



Elmwood Local Schools

Fall 2020 Return to School Plan

(Due to Covid-19 Concerns)

Last updated: July 22, 2020

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*** Levels will be determined for each building, not at a district level. In other words, there are times that each building could be at a different level. Changing between levels will happen with advice from the Wood County Health Department, the Governor's Office, and number of local cases. These are NOT the same as the Governor's County designation system.**

Creation of this document was completed by gathering input from the community and employees across all levels of the Elmwood local school district.

INITIAL THOUGHTS

General principles that will guide the District as we move forward with re-opening of schools in the fall

1. We will be transparent with all stakeholders that some level of risk will always be present when children and district employees occupy our facilities. The district will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being a public place has a certain level of risk that cannot be eliminated.
2. We will implement recommended safety protocols to the highest degree possible. Social Distancing will be encouraged whenever possible.
3. This back to school plan covers all grade levels, but it is understood that preschool may change items to account for developmental ability of the children and the unique set of laws that governs this program.
4. Face coverings/Masks/Shields:
 - a. Staff members are required to wear masks in all areas of the building, per the Governor's orders. When in their room and alone, coverings may be removed.
 - b. Face coverings for students are required when in hallways, common areas, and any time students cannot maintain the social distancing of at least 6 feet.
 - c. Face coverings during classroom instruction for all students is required in most cases (exceptions for medical conditions where a physician deems a student unable to wear a face covering). Teachers will work with students to take appropriate face mask breaks while in their classroom as lessons and classroom setup allows. It is understood that students in Preschool through grade 2 may have difficulties with this, and teachers will encourage and work with these students as appropriate towards meeting this requirement.
 - d. While on school transportation, face coverings are required.
 - e. While in the cafeteria, students will wear masks in all areas except when they are seated and eating.
 - f. The school nurse, who will care for students with symptoms, must wear appropriate PPE.
 - g. All visitors are required to wear a mask while in the building.
5. We will work closely with the Wood County Department of Health Department to promote safety in all

school settings.

6. Daily Health Assessments:

- a. We ask that all students, parents, and staff vigilantly assess for symptoms prior to leaving home each morning. Students and staff will need to take their own temperature before reporting to school and stay home if their temperature is above 100°F or if experiencing other symptoms.
 - b. We may randomly check students' temperatures throughout the day.
 - c. Additional health monitoring at school may occur due to an increased risk of COVID-19 in our community.
 - d. Students and staff who exhibit symptoms during the school day will be sent to the nurse for an assessment.
 - e. Staff dealing with a student exhibiting symptoms will wear appropriate PPE.
 - f. Areas that were occupied by a person exhibiting symptoms will be sanitized immediately.
 - g. Parents must immediately come and get their child when the nurse calls that the child is not feeling well or has COVID-19 symptoms.
7. We will work to maintain our previously approved school calendar. The only exception to this is that we may move the start date back one week allowing staff to prepare the building and their classrooms for the school year. This decision will be made soon.
8. We recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.
9. Students are encouraged to sanitize/wash their hands before and after each class, before and after eating, and after using the restroom. Teachers will work with students on the process of proper hand washing as needed at any given developmental level.
10. Students are encouraged to bring their own water bottle. The filling stations will be open, but the drinking fountains will be turned off.

11. When school starts, we will not be using lockers for the middle and high school. We are asking students to carry a small backpack with only their needed items.

12. Recess:

- a. We will make every effort to maintain consistency with other safety procedures.
- b. We may limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- c. We will work towards “structured” recess activities to limit physical contact among students.
- d. Students must sanitize/wash hands after recess.

13. Transportation:

- a. We will allow two students per seat, and in some instances, three will be allowed if children are younger and therefore smaller.
- b. We will attempt to seat siblings together.
- c. Students are to remain in their seats and face forward.
- d. The seat behind the driver will remain empty to give the driver a bigger area for their protection.
- e. Seating charts are required to assist with contact tracing if needed.
- f. We are asking parents to provide their own transportation if possible, to reduce the number of riders at any given time.
- g. While on school transportation, face coverings are required.
- h. Some services we offered in past years, not required by law, may not be offered this year to assist in social distancing on the buses.

14. Food Service:

- a. We will offer our normal food service program.
- b. We will work to reduce seating occupancy whenever we can to achieve social distancing.
- c. We will increase the sanitization of the cafeteria during meal serving times.
- d. Students will be given assigned seats which will lessen the mixing of students and grade levels.

