



LITTLE MIAMI PANTHERS

Return to Learn!

Fall 2020 Re-opening Plans

DISTRICT-LEVEL PLAN

**PLEASE NOTE: ALL PLANS ARE SUBJECT TO CHANGE
DEPENDING ON GUIDANCE FROM STATE AND LOCAL AGENCIES.**

OPTION

1

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY
WITH SAFETY PROTOCOLS
(INCLUDING REMOTE LEARNING IF BUILDINGS
ARE REQUIRED TO CLOSE)

OPTION

2

STUDENTS AT HOME DAILY
INDIVIDUAL ONLINE LEARNING WITH SUPPORT
USING VIRTUAL LEARNING ACADEMY (VLA)

This plan was developed in collaboration with the Warren County Health District and other Warren County school districts.



CLASSROOMS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school• Students with temperatures over 100°F should stay home• Provide a face covering (mask or gaiter) for your student to wear when needed during the school day <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is mandatory when riding a school bus• Wearing a face covering (mask or gaiter) is required when entering, exiting, or moving around the classrooms• Wearing a face covering (mask or gaiter) is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when proper physical distancing cannot be maintained• Wearing a face covering (mask or gaiter) is required when working closely with other students in small groups or lab settings• Maintain maximum physical distance from peers and staff whenever possible• Students in grades 5-12 will have access to cleaning supplies needed to clean their desk and seats at the beginning of each class	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Ensure classroom setup of desks provides physical distancing for students as much as possible• Wear a face covering (mask or gaiter) when working one-on-one with students or when circulating around the room and proper physical distancing cannot be maintained• Ensure students maintain physical distance whenever possible• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office• Eliminate shared classroom materials• Keep the classroom door open to maximize airflow and reduce the number of touches to door handles• Use and provide supplies for students to spray desks, chairs, and any common materials needed from bell to bell <p><u>Custodians</u></p> <ul style="list-style-type: none">• Make sure teachers are provided with all cleaning supplies needed daily• Disinfect classrooms as needed during the day and bathrooms between classes. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure classrooms are physically distanced as much as possible.• Ensure cleaning supplies are readily available for staff and students• Ensure students and staff are following all listed protocols



HALLWAYS/LOCKERS/COMMON AREAS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a face covering (mask or gaiter) for your student to wear when in hallways, at lockers, and in all common areas• Provide your student with a water bottle daily as water fountains will not be available for use <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when at lockers, in hallways, and other common areas• Report immediately to classroom upon arrival to school• Carry a water bottle as water fountains will not be available for use• Follow all signage in the hallways and common areas• When possible, stay to the right when traveling down hallways and using stairs• When standing in hallways, students must practice safe distancing protocols	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating at lockers, in hallways, or other common areas• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office• Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule developed with school administration. This includes, but is not limited to, door handles, handrails, toilets, stalls and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways and common areas• Ensure cleaning supplies are readily available for custodians• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators• Develop and implement locker use schedules for buildings where lockers are issued to students• Implement staggered dismissal times if necessary to maximize physical distancing and student safety



DROPOFF/PICKUP/VISITORS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school• Students with temperatures over 100°F should stay home• Provide a face covering (mask or gaiter) for your student to wear on the bus and while at school• Limit visits to school as much as possible• Conduct a personal health screening prior to coming to the school building and do not enter the building if you are running a fever higher than 100°F or showing other symptoms• Follow posted guidelines and read all signage whenever entering the building• Wearing a face covering (mask or gaiter) is required when in the building <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when entering, exiting, or moving around the building• Report directly to your assigned classroom/area upon arrival to school• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise hallways and common areas to ensure students are reporting immediately to assigned classes and not congregating at lockers, in hallways, or other common areas• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule developed with school administration. This includes, but is not limited to, door handles, handrails, toilets, stalls and sinks.• Ensure designated doors are propped open at arrival and dismissal• Ensure designated doors are closed after arrival and dismissal <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure adequate supervision is available in bus lots, parking lots, and common areas of the building• Ensure proper signage is installed in hallways and common areas• Ensure cleaning supplies are readily available for staff and students• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators• Ensure designated doors are unlocked at arrival and dismissal• Ensure designated doors are locked after arrival and dismissal• Implement staggered dismissal times if necessary to maximize physical distancing and student safety



