



INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS

*Ready to Achieve!*

## 2022-2023 Operational Plan

International High School of New Orleans



**International High School of New Orleans**

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Dear IHSNO Community,

At International High School of New Orleans (IHSNO), we all look forward to working with you to ensure a successful 2022-2023 school year. We are approaching the new school year with the same dedication to the safety of our community, while focusing on improved student learning through the lens of what the COVID-19 pandemic has taught us. COVID-19 remains a threat to our community, and we must ensure each person take responsibility for their health and safety. The enclosed guidelines provide updated health and safety standards IHSNO will adhere to for the upcoming school year.

We are prepared to have a successful school year with operational protocols in place. International High School of New Orleans's Operational Plan for the 2022-2023 school year not only prioritizes education, but the health, safety, and well-being of our students, faculty, and staff body. This plan is based upon the current guidance from federal, state, and local agencies. These operational guidelines are developed with the possibility of change that may occur considering the COVID-19 pandemic.

The mission of International High School of New Orleans is to educate and nurture a diverse learning environment through the International Baccalaureate Programme, intercultural appreciation, and world languages to succeed in a global economy. We recognize that we need to provide amazing opportunities for our students despite the current challenges. It is extremely essential to prioritize the health and well-being of our students in addition to strong academic achievement. We strive to create a supportive and nurturing environment with a positive school culture.

For the 202-2023 school year, IHSNO continues to adhere to the health and safety guidelines of our jurisdictional partners. The guidelines are developed based on the current context and will likely change periodically throughout the school year. Changes will include what's learned from public health professionals, including number of COVID-19 cases, virus transmission rates, and the efficacy of public health practices.

Working together we will build a creative and innovative education, providing our students their passports to success. We appreciate the trust you place in IHSNO as we engage in building students that will succeed in our global economy.

With gratitude,

*Dr. A. Berger*

Adierah Berger, MPH, Ed.D  
CEO and Head of School  
International High School of New Orleans



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## POLICY GUIDANCE

### CDC, BESE, OSHA, and LDH Guidelines

Louisiana State Department of Health:

- Sets the public health requirements for public entities
- Provides the Louisiana Department of Education with guidance on school opening
- Partners with the [CDC](#) in establishing state guidelines,
- Partners with [OSHA](#)

Louisiana Department of Education (LDOE):

- Provides [guidelines](#) to school districts, aligned to federal and state public health standards, for how to open schools
- Provides best practices and resources for implementing guidelines

City of New Orleans and the New Orleans Health Department:

- Sets [guidelines](#) for citywide reopening
- Communicates status of reopening that directly impact school planning and operations
- Manages community testing and citywide public health surveillance

Everyone at IHSNO has a personal responsibility to help mitigate the risk that COVID-19

### Expectations for employees to return to campus

All employees are expected to return to work in accordance with federal, state, and local directives.

#### Accessing the campus

All individuals should do their part to prevent the potential spread of COVID-19. To that end, avoid unnecessary contact with surfaces and objects. Avoid holding the handrail on stairs, as safety permits. Maintain a distance of at least 6 feet from others.

All Employees, students, and third-party visitors are strongly encouraged to wear a mask or face-covering while in public and in all common areas of the school campus (e.g., classrooms, the lobby, hallways, bathrooms, kitchen, cafeterias, etc.). If you have your own office or are alone in a classroom, it is acceptable to remove your mask or face-covering while in your office or alone in a classroom. When more than one adult is physically present in an office, six (6) feet of separation should be always maintained. If someone comes into your office or classroom, you should put your mask or face-covering back on.

#### Mask and face-covering requirement

While inside the school facility, all individuals are strongly encouraged to wear a face covering that properly covers the wearer's nose and mouth.

Face coverings are should not be worn by the following individuals:



- Anyone who has a medical condition that prevents the wearing of a face covering.
- Anyone who is consuming food or drink.
- Anyone who is trying to communicate with a person who is hearing impaired.
- Anyone who is giving a speech for broadcast or to an audience; and
- Anyone temporarily removing his/her face covering for identification purposes.

Face-coverings are not encouraged when individuals are outdoors if they adhere to physical distancing requirements. However, it is recommended that individuals who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.

## SCHOOL OPERATIONS

<b>Maximum Classroom Capacity</b>	No maximum classroom size. Face Masks or Coverings Recommended
<b>Maximum School Bus Capacity</b>	100% capacity Face Masks or Coverings Recommended
<b>Student Classroom Grouping Options</b>	Students may be grouped in classrooms, maintaining 3 feet of social distance from other students to the extent possible, and 6 feet of social distance from adults.
<b>Reporting Requirements</b>	All schools are required to report all known cases of COVID-19 to the LDH School Portal.  IHSNO will report all known cases of COVID-19 to the school community weekly.

### Safeguarding our community

All employees and students are expected to practice good hygiene. To that end:

- a) Employees and students must wash or sanitize hands:
  - a. Every two (2) hours.
  - b. upon arrival on campus.
  - c. before and after eating.
  - d. before and after using equipment (for example, but not limited to, play equipment, gym equipment, copier, computers, printers, and lab equipment);
  - e. after changing any classroom.
  - f. when a new group of students enter a teacher’s classroom; and
  - g. before exiting the school campus.
- b) Avoid touching your eyes, nose, and mouth.



- c) Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Alternatively, cough/sneeze into your elbow.
- d) High touch areas – including bathrooms – will be sanitized two (2) times per day. High touch areas are surfaces that are touched frequently, including but not limited to door handles, light switches, bathroom fixtures, benches, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.
- e) No unnecessary physical contact with others is allowed.
- f) Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer will be made available throughout the campus.
- g) Anyone who touches or handles mail or third-party deliveries should wash their hands.