15. Classroom based field trips will not take place until further notice.
16. Large assemblies will not be used until further notice.
17. In general, visitors are discouraged from being in the school facilities. However, there are different types of visitors that may be necessary to the running of our buildings and achievement of our academic goals. Safety protocols, such as taking temperatures, will be implemented for all visitors if allowed in the building. Visitors will be required to wear masks and answer health protocol questions while in the building.
18. Measures will be taken to prevent students from congregating before and after school.
19. With the fluidity of our situation, we are encouraging families to be aware that changing between Green, Yellow, and Red levels will likely happen. As much as our goal is to stay on green, we need to realistically understand that we may be asked to change to another level and that may be out of our control. We urge you to be proactive now by making arrangements and plans for your family. Talk as a family and make a plan that would work for you at each level so you can easily transition between levels if it is necessary.
20. Students health issues not diagnosed as COVID-19
 - A student must be fever free without medication for 24 hours before returning to school, and free of any of the known COVID-19 symptoms.
 - Upon returning to school, the student must report to the school nurse/office for a temperature check.
21. Staff health issues not diagnosed as COVID-19
 - A staff member must be fever free without medication for 24 hours before returning to school, and free of any of the known COVID-19 symptoms.
22. Students with COVID-19

- School will work with Wood County Health Department for appropriate release of information upon a positive case to the staff and community.
- A 14-day quarantine will be required for any student who tests positive for COVID-19 and others who were exposed as determined by the Wood County Health Department contact tracing protocol.
- School will have an isolation room to be used for students exhibiting symptoms until they can be picked-up by a parent. It is important parents pick up a sick child immediately when the school calls.

23. Staff with COVID-19

- A staff member diagnosed with COVID-19 must quarantine at home.
- The staff member must be prepared for a sub (lesson plans, assessments, etc.)
- School will work with Wood County Health Department for appropriate release of information upon a positive case to the staff and community.
- In addition, the Wood County Health Department will determine who else needs quarantined based on their contact tracing protocol.

LEVEL GREEN

All Students in session daily at our building with added safety protocols

Classrooms

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.• Parents are required to provide a mask or face shield for their student to wear. <p><u>Students</u></p> <ul style="list-style-type: none">• Face coverings are required. See general information section for details.• Maintain maximum physical distance from peers whenever possible. <p><u>Building notes</u></p> <ul style="list-style-type: none">• Physical distancing guidelines will be followed to the extent possible. In classrooms, the goal is to have at least 3' between desks.• When weather permits, PE will be encouraged to hold the class outside.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Ensure classroom setup of desks provides physical distancing for students to the extent possible.• Staff will wear a mask or face shield as previously noted.• Ensure students maintain physical distance whenever possible.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Reduce shared classroom materials as much as possible.• Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.• Use supplies provided to spray/wipe down desks, chairs, and any common materials needed before new students' transition into the room/work space if possible. The teacher will be given disposable gloves to assist in this cleanup procedure. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.• Disinfect classrooms on a routine schedule. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure classrooms are physically distanced.• Ensure classrooms are disinfected on a routine schedule.• Ensure supplies are readily available for custodians and teaching staff.• Provide PD on the proper use of PPE use, sanitation, and other needs.

Hallways, Recess, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide your student with a water bottle daily as water fountains will not be available for use. Students will be allowed to fill up their water bottles at school using our filling stations. <p><u>Students</u></p> <ul style="list-style-type: none">• Face coverings are required. See general information section for details.• Report immediately to your assigned area/classroom and avoid congregating in hallways and/or common areas before, after, and during school hours.• Carry a water bottle to fill up.• Follow all signage in the hallways and common areas.• When possible, stay to the right when traveling down hallways.• Lockers may not be used to start the year. When used, the use will be on a limited basis. <p><u>Building notes</u></p> <ul style="list-style-type: none">• When standing in the hallway or playground, ensure students are maintaining safe social distance.	<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.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Supervise implementation of locker guidelines to minimize congestion in hallways if allowed at a later date. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule provided by 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 to eliminate excessive touching. Ensure they are relocked afterwards. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways and common areas.• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.

Health Services

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 bus stop/school. Students with temperatures over 100°F should stay home.• Parents are required to provide a mask or face shield for their student to wear.• Ensure contact information is up to date in the event the nurse needs to contact home. This is done through Final Forms.• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.• Immediately, after school contact is made, pick up ill or symptomatic students. <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 mask or face shield is required when in or moving around the clinic.	<p><u>Nurse</u></p> <ul style="list-style-type: none">• Wear a mask or face shield throughout the day.• Ensure the workspace is kept clean and sanitized.• Ensure physical distancing protocols are followed whenever 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 the exposure to a student exhibiting symptoms. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect clinic based on schedule provided by 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. <p><u>Administration</u></p> <ul style="list-style-type: none">• 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.

Transportation

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 bus stop/school. Students with temperatures over 100°F should stay home.• Parents are required to provide a mask or face shield for their student to wear.• Help students keep socially distance at bus stops. <p><u>Students</u></p> <ul style="list-style-type: none">• When possible, social distance yourself at the bus stops.• Face coverings are encouraged at the bus stop.• Sit in assigned seats as directed by the driver.	<p><u>Bus Drivers</u></p> <ul style="list-style-type: none">• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Wear a mask or face shield.• Clean and disinfect the high touch areas as needed.• Clean and disinfect the bus between routes. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure supplies are readily available for drivers.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.• Implement staggered dismissal times if necessary, to maximize physical distancing and student safety when moving to and from buses.

