



HIGHLAND LOCAL SCHOOLS

Fall 2020 Reopening Plans

Last updated: July 22, 2020

OPTION 1

**STUDENTS IN-PERSON AND IN-BUILDINGS DAILY
WITH SAFETY PROTOCOLS
(INCLUDING REMOTE LEARNING IF
THE DISTRICT IS REQUIRED TO CLOSE)**

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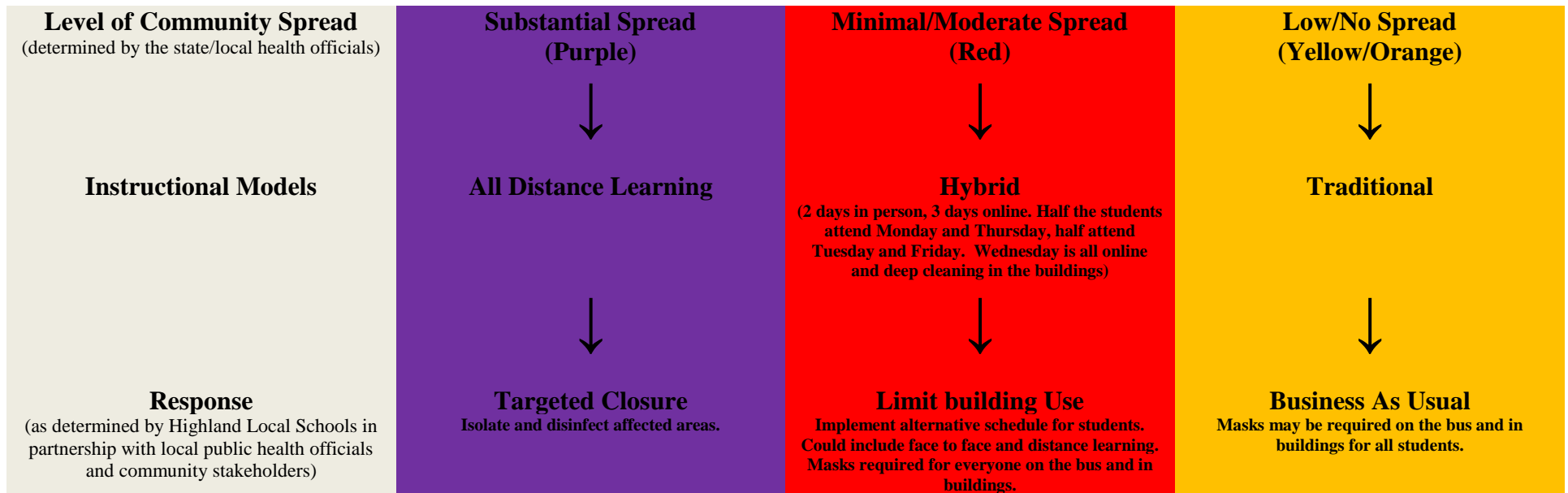
OPTION 2

**STUDENTS AT HOME DAILY FOR
INDIVIDUAL ONLINE LEARNING**

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This plan was developed in collaboration with the Morrow County Health Department.

Morrow County Health Status



Highland Local Schools Decision Tree

Highland's Return to School Plan provides a flexible framework to address potential challenges that may develop throughout the 2020-2021 school year. Instead of a one-size fits all approach, the decision tree provides three instructional models that HLSD can deploy to ensure the continued success and safety of students and staff members. The situation is fluid so some requirements may change throughout the course of the year. Masks for all students and staff may be required for specific buildings or district wide depending on circumstances.

Hybrid Instructional Model

Students will be separated based on the first letter of the last name to ensure half the students are in attendance each day. Students with different last names, but living in the same home, will be grouped together. Parents will be notified in early August of which group their student will be grouped in. Group 1 will attend on Mondays and Thursdays. Group 2 will attend on Tuesdays and Fridays. The other days are remote learning days with online assignments.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH 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.● Provide a mask or face shield for your student to wear when needed. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a mask or face shield is strongly recommended when inside a school building.● Maintain maximum physical distance from peers whenever possible.	<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 mask or face shield when others are in the room.● 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 supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room, <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 during teacher plan, during lunch, and after school. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure classroom seats are physically distanced as reasonably possible.● Ensure classrooms are disinfected between classes, during plan, lunch, and after school.● Ensure supplies are readily available for custodians and teaching staff.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Recommend providing your student with a clear water bottle daily to limit the use of water fountains. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask or face shield is strongly recommended when in hallways or at lockers. ● Report immediately to your designated area upon arrival to school. ● Follow all signage in the hallways and common areas. ● When possible, stay to the right when traveling down hallways and using stairs. <p><u>Building differences as noted</u></p> <p><u>Elementary School</u></p> <ul style="list-style-type: none"> ● Access assigned cubbies only during scheduled time provided by the classroom teacher. ● When standing in the cafeteria, students must stand on markings/dots on the floor to ensure safe social distancing. ● Locker use will be directed by the teacher. <p><u>Middle School</u></p> <ul style="list-style-type: none"> ● Locker use will be upon arrival, during class with teacher permission, before/after lunch, and at the end of the school day. <p><u>High School</u></p> <ul style="list-style-type: none"> ● Locker use will be upon arrival, during class with teacher permission, before/after lunch, and at the end of the school day. 	<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 in hallways or common areas. ● 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 provided by 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 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.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Drop off, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Limit visits to school as much as possible. ● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms ● Follow posted guidelines and read all signage whenever entering the building. ● Wearing a mask or face shield is strongly recommended when entering the building. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask or face shield is recommended 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 class and not congregating in hallways or common areas. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● 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 on bus lots, in parking lots, and in common areas of the building. ● Ensure designated doors are propped open at arrival and dismissal. ● Ensure designated doors are closed after arrival and dismissal. ● Eliminate parent and community volunteers to ensure safety and health of students and staff. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