Employees will be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60% alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed. The quantity of hygiene supplies should be appropriately provided to the school employee, according to the role and number and age of students served by that employee.

Appropriate cleaning supplies will be made available to employees

Daily Cleaning Efforts	Daily and two times throughout the day, high touch surfaces will be cleaned with commercially available cleaning solutions, <a href="#">EPA approved disinfectants</a> .
Personal Hygiene	All facility occupants should wash hands/utilize sanitizer upon arrival to the campus, before and after eating, before and after using outdoor play equipment, and before exiting the building.
Personal Protective Supplies	Adequate access will be provided to hygiene supplies to include soap, hand sanitizer, disinfectant wipes, paper towels, and tissues. Face covering will be provided as needed.
Signs and Messaging	Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering)
Face Coverings	Face coverings are strongly encouraged for all occupants while indoors on campus at IHSNO.
Symptom Monitoring	IHSNO will communicate in Newsletters to parents and students the importance of keeping children home when they are sick and the <a href="#">symptoms</a> they should check for daily
Water Fountains	IHSNO facility occupants are strongly encouraged to bring their own water to minimize use and touching water fountains. Water



	bottle filling machines are available, but should be used minimally
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### Face Coverings

- Employees, students, and visitors are strongly encouraged to wear a face covering
- Face coverings should be worn in all areas of the school, including:
  - Transitions
  - Buses
  - Classrooms
  - Hallways
  - Common areas
  - Restrooms
  - Arrival
  - Dismissal
- Individuals with health concerns and other conditions will be considered on an individual basis.

### Social Distancing

Social distance will be maintained to the extent possible in all parts of the building.

### Personal Hygiene

- All school stakeholders will be required to wash or sanitize hands upon arrival and at least every two hours. Students will be required to wash or sanitize hands before and after meals and after using common supplies, and before exiting school
- In some instances, hand sanitizer will be used in place of handwashing.

### Clean and Disinfect More

Employees are required to keep their own workstations, phones, desks, and office equipment frequently cleaned. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. Gloves should be worn when cleaning.

All personnel should either wash their hands or use hand sanitizer before using a copying machine, common scanner, smart boards, white boards, or fax machine. After you have completed your use of these devices, you should again wash your hands or use hand sanitizer.

If a classroom or other room is used multiple times a day by different employees and/or students, then high touch surfaces must be cleaned after and before the next group's use (this includes, but is not limited to, desk, computers, and touchscreens).

- The school will be cleaned and disinfected more often



- High touch surfaces will be cleaned multiple times throughout the day using commercially available, EPA-approved cleaning solutions.
- Employees will be provided adequate access to hygienic supplies.
- We will encourage students to minimize the sharing of materials.
- Athletic equipment will be cleaned more often.
- Students and staff will be asked to limit personal items taken to and from school.

## MONITORING FOR COVID-19 SYMPTOMS

If students, staff, and visitors are sick or feel like you they become sick, they are encouraged to stay at home and do not report to the school campus.

Before leaving one's residence for school campus, each employee and student should conduct an individualized assessment of any potential symptoms or circumstances. Daily, all employees and students should ask themselves whether the answer is "Yes" to any of the following questions:

- Did I have a fever within the last 48 hours?
- Am I experiencing shortness of breath?
- Do I have a cough?
- Have I been experiencing chills?
- Do I have unexplained muscle pain?
- Do I have a sore throat?
- Have I lost my sense of smell?
- Have I experienced nausea, vomiting or diarrhea?
- Have I come into contact with anyone that has tested positive for COVID-19?
- Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?

If the answers to any of these questions is "Yes," you should: (1) stay at home and (2) notify Ms. Adams for further instructions at [patricia.adams@ihsnola.org](mailto:patricia.adams@ihsnola.org), your immediate supervisor, the nurse, Ms. Hillard, [nurse@ihsnola.org](mailto:nurse@ihsnola.org). Confidentiality will be always maintained.

If "No" is the answer to all the above questions, then you may enter to the school campus during regular school hours only. Upon arrival, all persons will be encouraged to wash hands or use hand sanitizer, which will be made available at the entry point at each school campus.

Notwithstanding the daily symptom monitoring set forth above, employees and students must also report symptoms of COVID-19 that may occur during the school day including, but not limited to shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.



### On Campus Isolation

Anyone showing signs of the above symptoms will be isolated in the designated isolation area that exists in each school facility. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus immediately and may not be isolated.

The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for COVID-19.

### Quarantine

People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter. Additionally, CDC has updated the recommended quarantine period for anyone in the general public who is [exposed to COVID-19](#).

For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person [wear a well-fitting mask](#) at all times when around others for 10 days after exposure.

Individuals who have received their booster shot do not need to quarantine following an exposure but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Unvaccinated employees and students who have been in a group with a confirmed case or who otherwise had close contact on campus with someone who tests positive for COVID-19 will be asked to monitor their symptoms. Should symptoms occur, employees must contact their immediate supervisor, COVID Testing Coordinator, and the school nurse to obtain a home test. If the results are negative, the employee will be required to monitor their symptoms and retest. If the results are positive, the employee will be required to complete the COVID-19 reporting form, email [COVID19Reporting@ihsnola.org](mailto:COVID19Reporting@ihsnola.org), and quarantine for the time period specified by the nurse.

