and staff should be quarantined.

***What if my student lives with someone who has tested positive for COVID-19 and cannot avoid close contact?***

1. Contact the LMHS Health Office (447-3080, or email [nkleitsch@linnmar.k12.ia.us](mailto:nkleitsch@linnmar.k12.ia.us) or [abbi.riniker@linnmar.k12.ia.us](mailto:abbi.riniker@linnmar.k12.ia.us)) or the Main Office (447-3041, or email [jgustason@linnmar.k12.ia.us](mailto:jgustason@linnmar.k12.ia.us)). They will work with LCPH to determine length of self-quarantine.
2. **Self-quarantine at home.**

***What if my student has tested positive for COVID-19?***

1. **Call the Health Office (447-3080) or the Main Office (447-3041)** to report your student has tested positive for COVID-19.
2. Your student will self-isolate for 10 days from the positive result or when symptoms first started, are fever free without medication for 24 hours, and no longer have symptoms.
3. School Nurse and Principal will:
  - a. Notify Linn County Public Health (LCPH).
  - b. Identify close contacts and quarantine exposed students and staff.
  - c. Notify appropriate individuals without identifying the COVID-19 case.
  - d. LCPH will: Recommend quarantine for 14 days for all household contacts from the last time with individual who tested positive for COVID-19 and work with school to determine which students and staff should be quarantined.

***What happens if my student is in the same class with a student or staff member who is waiting for test results or tests positive for COVID-19?***

1. The School Nurse and Principal will work with LCPH to determine if ‘close contact’ has occurred with any students or staff.
2. If no ‘close contact’ is determined to have occurred, then your student will be able to continue attending school.
3. If ‘close contact’ is determined to have occurred (**within 6’ of individual for more than 15 consecutive minutes**) your student will need to self-quarantine for 14 days from the last contact with the person who has COVID-19.

***How will this be communicated?***

1. We will be working with district officials to communicate with any individuals determined to have ‘close contact’ via phone and email with a follow-up letter.

***What is ‘Close Contact’ and how can I limit this?*** This is being **within 6’ of an individual for more than 15 consecutive minutes**. If you work to have no ‘direct’ contact nor ‘close’ contact with individuals and wear a face mask then you are greatly minimizing your chances of transmission.

The link to the flowchart to be used by all buildings is included here for those interested:

<https://drive.google.com/file/d/1RCsd8XbQNC0WEOFCWUGlrBfCyMMOevKw/view>

***Student Medications/Health Office Needs***

Students who take prescribed medication at school must have written authorization on file in the Health Office. Non-prescribed medications will be given with parent approval. Students are not allowed to carry any medications unless physician and health office approved. Contact the Health Office (447-3080) for questions.

**REMINDER:** Per Iowa immunization law, all 12th grade students are required to provide proof of having the Meningococcal vaccine **after age 16**, or a Certificate of Exemption, before the first day of school in August.

Here is a link to a video of a building tour aimed primarily for 9<sup>th</sup> Grade students since you will not get to tour the building prior to September 14. It was created before the derecho and we apologize that it is difficult to hear a few times.

<https://youtu.be/TNxFznsVTZo>

### 3. First Day of High School with 9th-12th Grades

The first day of high school for 10th, 11th, and 12th Grades will be **TOMORROW, Wednesday, September 16, beginning at 9:00 a.m.** Group 'A' students (Last names A-K) will be meeting in classes on-site while Group 'B' students (Last names L-Z) will be logging on remotely for classes. The schedule for on-site and remote students is the same and is planned to be released in the next week.

***If my child is in Group 'A' or Group 'B' but currently self-quarantining and needing to pick up course books and materials, what do I do?***

We will be gathering materials and textbooks for your students and getting them ready to distribute to your student. If a student has been placed on quarantine for an activity at school or it has been reported to the school by the parent, then we are already working to get these materials readied at this time. If the school is unaware that your student is in quarantine, then please contact the Health Office (447-3080; [nkleitsch@linnmar.k12.ia.us](mailto:nkleitsch@linnmar.k12.ia.us) or [abbi.riniker@linnmar.k12.ia.us](mailto:abbi.riniker@linnmar.k12.ia.us)) or Jeff Gustason (447-3041; [jgustason@linnmar.k12.ia.us](mailto:jgustason@linnmar.k12.ia.us)).

We plan to have these materials ready for pick up in the 11<sup>th</sup>-12<sup>th</sup> Grades Office beginning on Wednesday, September 16. Please let us know who will be coming to pick the materials up for your student.

We are offering a contact-less pickup at Door #1 (Auditorium entrance) as well starting on Tuesday, September 15, from 2:00-4:00 p.m. Please call 447-3090 an hour in advance so that we make sure it is ready and call when you arrive at Door #1. Please wait in your vehicle until the materials have been placed on a table/chair in the circle drive.

### 4. Parking

A reminder that while the LMHS Hybrid 1<sup>st</sup> Quarter Schedule is being used all student drivers are eligible for a parking tag. All vehicles parking on campus **must be registered and have a LMHS Parking Tag at all times during any school day (9:00-4:00 p.m.)**. During the LMHS Hybrid 1<sup>st</sup> Quarter Schedule, there is no cost for a parking tag.