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 school. Students with temperatures over 100°F should stay home. ● Strongly recommend providing a mask or face shield for your student to wear on the bus and while at school when needed. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Maintain appropriate physical distances while at the bus stop, on the bus, and while entering the building. ● Sit in your assigned seat. ● Strongly recommend wearing a mask or face shield while riding the bus. ● Remain seated, facing forward while riding the bus. 	<p><u>Drivers</u></p> <ul style="list-style-type: none"> ● Wear a mask or face shield while students are on the bus. ● Provide reminders to students of bus expectations. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Ensure the bus is disinfected following each route. <p><u>School/District Administration</u></p> <ul style="list-style-type: none"> ● Reduce the number of transfers and overall time on buses for students. ● Monitor drop off and dismissal to ensure students do not congregate in groups. ● Provide consequences, including loss of privilege to ride the bus to those who violate rules.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • All meetings will be virtual unless in person is necessary. A mask may be required. • Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° 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 mask or face shield is strongly recommended when entering 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"> • When possible, attend meetings from the classroom using video conferencing. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Hold all staff meetings virtually when possible. • Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. • Ensure physical space used for meetings allows for distancing guidelines

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Ensure contact information is up to date in the event the nurse 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. • Following physical distancing protocols as much as possible when in office. • Wearing a mask or face shield is strongly recommended when in or moving around the clinic. • Wearing a mask or face shield is required if a student is determined to have a fever or other symptoms in the clinic. 	<p><u>Nurse</u></p> <ul style="list-style-type: none"> • Designate an ICU area for students or staff showing symptoms during the school 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 a student entering who is exhibiting symptoms. • Ensure doors to the clinic are open 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 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 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.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Students</u></p> <ul style="list-style-type: none"> Wearing a mask or face shield is recommended when 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. Do not congregate in the restroom. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Assist in supervision of restrooms, hallways, and common areas between classes. <p><u>Custodians</u></p> <ul style="list-style-type: none"> Disinfect restrooms based on schedule provided by school 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 supplies are readily available for custodians. 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

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. Wearing a mask or face shield is recommended when in line or moving around the cafeteria. Follow guidelines for restroom use during lunch periods. Follow physical distancing guidelines as much as possible when in line and in the serving areas. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Supervise designated eating areas to ensure students are properly physically distanced. Wear a mask or face shield when circulating around designated eating areas. Monitor bathroom use during lunch time. 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 table tops and seats before and after each lunch. Disinfect restrooms and common spaces between lunches. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> Wear masks or face shields while serving food. Clean and disinfect serving areas and tables between lunches. Serve all food to students. (Students will not self-serve items as they have in the past.) <p><u>Administration</u></p> <ul style="list-style-type: none"> Ensure proper signage is installed in designated eating areas. Ensure enough seating is provided to ensure proper physical distancing and be practiced. Add additional seating areas: stage, outside, etc. Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Limit visits to school as much as possible including visits to drop off forgotten items. ● Wearing a mask or face shield is strongly recommended when entering, exiting, and moving around the office/building. ● In-person office visits should follow appropriate physical distancing protocols. <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 office. ● Wearing a mask or face shield is strongly recommended while in or moving around the office. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Wearing a mask or face shield is required when moving around the office area. ● Follow physical distancing protocols. <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 guidelines are followed as much as possible when in-person meetings are held. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect office based on schedule provided by school 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. ● Eliminate community and parent volunteers to ensure safety of all students. ● 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.

Remote Learning (If state or local regulations require a school closure, we would 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 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. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Following a regular “school schedule” is required 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. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Create lessons that are engaging for students using a variety of strategies. ● Post the weekly assignments by Monday for the entire week. ● 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. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure each student has a device at home. ● Monitor and assist teachers in the delivery of content for students. ● Implement appropriate grading procedures and work from home guidelines for teachers.

OPTION 2- STUDENTS AT HOME DAILY

Individual Online Learning

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 staff. ● Monitor and support student progress through an online curriculum with parent/caregiver access to Schoology and progress information. <p><u>Students</u></p> <ul style="list-style-type: none"> ● This option is different from what students experienced during remote learning last spring. ● Students participating in this option will be using Schoology to receive and submit all work. ● Students will not come to a school building for instruction and may not be in the same classes or have the same teachers as students participating in Option 1 ● It is recommended students follow a schedule to complete online learning, assignments, and assessments. ● The online curriculum will meet the same standards as our Highland Local 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) ● Students will also have limited access to special area courses (K-8) and elective courses (9-12), Students in grades 9-12 may not have access to their full schedule as planned this past spring. ● Communicate questions and concerns immediately to teachers. ● Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other. ● Students will earn grades for their work. Attendance/time log is required. Not meeting the attendance requirements may result in truancy. ● 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. ● Students may continue to participate in after-school activities at their school building, including extra-curricular activities 	<p><u>Teachers</u></p> <ul style="list-style-type: none"> ● Teachers will support students by assisting with use of Schoology, pacing, and providing feedback on assignments and assessments. ● Students and 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 support during office hours. Sessions will be available each morning and afternoon. ● Teachers will grade work in a timely manner. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> ● The district will provide a chromebook for each student to use at home if they need a device; students will not be asked to share devices. ● The district will support families without wi-fi access. ● The district will provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure each student has a device at home. ● Monitor and assist teachers in the delivery of content for students. ● Implement appropriate grading procedures and work from home guidelines for teachers.

Additional Information For Online Learning:

Local and state assessments will be taken and have the same requirements as students taking traditional classes.

Daily participation is required. Lack of participation online could result in truancy. Lunches will be available for pickup at the school by request.