- You may return to school in 5 days



COVID-19 vaccinated students or employees do not need to quarantine after being identified as a close contact if they:

- Are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of a 1-dose of a single-dose vaccine, and
- Have remained asymptomatic since the current COVID-19 exposure.
- If these conditions are not met, the previously vaccinated individual needs to quarantine. Additionally, fully vaccinated students or employees are encouraged to be tested 3 to 5 days following the date of their exposure and continue mask wearing.
- Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should immediately self-isolate, follow guidance for symptomatic individuals, and should consider getting a molecular COVID-19 test.

Students do not need to quarantine if they were within three (3) to six (6) feet of a positive case and both the student and positive case were engaged in consistent and correct use of a well-fitting face mask. This exception does not apply to teachers, employees, or other adults in the indoor classroom setting.

Employees or students do not need to quarantine if:

- They had COVID-19 within the previous 3 months, and
- Recovered from COVID-19, and
- Remain without COVID-19 symptoms.

All individuals who are identified as a close contact of someone testing positive with COVID-19 are encouraged to seek testing immediately following notification and 5 to 7 days following last contact if the initial test was negative. They must also wear a mask or face covering when in the presence of other individuals for the full 14 days.

#### [Return to campus for positive COVID-19 WITH Symptoms](#)

It is expected that members in our community will contract COVID-19. An employee or student with a suspected or positive COVID-19 diagnosis who has symptoms and was directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 5-days have passed since symptoms first appeared and
- At least 24-hours have passed since last fever without the use of fever-reducing medications, and
- Symptoms (e.g., cough, shortness of breath) have improved.



### Return to campus for asymptomatic positive COVID-19 persons

Employees and students with laboratory confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 5-days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the symptom-based strategy used under the prior section pertaining to individual WITH symptoms will apply.

### Reporting Requirements

IHSNO will report all known and suspected cases of COVID-19 to the LDH School Online COVID-19 Portal.

### Vaccination Status

The vaccination status of students and employees will be tracked in one of the following ways:

1. Louisiana Immunization Network School Nurse Portal (preferred to identify students immunization status)
2. LA Wallet (employees)
3. Health care provider Vaccination Card (may require additional verification for authenticity)

Employees and students must participate in weekly COVID-19 testing as a precautionary measure to reduce the spread of the virus. Testing will be conducted onsite using a molecular test. If anyone tests positive, he/she will be sent home and will be allowed to return to work in accordance with then existing CDC, state, and local guidelines. Employees and students who test positive are encouraged to contact a qualified health care professional for additional guidance. Employee and student confidentiality will be always maintained.

Non-exempt employees will be paid for the time spent undergoing COVID-19 testing.

Any employee or student who refuses to submit to testing as provided for in this section will not be given access to the campus and will be sent home.

## INSTRUCTION

Teaching and learning top the list for our students. At IHSNO, we have three models of instruction that will be considered based on the COVID-19 numbers in New Orleans:

Reopening Models

<b>Phase Three - In-Person</b>	<ul style="list-style-type: none"> <li>• Full in-person learning.</li> <li>• 100% of students on campus daily</li> <li>• Staff report to campus</li> </ul>
<b>Phase Two - Hybrid</b>	<ul style="list-style-type: none"> <li>• 50% of students on campus on any given day.</li> <li>• Students report to campus a minimum of two days a week.</li> <li>• Staff Report to campus daily.</li> </ul>
<b>Phase One - Virtual</b>	<ul style="list-style-type: none"> <li>• Full virtual synchronous learning</li> <li>• No student on campus</li> <li>• Staff report to campus</li> </ul>

The model of teaching will be determined by the number of current COVID-19 cases in New Orleans and the COVID-19 Phase of New Orleans as determined by the Office of the Mayor of New Orleans.

Maximum Classroom Capacity	25-33 Students; depends on the classroom size
Indoor Assembly	Indoor spaces such cafeteria and auditorium utilization based on social distancing to extent possible, based on City of New Orleans guidelines. Face masks or coverings are recommended for all group gatherings
Outdoor Standards	Face coverings are recommended.

IHSNO aims to minimize the spread of COVID-19, and to meet the instructional needs of our students. In-person learning will happen, and we are ensuring the safety of all our community members with this format of instruction.

- Teachers will have daily contact with all students.
- Teachers will engage students daily in instruction.
- Teachers will utilize the strategies and best practices associated with the specified learning model to design learning activities for all students.
- Communications will be either email, phone, or in-person during scheduled meetings.
- Teachers will regularly provide feedback to students on work at least once per week
- IHSNO will ensure lines of communication are open between teachers, students, and parents as we work together to ensure each student is socially, emotionally, and academically ready to learn.



- Assignments will be provided as makeup work for students that miss school due to quarantine or isolation.
- IHSNO's school reopening plan allows for a seamless transition from in-person learning to virtual learning or hybrid learning.
- Computer and internet access is required for all students. IHSNO will ensure a 1:1 student-to-device ratio and that all students have access to the internet.
- Both face-to-face learning through hybrid and traditional environments, as well as virtual learning environments, will utilize Schoology as the Learning Management System (LMS). Teachers will plan instruction that is quickly and easily transferable from face-to-face to virtual in the event of temporary school closure due to COVID-19 spread.
- All learning environments and reopening protocols uphold similar expectations around coursework and follow the same grading guidelines.

### Attendance

Daily attendance and seat time requirements will be enforced in all reopening scenarios.

### Social Distancing and Group Sizes

Employees and students should practice social distancing when possible and according to City and State law. Employees and students should physically distance to the extent possible.

### Student Transition and Pull Out

Students with disabilities should receive special education and related services in the least restrictive environment. After services are provided, all shared surfaces and equipment should be cleaned before the next student is served.