When we return to the Regular Daily Schedule with all students reporting for classes on-site, the parking lottery for 10<sup>th</sup> Grade drivers will take place. Any 10<sup>th</sup> Grade student who is 'online-only' or will not have their school permit or license until later in 1<sup>st</sup> Quarter will then be able to participate in the parking lottery.

9<sup>th</sup> Grade students will no longer be able to park on campus when we return to the Regular Daily Schedule. We still anticipate all 11<sup>th</sup> and 12<sup>th</sup> Grades students who are driving to school and request a parking tag receiving one when we return to the LMHS Regular Daily Schedule. A prorated Parking Tag fee will be applied at this time.  
***Can students signed up for 'online only' receive a parking tag?***

Students taking online only classes during 1<sup>st</sup> Quarter (or for as long as we are using the LMHS Hybrid 1<sup>st</sup> Quarter Schedule) will **not** be issued parking tags until prior to starting the LMHS Regular Daily Schedule.

For 10<sup>th</sup> Grade students, the parking lottery will not be held until just before we return to the LMHS Regular Daily Schedule, so any 10<sup>th</sup> Grade student who is 'online-only' at this time will have the opportunity to enter the parking lottery before it may occur.

### 5. 1<sup>st</sup> Quarter

#### ***Specific Course Updates:***

We do have a few courses that will be meeting online-only for a few teachers. These teachers will continue to teach the courses but will be doing so online. Students with non-campus release permission may choose to take these courses online each day rather than on-site every other day. We will have an adult in the classroom to help supervise students who will be in the classroom during class. **We have additional, temporary 'online-only' class sections:**

**Classes now meeting 'online-only' until September 24: (teacher on-site will resume on September 24)**

Block 1	Earth Science	in room KL104
Block 2	Earth Science	in room KL104
Block 4	Gen. Biology	in room KL104

These 1<sup>st</sup> Quarter class sections that will be 'online only' are listed below:

Block 1	Speech (Room C110)	Period 1	Algebra 2A (Room B003)
Block 2	Speech (Room C110)	Period 3	Pre-Calculus (Room B003)
Block 3	Acting (Room C110)	Period 4	Algebra 2A (Room B003)
		Period 6	Algebra 2A (Room B003)
		Period 7	Geometry (Room B003)
		Period 8	Geometry (Room B003)

Zero Period Aquafit will now become Flex and Fit I and will be taught online.

Fitness Classes: All 'online-only' students will be in an 'online-only' section for every period or block.

**CHANGE:** NO 9<sup>th</sup>/10<sup>th</sup> Fund. of Fitness sections of Group 'A' or Group 'B' will be online only.

**CHANGE:** 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Period Flex and Fit classes will now be taught online with Mrs. Wood.

It is a certainty, as it is already occurring, that we will have teachers needing to teach online for a day or multiple days throughout the term. We will work to notify everyone of such situations. If a teacher informs a class section that they will be teaching online for a day or for a number of days, students with non-class campus release may be online for any day a teacher must teach online.

We also have one double-sized class so that we can serve the large number of students requesting the course. AP Calculus BC has 45 students in the class. At this time, with the number of students taking the class online-only, we do anticipate that both on-site Groups will be meeting in C116B. When we return to a Regular Daily Schedule this class section will be meeting in the Presentation-Lecture Hall and possibly using a collegiate format for the number of days meeting each week.

#### **Calling in for Attendance During Hybrid Schedule (at least 1<sup>st</sup> Quarter):**

Because we will have students on-site and online on different days as well as online-only students all in the same classes together, we want to make attendance guidelines as simple as possible.

#### **Scenario - On-site day but will be in class online instead:**

If your student is expected to be on-site, will not be coming to school on a particular day, but will be in all classes online, still call the appropriate grade level office (447-3050 for 9<sup>th</sup>/10<sup>th</sup> or 447-3046 for 11<sup>th</sup>/12<sup>th</sup>) to let us know this. This is just an informational call, however, we will be contacting parents if we expect a student to be on-site but they are not in class on-site yet still attend and participate fully in class online. This call will be made so that parents know their student was expected on campus but was only online. There is no school consequence for this situation if the student fully participates in the class session online but we do want parents to know. Again, a call to the grade level office if known prior is appreciated in this circumstance.

#### **Scenario – Student will neither be online nor on-site:**

If your student is not able to participate in class either online or on-site as scheduled, then your student will be counted as ABSENT ('A') for the class period. Please contact the appropriate grade-level office for such an absence so that the absence is 'excused'. This is the only circumstance a call is necessary if your student is taking classes 'online-only'.

#### **Tell me more about the RTI sessions on the schedule each day:**

The schedule was developed primarily as an online only schedule should we have days in which on-site will not happen due to COVID-19 (this will also include any days with inclement weather). The RTI schedule is in place to add specific times for teachers to meet and work with students for many different reasons (e.g. need/want extra help, not currently passing course, have incomplete work for any reason, enrichment/extension). Periods 1-4/Blocks 1-2 will run for two days so that both Group A and Group B can be on-site if desired during the afternoon RTI sessions. Periods 5-8/Blocks 3-4 will run for the next two days so that both Group A and Group B can be on-site during the afternoon RTI sessions.