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Students</u></p> <ul style="list-style-type: none"> • When possible, stay to the right when traveling down hallways. • Face coverings are 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 your designated seating area. • Follow physical distancing guidelines as much as possible when in line and in the serving areas. <p><u>Building notes:</u></p> <ul style="list-style-type: none"> • No restaurant food will be permitted to be brought in by parents. This does not include packed lunches. • A plan will be developed to open up additional areas so students can be socially distanced easier. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Supervise designated eating areas to ensure students are properly physically distanced. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Wear a mask or face shield. • Monitor bathroom use during lunchtime. • Use staggered dismissal to ensure physical distancing at the end of lunch. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect all tabletops 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. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> • Wear masks or face shields. • No self-serve food will be used. • Clean and disinfect serving areas and tables between lunches. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure proper signage installed in designated eating areas. • Ensure enough seating is provided to ensure proper physical distancing can be practiced. • Add additional seating areas as needed. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Implement staggered dismissal times if necessary, to maximize physical distancing and student safety.

LEVEL YELLOW	Hybrid Plan-Half students in the building/half online
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- Students will be divided into two groups. One group will attend Tuesday and Wednesday. The other group will attend Thursday and Friday.
- The method to divide students into two equal groups is based on a plan to be released closer to the start of school. Households will not be split-up and will be on the same day of the week regardless of their grade levels.
- When students are not physically in the building, they will receive online lessons through Google Classroom.
- When students are physically in the building, all guidelines of the green level will be followed.
- Teachers and aides will work from their rooms all 5 days of the week.
- The hybrid model allows for a smaller number of students to be in school and transported on a daily basis. This enhances social distancing by default.
- Monday, all students are remote with online lessons. Teachers will be able to answer student questions, collaborate with other staff, receive professional development, and potentially work with a small group of students to provide intense interventions in the building (no transportation provided).

LEVEL RED

Remote learning via Google Classroom —All students remain home when the District is required to close the building/campus for extended periods of time

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 staff.
- Parents are expected to respond to school communication within 24 hours. After this window, the teaching staff will move on to new material and the student may fall further behind.

Students

- Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.
- Watch lessons provided by teachers and complete assignments according to timelines.
- Check email daily. Students are expected to respond to school communications within 24 hours. After this window, the teaching staff will move on and the student may fall further behind.

Staff Expectations

Teachers/Assistants

- Staff will be in the building all 5 days for better access to curriculum needs.
- Create lessons that are engaging for students using a variety of strategies.
- Be in the building each day as allowed. Teach, record, and post in-depth lessons for students.
- Be available for office hours from 8 AM to 3 PM for HS/MS and 8:30 AM to 3:30 PM for the Elementary.
- Use Google Classroom as the platform for communicating/distributing all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments.
- Teachers will use a normal grading scale during this time.
- Teachers will respond to parents within 24 hours as a way to achieve open communication from both sides. Teachers are not required to respond on weekends, holidays, or outside of school hours as noted above.
- Provide a weekly class video conference with students.

Technology Department

- Provide help desk assistance when technology issues occur.

Administration

- Ensure each student has access to a device at home and reliable internet access.
- Provide a weekly staff meeting to offer guidance and updates.

ALTERNATIVE OPTION	Full online paced curriculum Royal Academy—Grades 6 -12th To be determined—Grades K – 5th
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INDIVIDUAL ONLINE LEARNING WITH SUPPORT USING Royal Academy and To Be Determined.

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • 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 the instructional coordinator. • Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information. • Parents understand that they are enrolling their child in the program for the semester. Students will not be allowed to go between the alternative option and traditional schooling mid-semester. • Understand that this is a program we purchase from a vendor. They supply the teaching staff. The curriculum is not taught by Elmwood teaching staff. 	<p><u>Instructional Coordinators</u></p> <ul style="list-style-type: none"> • Coordinator will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments. • The Instructional Coordinator is the contact person for any child enrolled under this plan. You can call the normal school number.

Students

- This option is different from what students experienced during remote learning last spring.
- Students participating in this option will be using Royal Academy, an online curriculum and platform that specializes in virtual learning.
- **Students will not come to a school building for instruction and will not be in the same classes or have the same teachers as students participating in the options outlined earlier in this plan.**
- It is recommended students follow a schedule to complete online learning, assignments, and assessments.
- The online curriculum will meet the same standards as our Elmwood Schools curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings.
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies)
- Communicate questions and concerns immediately to the instructional coordinator.
- Students will earn traditional grades (A,B, C, D, F) for their work.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform until the end of the semester at which time you may opt to return to our more traditional schooling options previously outlined.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities.

Technology Department

- The district will provide help desk assistance when technology issues occur.

Administration

- Ensure each student has a device at home.