- Students will continue receiving special education and related services in the least restrictive environment.
- Outside services providers critical to the re improvement and development of students, and these services will continue.
- Students receiving accommodations and additional services will continue receiving those services.
- Student placement will continue to be made in consultation with parents, guardians, advocates, taking into consideration the student's social, emotional, and medical wellbeing.

### Technology

We will meet the technology needs of students, supporting their needs.

- We will be a 1:1 device school



- Through Cox Communications, income qualified families receive discounted internet services

### Social and Emotional Supports

We will continue screening students and determining services required for academic success.

- We will continue providing students, teachers, and staff with access to emotional support and assistance.

## SCHOOL OPERATIONS

Ensuring a safe and nurturing environment, protecting instruction and the wellbeing of all members, IHSNO recognizes the importance of organizing all facets of the school’s operations. We have considered the importance of arrival and dismissal, facility management, and extracurricular activities.

Entry and Exit Points	IHSNO Families, students, and employees should self-monitor for COVID-19 symptoms before arriving on campus.
Drop-off and Pickup process	IHSNO Families, students, and employees should self-monitor for COVID-19 symptoms before arriving on campus.
Visitors	IHSNO will limit non-essential personnel, visitors, volunteers, and activities involving external groups or organizations as feasible, <a href="#">LDOE Ready to Achieve 2022-2023 Operational Guidelines</a> .

Based on Louisiana guidance, IHSNO will follow the guidance to ensure students are transported safely.

### Physical Standards

1. If groups convene outdoors, each group should remain separated.
2. To the greatest extent possible, limit crowding at entry and exit points and maintain maximum group sizes and physical distancing requirements.
3. Employees and students should enter and exit in single-file lines to enable physical distancing.
4. Employees and students should bring their own water to minimize use and touching of water fountains. Water fountains will be cleaned and sanitized daily.
5. Use of indoor shared spaces will continue. All attendees are encouraged to wear a face mask.

### Facility Requirements

- IHSNO will maintain physical distance to the extent possible.
- IHSNO will consider additional transition time between activities and classes.
- Students will be discouraged from sharing instructional items.





## INSTRUCTION

### In Person Instruction

In-person learning is the preferred method of instruction and will remain in effect when there is no restriction in place for COVID-19 or any other emergency. This decision to remain in in-person learning will be based on the guidance of State and Local government, as well as our prioritization of student and staff safety and security. In this scenario, teachers will provide face-to-face instruction to the entire student body daily, following all CDC guidelines of disinfection and social distancing.

All members (100%) of the student population will attend school daily. Students will attend all four classes based on individual schedules while on campus. Social and physical distancing of 3 feet or to the greatest extent possible will be recommended while students are on campus. To assist with contact tracing, teachers will create and follow seating charts for every class period. Students will use separate doors to enter the building during arrival and dismissal. Students will be dismissed staggered and using separate entrances according to the grade level. The cafeteria will provide individually packaged meals, and outdoor seating will be available.

### School Hours and Bell Schedule – In-Person

Day	Time	Student Cohort
Monday – Friday (A/B schedule)	8:00 am – 3:30 pm	All students and all grades
Wednesdays	8:00 am to 1:25 pm	All students and all grades

### In-Person Instructional Expectations- Students

- All lessons should be focused on the application of topics aligned with LDOE standards and IB aims
- Synchronous learning will occur daily. Classes will be split in three one-third sessions to follow the model: one-third of class time is dedicated to direct instruction; one-third of class time is dedicated to group work; and one-third of class time is dedicated to off-screen work to prevent student burn out on the electronic devices.
- Each student will have their own computer to complete any online assignments.
- Students will visit Schoology daily to complete their assignments and review any announcements.
- Students will attend class in-person five days a week based on individual student schedule (A Day/B Day Schedule) with additional safety measures in alignment with state and federal guidelines and recommendations—hand sanitizer, wipes, etc.



- Face masks are strongly recommended while in groups and spaces that do not allow for social distancing.
- Attendance will be taken during Advisory and for each subsequent class daily during the first 10 minutes of class.
- Students will attend advisory daily and on time. Advisors will check that students are following CDC guidelines and referring them to the nurse if they present any COVID-19 symptoms while on campus.
- Students attend class on time, per their class schedule. Guardians of students who are marked absent will be contacted daily to find out if the student is showing COVID-19 symptoms or if quarantine is in place, to enter the right attendance code.
- Students will follow the IHSNO dress code as included in the IHSNO Code of Conduct (see Annex 1)
- Students are ready to engage and learn every day

#### In-Person Instructional Expectations- Teachers

- In-person lessons should be focused on developing skills and aligning instruction to LDOE.
- Teachers will post at least one assignment daily on Schoology.
- Teachers will take attendance during Advisory and for each subsequent class daily during the first 10 minutes of class.
- Teachers will post at least 3 grades each week.
- Teachers will communicate when students are not making progress to the parents or guardians at least once every three weeks.
- Teachers will host office hours after school from 3:30 to 4:10 on their department designated days
- Teachers will follow the IHSNO dress code.
- Teachers are ready to engage and teach by having their plans ready and materials accessible to students daily.

#### Hybrid Instruction

The Hybrid Protocol will be implemented at the discretion of the administrative staff. This decision will be based on the guidance of the CDC, the State, and Local government, as well as our prioritization of student and staff safety and security. In hybrid scenario, teachers will provide face-to-face instruction to reduced class sizes two days a week. On days in which students are not designated to be on campus, teachers will provide asynchronous learning assignments, activities, resources, and support utilizing Schoology.



