

West Carrollton City Schools

Reopening Plan

2020/2021 School Year

UPDATED 10/12/2020



Table of Contents

Contents

Preface:.....	7
Face Coverings:	8
Critical conditions include:.....	9
Absolutes:.....	9
Covid-19 Symptoms:	10
Proactive Measures when School Reopening:	10
Communications when a student/staff member has been diagnosed with a COVID-19 positive case:	11
Student health issues that are diagnosed as COVID-19:	11
Learning Options:	11
Districtwide Staff Preparation:	13
Transitional Start:	13
Multi-Handicapped Students:.....	14
Online Learning Transition to SchoolsPLP:.....	14
Plan Phases:.....	14
Phase 1 - 100% Online Learning (Quarter One).....	15
Phase 2 - 50/50 Transitional Learning w/online option starting with grades K-5 (see schedule) – UPDATED 10/7/2020.....	15
Phase 3 - 100% In-Person Learning w/online option (Updated 10/7/20)	16
House Bill 164 Requirements:	18
HB 164 requires that all schools with a remote learning plan ensure certain measures are taken.	18
Determining & documenting instructional needs:	18
Determining competency, granting credit, and promoting students to a higher grade level:	18
Attendance requirements & documentation of participation in learning opportunities:	18
How student progress will be monitored:.....	18
Description of how equitable access to quality instruction will be ensured:	18
Description of professional development activities offered to teachers:	19
Detailed Plans for Instructional:	20
Phase I – All Students (K-12): ENDS 10/16/20	20
Parents/Caregivers:.....	20

Students:	20
Teachers:	21
Technology Department:.....	21
Curriculum Department:	22
Administration:.....	22
Options Phase 2 and 3: Starting 10/19/20	23
Classrooms:	23
Student and Parent/Caregivers Expectations:.....	23
Parent/Caregivers:	23
Students:	23
Staff Expectations:.....	23
Teachers/Assistants:.....	23
Custodians:	24
Administration:.....	24
Hallways, Lockers, and Common Areas:	24
Student and Parents/Caregivers Expectations:	24
Parents/Caregivers:.....	24
Students:	24
Staff Expectations:.....	25
Teachers/Assistants:.....	25
Custodians:	26
Administration:.....	26
Transportation, Parent Drop-off/Pick-up, and Visitors:	26
Student and Parent/Caregiver Expectations:	26
Parents/Caregivers:.....	26
Students:	27
Staff Expectations:.....	27
Drivers:.....	27
School/District Administration:.....	28
Meetings and Conferences:	28
Student and Parent/Caregiver Expectations:	28
Parents/Caregivers:.....	28
Students:	28
Staff Expectations:.....	28

Teachers/Assistants:.....	28
Custodians:	29
Administration:.....	29
Clinic Services:.....	29
Student and Parent/Caregiver Expectations:	29
Parents/Caregivers:.....	29
Students:	29
Staff Expectation:	29
Nurse:	29
Custodians:	30
Administration:.....	30
Teachers:	30
Restrooms:.....	30
Student and Parent/Caregiver Expectations:	30
Parents/Caregivers:.....	30
Students:	30
Staff Expectations:.....	31
Teachers/Assistants:.....	31
Custodians:	31
Administration:.....	31
Lunch and Cafeteria:	31
Student and Parent/Caregiver Expectations:	31
Parents/Caregivers:.....	31
Students:	32
Staff Expectations:.....	32
Teachers/Assistants:.....	32
Custodians:	32
Cafeteria Staff:	32
Administration:.....	32
Recess:	33
Student and Parent/Caregiver Expectations:	33
Parents/Caregivers:.....	33
Student:	33
Staff Expectations:.....	33

Teachers/Assistants:.....	33
School/District Administration:.....	33
Office:	34
Student and Parent/Caregiver Expectations:	34
Parents/Caregivers:.....	34
Students:	34
Staff Expectations:.....	34
Teachers/Assistants:.....	34
Office Staff:	34
Custodians:	34
Administration:.....	34
Instruction:.....	35
Student and Parent/Caregiver Expectations:	35
Parent/Caregivers:	35
Students:	35
Teachers:	35
Administration:.....	36
Remote Learning Closure:	36
Student and Parent/Caregiver Expectations:	36
Parent/Caregivers:	36
Students:	36
Staff Expectations:.....	36
Teachers/Assistants:.....	36
Technology Department:.....	37
Administration/Curriculum:	37
Updated Reopening Dates	38
Staff Notes:.....	39

WCSD 2020-21 Reopening Plan

Preface:

In the West Carrollton City School District, we strongly believe the healthiest place for our students this fall is in the school setting. **On Friday, August 7, 2020, new recommendations issued by Public Health - Dayton & Montgomery County Friday, August 7, 2020, urges districts in the county to begin the school year with remote learning. Now 15 of the 16 Montgomery County Schools are working on returning students to school. Currently several schools have been in session with little to no issues.**

COVID-19 has many effects, but one thing is for certain, it has shown the important role each of our schools plays within the community. We understand COVID-19 has changed the world, and as a result, it will change the way in which we operate moving forward. We have to remain flexible during this time in order to keep our community safe. We are putting strategic safety precautions in place that are in line with the most recent health recommendations. We are balancing personal freedoms with safety to ensure we keep our doors open for our students to learn. There is an inherent level of risk for all students returning to school as well as a risk with students socio-emotional well-being if they remain at home learning. This plan is intended to mitigate risk, not eliminate it.