TRANSPORTATION - OPTION 1

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school
- Students with temperatures over 100°F will stay home
- Provide a face covering (mask or gaiter) for your student to wear on the bus (masks are mandatory on school buses)

Students

- Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building
- Sit two per seat, in some instances three per seat if children are younger and therefore smaller
- Sit in your assigned seat at all times
- A face covering (mask or gaiter) must be worn while riding the bus
- Remain seated, facing forward while riding the bus

Staff Expectations

Drivers/Aides

- Wear a face covering (mask or gaiter) while on the bus
- Provide reminders to students of bus expectations (stay in assigned seat, wearing a face covering (mask or gaiter), seated facing forward)
- Attempt to seat siblings together when possible
- Seating charts are mandatory to assist with contact tracing if necessary
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- Disinfect buses after A.M route, mid-day route and P.M. route

Administration

- Monitor drop off and dismissal to ensure students are following safe distancing protocols
- Provide consequences, including loss of privilege to ride the bus to those who violate rules and protocols



MEETINGS/CONFERENCES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform• In person meetings should follow appropriate physical distancing protocols and it is required that a face covering (mask or gaiter) be worn when in the school building• Conduct a personal health screening prior to coming to the school building. Do not come to the building if you are running a fever higher than 100°F or showing other symptoms <p><u>Students</u></p> <ul style="list-style-type: none">• Participate in meetings as requested by parents/caregivers or school staff• Follow physical distancing protocols• Wearing a face covering (mask or gaiter) is required when entering the meeting, at the meeting, exiting the meeting, or when moving around the building to attend the meeting	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Follow parent requests for in person, phone, or virtual meetings• Wear a face covering (mask or gaiter) for in-person meetings <p><u>Custodians</u></p> <ul style="list-style-type: none">• Provide materials for cleaning and disinfecting to take place before and after meetings <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide parents/caregivers with options for in person, phone, or video conferencing• Ensure physical distancing protocols are followed as much as possible when in-person meetings are held• Ensure physical space used for meetings meets physical distancing protocols as much as possible



HEALTH SERVICES - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F will stay home• Provide a face covering (mask or gaiter) for your student to wear on the bus and while at school• Ensure contact information is up to date in the Registration Gateway system in the event the school needs to contact home• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms <p><u>Students</u></p> <ul style="list-style-type: none">• Use designated entrances and exits to the office• Follow physical distancing protocols as much as possible when in the office• Wearing a face covering (mask or gaiter) is required when in or moving around the clinic and/or office• Wearing a face covering (mask or gaiter) is required if a student is determined to have a fever or other symptoms	<p><u>Nurses</u></p> <ul style="list-style-type: none">• Wear a face covering (mask or gaiter) when working individually with students• Ensure the workspace is kept clean and sanitized• Ensure physical distancing protocols are followed as much as possible• Isolate students who are showing symptoms to a separate area away from other students already in the clinic• Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms• Ensure doors to the clinic are open as much as possible to minimize use of door handles and to ensure maximum air flow to the area <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect clinic based on schedule developed with school administration. This includes, but is not limited to, door handles, countertops, seating areas, restrooms, etc.)• Disinfect the isolation area after students who utilize the area have left the building <p><u>Administration</u></p> <ul style="list-style-type: none">• Install barriers as needed to protect employees working in the nurse's office• Ensure proper signage is installed• Ensure regular cleaning and disinfecting takes place in the office area• Ensure seating areas are properly physically distanced• Ensure the student isolation area is properly supervised when in use