Half (50%) of the student population will attend school daily. Grades 9 and 10 will have in-person classes on campus on Mondays and Tuesdays and 11<sup>th</sup> and 12<sup>th</sup> grade students will have classes in-person Thursdays and Fridays. All students will have asynchronous instruction on Wednesdays.

Social and physical distancing of 3 feet or to the greatest extent possible will be in effect while students are on campus. Students will be dismissed staggered and using separate entrances according to the grade level, the cafeteria will provide individually packaged meals, and outdoor seating will be available.

Synchronous learning occurs when students have online classes via zoom. Students will attend the zoom meetings at the designated times according to their schedule.

Asynchronous learning occurs when students complete assignments on a Learning Management System. Students do not have to log into a zoom meeting at specific times but will complete their work on Schoology at home at their own pace.

School Hours and Bell Schedule - Hybrid

Day	Time	Student Cohort	Model	Student Cohort	Model
Monday	8:00 am to 3:28 pm	9 <sup>th</sup> and 10 <sup>th</sup> grades	In Person	11 <sup>th</sup> and 12 <sup>th</sup> grades	Synchronous
Tuesday	8:00 am to 3:28 pm	9 <sup>th</sup> and 10 <sup>th</sup> grades	In person	11 <sup>th</sup> n and 12 <sup>th</sup> grades	Synchronous
Wednesday	8:00 am to 1:25 pm	All Students	Asynchronous	All Students	Asynchronous
Thursday	8:00 am to 3:28 pm	9 <sup>th</sup> and 10 <sup>th</sup> grades	Synchronous	11 <sup>th</sup> and 12 <sup>th</sup> grades	In person
Friday	8:00 am to 3:28 pm	9 <sup>th</sup> and 10 <sup>th</sup> grades	Synchronous	11 <sup>th</sup> n and 12 <sup>th</sup> grades	In person

Hybrid Instructional Expectations- Students

- Students in-person will focus on learning new skills and standards with the instructor guidance. While at home, students will be working on online assignments to practice and deepen the skills learnt in person learning.
- Students will attend synchronous classes during assigned at-school days.
- In addition to any assignments or projects, at least one activity every day must be submitted by students to count towards attendance. The assignment that counts towards attendance will be chosen at the teachers’ discretion and could be a do now, independent practice, group work or exit ticket.



- Students will attend class in-person two times a week – See hybrid schedule. Additional safety measures will be in alignment with state and federal guidelines and recommendations.
- Face masks must be always worn while on campus to prevent the spread of the virus
- On days when students are not in-person, they will participate in synchronous learning two days and asynchronous learning one day.
- Attendance will be taken during this morning check-in and for each subsequent class daily.
- Students should have a designated, distraction-free workspace to engage in learning while at home. We recommend that parents set a workstation at home where the student can receive their synchronous instruction and have access to office supplies, good lightening, and low traffic.
- Daily advisory meetings will happen in both virtual and in person setting.
- Assignments will be graded during online learning and in-person learning.
- Regardless of learning mode virtual or hybrid, learning is required five full days per week.
- Students attend class on time, per their class schedule both in person and synchronous model.
- Students will follow the IHSNO dress code in both synchronous and in person models.
- Students are ready to engage and learn, avoiding any distractions when they are synchronous and securing an environment where they can focus on learning.
- Students should have a designated, distraction-free workspace to engage in learning while at home. Parents are advised to provide a workspace conducive to learning.
- Students will have their cameras on and their faces on the screen to engage with the teacher during synchronous instruction.
- Students will participate in the class activities, discussions, and assignments by the end of each class unless otherwise advise by the teacher.
- Tutoring will be provided during in person days from 3:30 to 4:10 pm. Students can arrange synchronous tutoring on Wednesdays during the teacher office hours. Teachers will post their tutoring and office hours on schoolboy.
- Athletics and Extracurricular Activities will be limited to CDC and local recommendations for athletics. Extracurricular clubs occur after class and could be synchronous if there is a need for quarantining.
- Teachers, counselors, coordinators will have designated office hours on Wednesdays> Office hours will be posted on the Schoology class page and the school website for parents and students to have access.
- All LDOE, LDH, and CDC school campus safety procedures will be implemented.



### Hybrid Instructional Expectations- Teachers

- In-person lessons should be focused on learning new skills and practicing with state aligned standards and curricular materials
- Virtual lessons will be focused on application of the concepts learned in person.
- Synchronous learning will occur during assigned at-school days
- Synchronous /Asynchronous learning activities will be posted daily for all classes by 7:40 am. All activities need to be posted on Schoology to grant access to students who are entirely virtual or in quarantine.
- Teachers will post at least one daily assignment on Schoology
- In addition to any assignments or projects, at least one activity every day must be submitted by students each day to count towards attendance.
- Teachers begin and end class on time, per their class schedule.
- Teachers will take attendance on PowerSchool during the first 10 minutes of class.
- Teachers will follow the IHSNO dress code for both synchronous and asynchronous instruction. Please see link here.
- Teachers are ready to engage and teach adjusting to the different learning and teaching models.
- Teachers should have a designated, distraction-free workspace in the classroom while engaging in virtual teaching if working remotely. Teachers will have their own classroom set up while working from campus on synchronous or asynchronous days.
- Teachers will keep camera on while engaging with students virtually.

### Virtual Instruction

The Virtual Model will be implemented at the discretion of the administrative staff. This decision will be based on State and Local governance, as well as our prioritization of student and staff safety and security. In this scenario, teachers will provide web-based instruction full classes daily via Zoom. Teachers will create a permanent zoom link for each class period. Parents and students will receive this links before classes start. Teachers will send calendar invites to students to join the zoom links. All work will be accessible via Schoology. If student experiences technical difficulties or does not log in to the zoom link during class, teachers will contact the students via phone. Students are expected to log in to 100% of their classes via zoom.