- \* Students requested to attend an RTI session may attend either on-site or online at the teacher's discretion.
- \* RTI is an extension of a particular period/block. Expect classes to vary for when RTI sessions are requested.
- \* If a student is requested to attend an RTI session but does not attend either on-site or online, then the student will be counted as ABSENT for the class session.
- \* Students who are not requested to attend an RTI session are not required to attend the session.
- \* Students who do not have non-class campus release will report to RTI each day. After the first days, we plan to assign students a study table in one of the commons areas or in the Learning Center for use when not requested for or requesting an RTI period.

## 6. College and Career Center Information

### **PSAT Date Has Been Changed for LMHS:**

We are changing the date of the PSAT administered for Linn-Mar High School student to **Tuesday, January 26, 2021**

This change is being offered by the College Board due to the global pandemic. We believe this will be most advantageous to our students so that they can have the best opportunity to compete for National Merit Scholarships and Recognition. Sign-up information for 11<sup>th</sup> and interested 10<sup>th</sup> and 9<sup>th</sup> Grade students will start in November. Only 11<sup>th</sup> Grade students are eligible for National Merit Scholarships and Recognition.

### ***Job Shadows:***

Job Shadow applications have opened. Students in grades 10-12 may do a job shadow this year. For more information on job shadows available in-person or virtually go to <https://www.kirkwood.edu/wlc/jobshadows>.

### ***College Admission Visits:***

All admissions counselors will be scheduling virtual visits at Linn-Mar this year due to the restrictions on outside visitors. Appointments will be made from noon-1:00 or 2:00-4:00. To find a current listing of college admission visits and the virtual meeting link go to <https://sites.google.com/a/linnmar.k12.ia.us/linn-mar-high-school-counseling/career>.

## 7. Information from School, Student Assistance and Academic Assistance Counselors

The Linn-Mar High School Counseling website has changed. Check out <https://sites.google.com/a/linnmar.k12.ia.us/linn-mar-high-school-counseling/home> to see the new site!

## 8. Activities

- A. Here is the link for the REACH booklet, which is the listing of all current LMHS activities:

<https://sites.google.com/linnmar.k12.ia.us/lmhsreach/home>

Please know that we have clubs that form each year that may not be stated in the REACH booklet. Any student(s) interested in forming a club at school during the 2020-21 school year should contact Mr. Goodall, associate principal, who oversees all Clubs and Organizations.

- B. **For any spectator allowed event, facemasks will be required for entry and movement and during an event at all times.**

- C. ***Athletics:***

Fall athletic competitions have started. Attendance will be limited for all 10<sup>th</sup>/Varsity Football games and Girls Swimming meets. At this time, a ticket allotment will be made available to each participant. For home 10<sup>th</sup>/Varsity Football games this will include Football, Cheer, Poms, and Marching Band. For 'home' 10<sup>th</sup>/Varsity football games, the lower area of the home bleachers will be reserved for approximately 214 12<sup>th</sup> Grade students. All tickets for football and Girls Swimming will be pre-sale. Varsity Volleyball will use bleachers on both sides of the Main Gym this year.

**Masks must be worn at all times at any home and away competition this fall.**

- D. ***Fine Arts:***

All fine arts classes and activities are continuing to meet at this time. Marching Band and Show Choir will not have competitions this year.

- E. ***Clubs/Organizations:***

LMHS Clubs and Organizations will continue to meet as is possible, including virtually.

## 9. Other Information

On Student Schedules, you will see 'Hybrid Afternoon Study Table' with the name of the grade level Student Dean. This was added for Grade Level Office attendance purposes and is not something that any student should be concerned or worried about on their schedule. Hybrid Afternoon Study Table is available for students and may be required by teachers on specific class days including those students who are struggling in a course or have incomplete course work.

**Parents interested in free Digital Literacy Skill trainings:**

Marion Walmart Academy is offering a **FREE** Digital Literacy Series with Virtual Meetings and Schools Class to the community. We are reaching out to you today to help support yourself, your staff, and families in your area with learning how to properly navigate and use the new resources for Digital Learning.

The class is only one hour long, with 30 minutes of "Office Hours" available after the class for questions and answers. Currently we are offering three classes with a maximum of 10 participants for each class. They are as follows:

Tuesday, Sept 22 from 1-2 pm

Thursday, Sept 24 from 7-8 pm

Saturday, Sept 26 from 10-11 am

Here is a link to sign up for the class:

<http://communityclasses.wal-mart.com> (also located at the bottom of the attached flyer)

The goal of this course is to apply key learnings from the course to become more familiar with the virtual/classroom format and the tools that can be utilized to make those meetings/classwork as beneficial as possible.

The next **LMHS 2020-21 Student and Parent Communication** will be sent on **Friday, September 25**. As soon as we have **information regarding parent access for Schoology, the new student learning system, we will get this to parents.**

Announcements and Updates for LMHS Students and Parents will be sent on Tuesday and Friday of each week from now through at least the end of 1<sup>st</sup> Quarter.