RESTROOMS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a face covering (mask or gaiter) for your student to wear in hallways and in restrooms <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required in hallways and in restrooms• Follow all signage in the hallways, common areas and restrooms• When possible, stay to the right when traveling down hallways to get to restrooms• If all restroom stalls are in use, students should wait in line outside the restroom entrance following physical distancing protocols• Students should not be congregating in the bathroom for any reason	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Assist in supervision of restrooms, hallways, and common areas between classes• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect restrooms based on schedule developed with administration. This includes, but is not limited to, door handles, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways, common areas, and restrooms• Ensure cleaning supplies are readily available• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators• Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing



LUNCHES AND CAFETERIA - OPTION 1

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a face covering (mask or gaiter) for your student to wear while at school
- Limit visits to school as much as possible including visits to drop off forgotten items.
- No-contact online payments for lunch accounts are strongly encouraged. Checks given to teacher/office are also preferred. Cash or checks paid in line require close contact with students.

Students

- Students will wash/sanitize hands before entering serving area.
- When possible, stay to the right when traveling down hallways
- Wearing a face covering (mask or gaiter) is required when in line or moving around the cafeteria
- Sit in designated seats
- Follow guidelines for restroom use during lunch periods
- If bringing a packed lunch, report immediately to designated seating area
- Follow physical distancing protocols as much as possible when in line and in the serving areas

Staff Expectations

Teachers/Assistants

- Supervise designated eating areas to ensure students are properly physically distanced as much as possible
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office
- Wear a face covering (mask or gaiter) when circulating around designated eating areas
- Monitor bathroom use during lunch time
- Use staggered dismissal to ensure physical distancing at the end of lunch
- Disinfect all table tops and seats before and after each lunch
- Elementary-level students purchasing lunch should be lined up by class in alphabetical order.

Custodians

- Disinfect all table tops and seats before and after each lunch
- Disinfect restrooms and common spaces between lunches (this includes but is not limited to door handles, handrails, toilets, stalls, and sinks)

Cafeteria Staff

- Wear masks while serving food
- Clean and disinfect serving areas and tables before and after lunches
- Serve all food to students where a common utensil must be used.
- Elementary-level staff will pack breakfast meals with the proper meal components

Administration

- Ensure proper signage is installed in designated eating areas
- Ensure enough seating is provided to ensure proper physical distancing
- Add additional seating on stage, outside and in other areas to provide proper physical distancing
- Ensure cleaning supplies are readily available
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators
- Implement staggered dismissal times to maximize physical distancing and student safety



OFFICE - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a personal health screening prior to coming to the school building. Do not come to the building if you are running a fever higher than 100°F or showing other symptoms• Wearing a face covering (mask or gaiter) is required when in the building• Required in-person office visits should follow appropriate physical distancing protocols as much as possible <p><u>Students</u></p> <ul style="list-style-type: none">• Use designated entrances and exits to the office• Following physical distancing protocols as much as possible when in the office• Wearing a face covering (mask or gaiter) is required in the building	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Wearing a face covering (mask or gaiter) is required when moving around the office area.• Follow physical distancing protocols as much as possible <p><u>Office Staff</u></p> <ul style="list-style-type: none">• Monitor and control the number of people in the office at any one time• Ensure physical distancing protocols are followed as much as possible <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect office based on schedule developed with administration. This includes, but is not limited to, door handles, countertops, seating areas, restrooms, etc. <p><u>Administration</u></p> <ul style="list-style-type: none">• Install barriers to protect employees working in the main office as needed• Ensure proper signage is installed in the office and leading into the office• Ensure regular cleaning and disinfecting takes place in the office area• Ensure seating areas are properly physically distanced as much as possible



REMOTE LEARNING - OPTION 1

IF STATE AND LOCAL REGULATIONS REQUIRE A SCHOOL CLOSURE, THE DISTRICT WILL SHIFT INTO REMOTE LEARNING.