### Synchronous and Asynchronous Instruction

School Hours and Bell Schedule - Virtual

Day	Time	Student Cohort
Monday	8:05-3:28	All grade levels synchronous



<b>Tuesday</b>	8:05-3:28	All grade levels synchronous
<b>Wednesday</b>	8:05-1:30	All grade levels asynchronous
<b>Thursday</b>	8:05-3:28	All grade levels synchronous
<b>Friday</b>	8:05-3:28	All grade levels synchronous

**Virtual Synchronous Learning** is defined as a structure learning model, and approach to distance education that allows students to work online from home daily. During a virtual learning, students must be available for live, synchronous instruction during each school day via Zoom and Schoology. Students submit daily assignments which are graded and are expected to attend 4 classes a day an advisory period.

#### Virtual Learning Instructional Expectations- Students

- Students attend class on time, per their class schedule.
- Students will follow the IHSNO dress code.
- Students are ready to engage and learn. Students have all the necessary materials to complete synchronous and asynchronous work
- Students should have a designated, distraction-free workspace to engage in learning. Parents are encouraged to create a well-lighted, low noise and conducive learning environment for the student.
- Students will show their faces on the screen to engage with the teacher virtually. Students will get a third of the class off camera to work individually. Students will remain in the zoom call during off screen time.
- Students will participate in the class activities, discussions, and assignments by the end of each class, unless the teacher assigns homework for the next class.
- Students will check PowerSchool for graded assignments weekly to understanding their academic standing. Parents will have access to the parent portal to be abreast of their student progress.
- Students will attend virtual tutoring when they fall behind or need reinforcement for class activities. Teachers will have office and tutoring hours on Wednesday. The student should contact the teacher to attend tutoring during this time.
- Athletics and Extracurricular Activities will be limited to CDC and local recommendations for athletics. Extracurricular clubs occur after class and could be synchronous if there is a need for quarantining.
- All LDOE, LDH, and CDC school campus safety procedures will be implemented.



### Virtual Learning Instructional Expectations- Teachers

- Synchronous lessons should be focused on learning new skills and practicing with state aligned standards and curricular materials
- Asynchronous lessons will be focused on application of the concepts learnt in person.
- Synchronous /Asynchronous learning activities will be posted daily for all classes by 7:40 am. All activities need to be posted on Schoology to grant access to students who are entirely virtual or in quarantine.
- Teachers will post at least one daily assignment on Schoology.
- In addition to any assignments or projects, at least one activity every day must be submitted by students to count towards attendance.
- Teachers begin and end class on time, per their class schedule.
- Teachers will take attendance on PowerSchool during the first 10 minutes of class.
- Teachers will follow the IHSNO dress code for both synchronous and asynchronous instruction. Please see link here.
- Teachers are ready to engage and teach adjusting to the different learning and teaching model.
- Teachers should have a designated, distraction-free workspace while engaging in virtual working from campus on synchronous or asynchronous days.
- Teachers will keep camera on while engaging with students virtually.

***Virtual Asynchronous Learning*** is a distance learning mode that relies on student ability to self-manage their learning with online tools and teacher guidance. In this setting, teachers will provide instruction on Schoology using online resources and support through Schoology.

Student expectations for asynchronous learning include the following:

- Students will complete activities assigned each day on Schoology
- Students show proof of participation in daily virtual instruction by completing the assignment or assignments required by the teacher
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, or remediation via email, g-chat, or text now.
- Students and parents will communicate any technical difficulties, student challenges or absences and ask for teacher's assistance to make up any miss assignments.

Staff expectations for asynchronous learning include the following:

- Asynchronous lessons will be focused on application of the concepts learnt in person.





- All activities need to be posted on Schoology to grant access to students who are entirely virtual or in quarantine.
- Teachers will post at least one daily assignment on Schoology.
- In addition to any assignments or projects, at least one activity every day must be submitted by students to count towards attendance.
- Teachers will take attendance based on assignment completion by the end of the day.
- Teachers will follow the IHSNO dress code for both synchronous and asynchronous instruction. Please see link here.
- Teachers are ready to engage and teach adjusting to the different learning and teaching model.

## STUDENT SUPPORTS AND INTERVENTIONS

### How to Support Students During All Phases

#### Student

- Attend tutoring sessions, contact teacher if in need of extra supports or materials
- Attend office hours on Wednesdays
- Attend intervention sessions.
- Check emails and respond as needed/communicate with teachers
- Follow and complete the scheduled daily lessons and assignments
- Monitor attendance at daily scheduled online, synchronous class sessions
- Communicate absences, sickness, or quarantine due to COVID-19 illness.

#### Parent

- Encourage their student to attend tutoring sessions as needed.
- Help with schedule. Make sure the student knows what to do at each phase
- Provide support and encouragement and a conducive learning environment at home during synchronous and asynchronous learning
- Communicate with teachers in a cordial and respectful manner, and during school hours in all phases of COVID-19 City mandates.
- Parents/Guardians and Advisors are expected to maintain responsiveness to email, newsletters, and phone communication with the teacher and the school. Professional, courteous two-way communication is always encouraged.
- Review student progress on PowerSchool parent portal on a weekly basis
- Note any topics to discuss with teacher

#### Teacher Expectations

- Provide intervention or tutoring sessions as needed.





- Follow all IEP, 504 and EL accommodations plan in all learning environments.
- Use data to pinpoint students' specific needs for enrichment and intervention.
- Monitor student progress with fidelity.
- Provide and communicate office hours or conference periods for student/parent support.
- Keep grades updated on PowerSchool
- Post assignments on the Schoology on a timely manner
- Report any discipline infractions or unsafe behaviors display during synchronous learning
- Attend and participate in professional learning.

