



**LITTLE MIAMI PANTHERS**

***Return to Learn!***

Fall 2020 Re-opening Plans

## LITTLE MIAMI JR. HIGH SCHOOL 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><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to school</li><li>• Students with temperatures over 100°F should stay home</li><li>• Provide a face covering (mask or gaiter) for your student to wear when needed during the school day</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering (mask or gaiter) is required when entering, exiting, or moving around the classrooms</li><li>• 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</li><li>• Wearing a face covering (mask or gaiter) is required when working closely with other students in small groups or lab settings</li><li>• Maintain maximum physical distance from peers and staff whenever possible</li><li>• Students will have access to cleaning supplies needed to clean their own desk and seat at the beginning of each class</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Ensure classroom setup of desks provides physical distancing for students as much as possible</li><li>• 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</li><li>• Ensure students maintain physical distance whenever possible</li><li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office</li><li>• Eliminate shared classroom materials</li><li>• Keep the classroom door open to maximize airflow and reduce the number of touches to door handles</li><li>• Use and provide supplies for students to spray desks, chairs, and any common materials needed from bell to bell</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Make sure teachers are provided with all cleaning supplies needed daily</li><li>• Disinfect classrooms as needed during the day and bathrooms between classes.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Ensure classrooms are physically distanced as much as possible.</li><li>• Ensure cleaning supplies are readily available for staff and students</li><li>• Make sure students and staff are following all listed protocols as much as possible</li></ul>



# HALLWAYS/LOCKERS/COMMON AREAS - OPTION 1

## Student and Parent/Caregiver Expectations

### Parents/Caregivers

- 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
- Water bottles should not be shared

### Students

- Wearing a face covering (mask or gaiter) is required when at lockers, in hallways, and other common areas
- Report immediately to your locker and then classroom upon arrival to school
- Access assigned lockers only as needed
- Follow safe physical distancing protocols at lockers and in hallways
- Carry a water bottle as water fountains will not be available for use
- Water bottles should not be shared
- 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

## Staff Expectations

### Teachers/Assistants

- 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 locker use to minimize congestion in locker bays and in hallways and help students maintain safe distancing protocols

### Custodians

- 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.

### Administration

- Ensure proper signage is installed in hallways and common areas
- Ensure cleaning supplies are readily available for staff members and students
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators
- Provide and monitor locker use to minimize congestion at the lockers during arrival and dismissal and in between classes
- When monitoring the hallways, ensure students are maintaining safe distancing protocols



# DROPOFF/PICKUP/VISITORS - OPTION 1

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to school</li><li>• Students with temperatures over 100°F should stay home</li><li>• Provide a face covering (mask or gaiter) for your student to wear on the bus and while at school</li><li>• Limit visits to school as much as possible</li><li>• 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</li><li>• Important forgotten items for students will be dropped off in the office and placed on a table</li><li>• Parents will text student to come pick up items from the office</li><li>• Follow posted guidelines and read all signage whenever entering the building</li><li>• Wearing a face covering (mask or gaiter) is required when in the building</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering (mask or gaiter) is required when entering, exiting, or moving around the building</li><li>• Report directly to your assigned classroom/area upon arrival to school</li><li>• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• 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</li><li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• 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.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Ensure adequate supervision is available in bus lots, parking lots, and common areas of the building</li><li>• Ensure proper signage is installed in hallways and common areas</li><li>• Ensure cleaning supplies are readily available for staff and students</li><li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators</li><li>• Ensure designated doors are propped open at arrival and dismissal</li><li>• Ensure designated doors are locked after arrival and dismissal</li></ul>



# ARRIVAL AND DISMISSAL - OPTION 1

## Student and Parent/Caregiver Expectations

### Students and Parents/Caregivers

- Wearing a face covering (mask or gaiter) is required for entering and exiting the building
- All car riders will enter and exit through the front entrance door A1
- Car riders that arrive between 7:30 and 7:40 will go to the cafeteria.
- At 7:40 car riders will be allowed to use their lockers and report straight to first period. Students are not to loiter in the hallways.
- All bus riders will enter and exit the building through doors B6, C10, D11 or D12
- Bus dismissal is at 7:50. At this time bus riders will be allowed to use their lockers and report straight to first period. Students are not to loiter in the hallways.
- First period begins at 8:00.

## Staff Expectations

### Teaching Staff

- Teaching staff will enter and exit the building through door A1

### Custodians

- Disinfect common areas before and after school. This includes but is not limited to doors, door handles, handrails, etc.

### 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
- Ensure designated doors are unlocked at arrival and dismissal
- Ensure designated doors are locked after arrival and dismissal



# MEETINGS/CONFERENCES - OPTION 1

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



# HEALTH SERVICES - OPTION 1

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



# RESTROOMS - OPTION 1

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





# 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.
- Important forgotten items should be dropped off in the office and placed on the “Drop-off Table” provide
- Parents should text student to come retrieve items from the office
- 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

- 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 such as waiting in line outside of the bathroom when all stalls are in use
- Follow physical distancing protocols as much as possible when in line and in the serving areas
- Students should not cluster with peers during lunch time
- Addition of one lunch period 12:40-1:10 p.m. to enable increased physical distancing
- No change will be given during lunch or breakfast. Change will be credited to student account.
- All condiments will be served in packets
- Barcode scanner will be implemented. Cards with lanyards will be supplied to each student. Students will be responsible for maintaining possession of their cards
- No change will be given for breakfast. Change amount will be credited to student account.

## 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, dismissing individual tables, to ensure physical distancing at the end of lunch
- Disinfect all table tops and seats before and after each lunch

### 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 that require the use of a common utensil.

### Administration

- Ensure proper signage is installed in designated eating areas
- Ensure enough seating is provided to ensure proper physical distancing
- Adjust from 2 to 3 lunch periods limiting capacity to allow proper physical distancing as much as possible
- Ensure cleaning supplies are readily available for custodians
- 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><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a personal health screening prior to coming to the school building.</li><li>• Do not come to the building if you are running a fever higher than 100°F or showing other symptoms</li><li>• Wearing a face covering (mask or gaiter) is required when in the building</li><li>• Required in-person office visits should follow appropriate physical distancing protocols as much as possible</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Use designated entrances and exits to the office</li><li>• From the outside, enter office through the front and side doors and exit through the octagon and out the main entrance door</li><li>• From the inside, enter office through the guidance office door and exit through the octagon</li><li>• Following physical distancing protocols as much as possible when in the office</li><li>• Wearing a face covering (mask or gaiter) is required in the building</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Wearing a face covering (mask or gaiter) is required when moving around the office area.</li><li>• Follow physical distancing protocols as much as possible</li></ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"><li>• Monitor and control the number of people in the office at any one time</li><li>• Ensure physical distancing protocols are followed as much as possible</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>• Disinfect office based on schedule developed with administration. This includes, but is not limited to, door handles, countertops, seating areas, restrooms, etc.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Install barriers to protect employees working in the main office as needed</li><li>• Ensure proper signage is installed in the office and leading into the office</li><li>• Ensure regular cleaning and disinfecting takes place in the office area</li><li>• Ensure seating areas are properly physically distanced as much as possible</li></ul>