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Monitor student progress on all coursework using Schoology• Developing a “school schedule” is recommended to keep routines in place for students while working from home• Communicate questions and concerns immediately to staff through email <p><u>Students</u></p> <ul style="list-style-type: none">• Following a regular “school schedule” is recommended to help keep routines in place while working from home• Communicate questions and concerns immediately to teachers through email or Schoology• Participate in virtual sessions with teachers as scheduled• Watch lessons provided by teachers• Complete and turn in assignments on time	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Create lessons that are engaging for students using a variety of strategies• Be available for office hours as needed• Use Schoology as the platform for all assignments, links to resources, etc.• Grade work in a timely manner and provide feedback to students on assignments <p><u>Technology Department</u></p> <ul style="list-style-type: none">• Provide help desk assistance when technology issues occur• Ensure each student has a device and Internet access at home <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure each student has a device and internet access at home• Monitor and assist teachers in the delivery of content for students• Implement appropriate grading procedures and work from home guidelines for teachers



IN CASE OF ILLNESS

When a student has been diagnosed as positive with COVID-19

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Contact the building attendance line if your student has a positive test for COVID-19. • A 10-day quarantine is required of any student who tests positive with COVID-19 • A 10-day quarantine is required for anyone who is determined to have “exposure” as determined by the Warren County Health Department <p><u>Students</u></p> <ul style="list-style-type: none"> • Email or Schoology message teachers to let them know you will be working from home due to a positive test for COVID-19 • Access all assignments for your classes using Schoology • Complete as many assignments as possible while at home • Meet with teachers upon return to school to create a plan to get caught up 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Create lessons that are engaging for students using a variety of strategies • Be available through email and/or Schoology messenger as needed • Use Schoology as the platform for all assignments, links to resources, etc. • Grade work in a timely manner and provide feedback to students on assignments <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Provide help desk assistance when technology issues occur • Ensure each student has a device and Internet access at home <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure each student has a device and Internet access at home • Monitor and assist teachers in the delivery of content for students

When a staff member has been diagnosed as positive with COVID-19

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • District follow guidance of Warren County Health Department on informing parents of a confirmed case of COVID-19 • District will work with the Warren County Health Department for social tracing • A substitute teacher will be provided if the staff member is a teacher. <p><u>Students</u></p> <ul style="list-style-type: none"> • Complete work as assigned by the teacher and/or substitute teacher • Use Schoology for all assignments 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • A 14-day quarantine will be required for a staff member testing positive for COVID-19 • A 14 day quarantine will be required for a staff member determined to have “exposure” as determined by the Warren County Health Department • Provide lessons and work on Schoology as you are able to do so <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Provide help desk assistance when technology issues occur <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure each teacher has a device and ability to access email and Schoology • Monitor and assist teachers in the delivery of content for students



REMOTE LEARNING THROUGH VLA - OPTION 2

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Monitor student progress on coursework
- Developing a “school schedule” is recommended to keep routines in place for students while working from home
- Communicate questions and concerns immediately to virtual staff
- Monitor and support student progress through VLA with parent/caregiver access to the online platform and progress information

Students

- Students participating in this option will not be in the building and will be using VLA, an online curriculum and platform designed by an outside company that specializes in virtual learning at home.
- The online platform will not match the same pacing or activities that are delivered in the school building, but will meet the same academic standards
- Students will earn grades for each class
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies)
- Students may have limited access to special area courses and elective courses
- Students may not have access to their full schedule as planned this past spring.
- Communicate questions and concerns immediately to teachers assigned to the virtual program
- Students and VLA teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other
- If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the VLA curriculum and platform.
- Students may continue to participate in after-school and extra-curricular activities at the school building

Staff Expectations

Teachers/Assistants

- Teachers in the VLA program will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments
- Students and VLA teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other
- Teachers will be available for office hours.
- Teachers will grade work in a timely manner

Technology Department

- The district will provide a device for each student to use at home
- The district will provide help desk assistance when technology issues occur with the school issued device

Administration

- Ensure each student has a device at home
- Assist families in getting started using the VLA program