### Special Education

- During all phases, students who receive services under IDEA will continue to receive their services and accommodations as written in their IEP. IHSNO may schedule an IEP meeting to discuss changes in service times, locations, or adjustments to serve the student in the best possible way according to the learning model
- No changes to IEP will be allowed without written consent from the Parents/Guardians.
- Parents/Guardians may request an IEP meeting at any time by contacting the SPED coordinator.

### Section 504

- During all phases, accommodations under Section 504 will be followed by the classroom teacher. Special education is the provision of services to students with an identified condition who require specialized instruction and possible accommodations, modifications, and related services to benefit from their education. The 504 and SPED Coordinator of their assigned cohort will assure compliance and appropriate services for all students. The SPED and 504 coordinators will provide guidance and training to faculty and staff to serve students with disabilities during different learning models.

### English Learners

- During all phases, accommodations to support English Learners will be followed by the classroom teacher. English Language Learners (ELL) have a right to a comprehensive educational program with high standards provided by trained and knowledgeable staff.
- Translation services for families will be provided during all phases

### Mental Health Supports

- During all phases, mental health services will be available. Teachers and administration can refer students to the social workers for support.
- Mental services and counseling hotline will be shared with student and families via parent newsletter.

## TRANSPORTATION

IHSNO encourages parents to self-transport their children to and from school. However, we know that many of our students require bus transportation. IHSNO provides transportation and implement additional safety measures.

### In Person Learning

Bus Capacity	100% Capacity. All occupants are strongly encouraged to wear face coverings.
Cleaning	High touch surfaces are cleaned after arrival and dismissal completion.
Seating	Seating charts are encouraged in event of close contact to a positive case of COVID-19 needs to be determined.
Face Coverings	All occupants are encouraged to wear face coverings while riding on school buses
Personal Hygiene	IHSNO will provide face masks for students entering the bus without a mask upon request.
Ventilation	Windows should be open to the maximum extent possible to increase airflow.

- Parents must ensure students arrive at the bus stop on time and without a fever and COVID-19 symptoms.
- Student are encouraged to sanitize their hands upon boarding the bus and wear a face covering while on the bus.
- Windows may be lowered during transport, excluding inclement weather.
- Bus personnel will wear face coverings when transporting students.
- Buses will be cleaned and disinfected.

### Hybrid Learning

Bus Capacity	50% Capacity. All occupants are strongly encouraged to wear face coverings.
Cleaning	High touch surfaces are cleaned after arrival and dismissal completion.
Seating	Seating charts are encouraged in event of close contact to a positive case of COVID-19 needs to be determined.
Face Coverings	All occupants must to wear face coverings while riding on school buses.
Personal Hygiene	IHSNO will provide face masks for students entering the bus without a mask upon request.
Ventilation	Windows should be open to the maximum extent possible to increase airflow.



- Parents must ensure students arrive at the bus stop on time and without a fever and COVID-19 symptoms.
- Student must always sanitize their hands upon boarding the bus and wear a face covering while on the bus.
- Students will maintain social distancing while on the bus to the extent possible. Students from the same household may sit together.
- As bus capacity is limited, it may be necessary for multiple routes for each bus.
- Windows may be lowered during transport, excluding inclement weather.
- Bus personnel will wear face coverings when transporting students. Buses will be cleaned and disinfected.

### Virtual Learning

Bus Capacity	0% Capacity.
Cleaning	Buses will not be in use
Seating	Buses will not be in use
Face Coverings	Buses will not be in use
Personal Hygiene	Buses will not be in use
Ventilation	Buses will not be in use

Busses will not be in service during virtual learning

### FOOD SERVICE

IHSNO will provide food service in all phases. Food will be served with additional precautionary procedures in place.

#### In Person Learning

1. Students and employees must wash hands before and after every meal
2. Classroom may be used for meals as possible.
3. Students may bring food from home.
4. Disposable utensils will be used.
5. Outdoor seating will be used to the extent possible and appropriate.
6. IHSNO will utilize two mealtimes
7. A handwashing station has been installed in the cafeteria.

#### Hybrid Learning

1. Students and employees must wash hands before and after every meal
2. Classroom may be used for meals as possible.
3. Students may bring food from home.
4. Disposable utensils will be used.
5. Outdoor seating will be used to the extent possible and appropriate.



6. IHSNO will utilize two mealtimes
7. If possible, students will eat in static groups during lunch time, with 6 feet distance between each group.
8. A handwashing station has been installed in the cafeteria.

### Virtual Learning

1. Meals will be available daily for pick-up.

## EXTRA-CURRICULAR ACTIVITIES

Many activities may be adjusted based on guidance of Louisiana Department of Education, Louisiana Department of Health, and the Louisiana High School Athletics Association.

### In Person Learning

Physical standards	Static groups are maintained when possible.
Athletics	<p>Athletic activities will follow guidelines and policies set forth by LHSAA.</p> <ul style="list-style-type: none"> <li>• All attendees of indoor athletic events are encouraged to wear face covering.</li> <li>• Outdoor and indoor spectator capacity for LHSAA sanctioned athletics shall be set in accordance with the Louisiana State Marshall’s or City of New Orleans’ guidelines.</li> <li>• All IHSNO athletes are required to be fully vaccinated against COVID -19 for participation in athletics.</li> </ul>
Field Trips	Field trips can occur with recommended masking, cohorting, and transportation requirements. Outdoor field trips should be prioritized, as possible.
After school Tutoring and clubs	Static groups will be maintained when possible. Social distancing will be implemented for groups of changing composition and face masks are required.
Other physical activities	Other physical activities should be conducted outdoors to the extent possible. If all students and staff are vaccinated and participating in weekly COVID-19 testing, the events can occur indoors in accordance with National Federation of State High School Associations.

### Band and Vocal Music:

Band and vocal activities will be conducted as normal.



Field Trips:

Field trips can occur as normal with recommendations for masking.

Athletics

Athletic activities will follow guidelines and policies set forth by LHSAA.

- a) All attendees of indoor athletic events should wear a face covering.
- b) Outdoor and indoor spectator capacity for LHSAA-sanctioned athletics shall be set in accordance with the Louisiana State Marshal’s or the City of New Orleans guidelines.

Hybrid Learning

Physical standards	Static groups are maintained when possible.
Athletics	<p>Athletic activities will follow guidelines and policies set forth by LHSAA.</p> <ul style="list-style-type: none"> <li>• All attendees of indoor athletic events are required to wear face covering at all times</li> <li>• Outdoor and indoor spectator capacity for LHSAA sanctioned athletics shall be set in accordance with the Louisiana State Marshall’s or City of New Orleans’ guidelines.</li> <li>• All IHSNO athletes are required to be fully vaccinated against COVID-19 for participation in athletics.</li> </ul>
Field Trips	<p>Field trips can occur with strict adherence to masking, cohorting, and transportation requirements. Outdoor field trips should be prioritized, as possible.</p> <p>Virtual Field Trips are encouraged when the City of New Orleans and/or the State of Louisiana COVID-19 guidelines dictate safe distancing and regulations that prohibit in-person trips</p>
After school Tutoring and clubs	<p>Static groups will be maintained when possible. Social distancing will be implemented for groups of changing composition and face masks are required.</p> <p>Virtual Tutoring will be offered to all students when COVID-19 guidelines dictate virtual classes or hybrid learning.</p> <p>Virtual Clubs will operate with supplies and equipment necessary for the club meetings to be disseminated to the students by staff.</p>
Other physical activities	Other physical activities should be conducted outdoors to the extent possible. If all students and staff are vaccinated and participating in weekly COVID-19 testing, the events can occur



	indoors in accordance with National Federation of State High School Associations.
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**Band and Vocal Music:**

Band and vocal activities should be conducted outdoors to the extent possible. If all students and staff participating in band or vocal music are either vaccinated or participating in a weekly molecular testing, these activities can occur indoors in accordance with National Federation of State High School Associations and the National Association for Music Education Guidance.

Virtual students will be allowed to practice virtually.

**Field Trips:**

Field trips can occur with strict adherence to masking, cohorting, and transportation requirements. Outdoor field trips should be prioritized, if possible.

Virtual field trips will be made available when possible.

**Athletics**

Athletic activities will follow guidelines and policies set forth by LHSAA.

- a) All attendees of indoor athletic events should wear a face covering.
- b) Outdoor and indoor spectator capacity for LHSAA-sanctioned athletics shall be set in accordance with the Louisiana State Marshal’s or the City of New Orleans guidelines.

**Virtual Learning**

Physical standards	Virtual participation only
Athletics	Athletic activities will follow guidelines and policies set forth by LHSAA.
Field Trips	Virtual Field trips will be prioritized.
After school Tutoring and clubs	Virtual Tutoring will be prioritized. Virtual clubs will be prioritized.
Other physical activities	Virtual activities will be prioritized.

**Band and Vocal Music:**

Band and vocal activities should be conducted outdoors to the extent possible. Virtual practices will be in effect.

**Field Trips:**

Virtual field trips will be prioritized.



## Athletics

Athletic activities will follow guidelines and policies set forth by LHSAA.

## REQUIRED TRAININGS AND POSTINGS

All employees are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

Posters will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices.

## Complaints, Reporting, and Disciplinary Action

All employees and students are expected to adhere to these guidelines, policies, and procedures always. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report employees to Fanny McKenna, [Fanny.McKenna@ihsnola.org](mailto:Fanny.McKenna@ihsnola.org), students need to be corrected at the moment and if it is persistent reported to Pamela Recasner, [pamela.recasner@ihsnola.org](mailto:pamela.recasner@ihsnola.org). If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

In addition, employees and students should continue **immediate mandatory reporting** to [COVID19reporting@ihsnola.org](mailto:COVID19reporting@ihsnola.org) of (1) possible symptoms of COVID-19, (2) confirmed negative or positive test of COVID-19, or (3) exposure to someone whom may have been exposed to a confirmed COVID-19 patient. Quarantine may be required. This reporting policy includes the employee, student, a family member of an employee or student, or anyone that the employee or student has had close contact within a 14-day period.

- Athletic participation will be made following Louisiana High School Athletic Association.
- PE teachers will adhere to all safety precautions
- PE equipment will be cleaned between all transitions

## VENDORS/PARENTS/VISITORS/GUESTS ON SCHOOL CAMPUS

Parents, vendors, visitors, and guests should avoid coming to the school unless it is deemed essential by the School Administration. When approved by the School Administration, vendors, parents, visitors, and guests must wear a face-covering or mask, wash or sanitize their hands upon entering campus, and practice social distancing by remaining at least 6 feet apart from employees and students and remaining in the School Administration approved area. Vendors, parents, visitors, and guests will be given access to hand sanitizer upon entering the campus.



Limit outside vendors entering our space to necessity only, such as FedEx, UPS, and office supply deliveries. Alternative pick-up and drop-off protocols may be utilized.