One of the most important needs we had to address pre-COVID was a need that is certainly more vital now midst-COVID. Our students (and staffs) well-being is our priority. This most certainly includes their physical health and safety and will be central to all decisions we make. However, we are also concerned about their **mental wellness and their academic development**. These concerns and needs can be most effectively monitored and addressed in the presence of our trained staff, and within our school settings. We have maintained our full-time mental health therapist. We recognize the long-term impact of the virus and are committed to monitoring the COVID-19 situation to act responsibly in this very fluid time. We are committed to working with you when COVID-19 cases impact our district, buildings, and/or classrooms. We are committed. We are also committed to providing a remote learning environment when necessary.

Parents, we ask that you read this document prior to sharing with your student(s). Please explain to them that we are all working together to keep each other safe as we go back to school. Each of us will play an essential part in safety!

Our West Carrollton staff will be teaching face-to-face starting second quarter. SchoolsPLP will be used for online learning in grades Kindergarten through 12 grade. West Carrollton staff will be back in the buildings to work with our students. Teachers, principals, and counselors will be monitoring the progress of students in the face-to-face model while mentors will monitor online students. Curriculum Directors, Dr. Craig Myers, and Julie Taylor, will be overseeing the process. Parents/guardians will be able to access SchoolsPLP and Progress Book to monitor student's progress. "It is important that students stay on pace," commented Dr. Myers.

The districts in Montgomery County have been working in collaboration with Children's Hospital and the Montgomery County Department of Health to discuss options. You will find that all but one school will be returning to in-person learning over the next few weeks. We still strongly believe that the best place for our students to be is in school. Yet, we want to make sure we are doing it safely and keeping up with the ever-changing guidelines. We have successfully brought back various students and extracurricular activities since July 2020. Across the county most of the positive cases in schools' trace back to outside activities and have not been related to school. The county has had a significant decrease in the number of cases from mid-August (122 per day) to now (35 per day).

Face Coverings:

While we fully understand the concerns with wearing face coverings and challenges they present for students, we need to follow the guidance of the health experts at the Centers for Disease Control & Prevention and the Ohio Department of Health.

West Carrollton City Schools is requiring that face coverings be worn by all students, staff, and visitors to our building at all times, while on school grounds and at school sponsored events. The only exceptions to this are when in a classroom or office alone, while playing an instrument with the band, and eating lunch. We will also follow the guidance for face coverings recommended by the Ohio High School Athletic Association for our athletes. We thought this would be a greater challenge for our youngest learners, but we quickly learned that our students are able to wear their mask appropriately. We promise to be patient, supportive, and empathic to their unique circumstances; and lovingly help them safely and comfortably wear face coverings during school.

Our students need to be in school to maximize their learning and growth potential, and for their social-emotional health. Face coverings being worn by **all** are the most essential pieces of the puzzle; **especially given that we cannot guarantee six feet of social distancing in our schools once all students fully return.**

Critical conditions include:

- Maximizing intentional distance between and among students during school hours to the greatest extent possible.
- Allowing us to influence the use of face coverings as it relates to each situation, environment, persons involved, and activity.
- Establish highly engineered sanitizing processes that will include, but are not limited to high touch surfaces and frequently traveled areas.
- Developing an option for all or some students to learn remotely if we are to shut down for any reason.
- Training staff and our students as it relates to hygiene practices to limit disease spread.
- Require that all staff and students follow the daily health assessment protocol and stay home when not feeling well.
- Taking temperatures, to the greatest extent possible.
- Each school must have a quarantine room.
- Evaluating building operations including but not limited to flow of traffic in the building, use of classrooms/cafeteria/restrooms/etc., operational times, visitor procedures, etc.
- Communicating with parents and community in regards to COVID-19 influenced practices, safety, health practices, etc.
- Transporting students under the guidelines that are similar to public transportation guidelines. Students **MUST** wear masks on the buses.

Absolutes:

- No field trips
- Students must wear facial coverings on the school bus.
- No visitors except for what is described in the visitor portion of the plan.
- IEP/504 and other parent conferences should be held through a teleconference platform.
- An identified quarantine room in each building.
- Teaching and modeling for students healthy and safe habits (i.e., good handwashing, physical distancing, cough and sneeze etiquette)

- Daily health assessments – students and staff must self-check temperatures before reporting to school and riding the bus. If anyone has a temperature of running a fever higher than 100.4°F or showing other symptoms, do not report.

Covid-19 Symptoms:

- **As we go through the school year, all staff and students are required to check symptoms daily before leaving home for school. These are the known symptoms of COVID-19, according to the Centers for Disease Control & Prevention.**
 - **Fever or chills**
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **Fatigue**
 - **Muscle or body aches**
 - **Headache**
 - **New loss of taste or smell**
 - **Sore throat**
 - **Congestion or runny nose**
 - **Nausea or vomiting**
 - **Diarrhea**
- Daily sanitizing of touch surfaces.
- Face coverings are required for all staff who will be within 6 feet of students (i.e., face masks, shields).
- Face coverings are required for all students during the day. We understand that there may be some students who will have a medical condition that will prohibit this.
- Safe social distancing where applicable.
- Contingency plan for distance or remote learning.
- WCSD Reopening Plan communicated and available for all students, staff, and families.

Proactive Measures when School Reopening:

- Hand sanitizing stations installed at all main building entrances, throughout the building, and high touch point entrances.
- We request that students bring water to school to drink, fill stations will be available for students.

- We purchased Final Forms for online registration and paperwork is collected by appointment only.
- Emergency instructional resources will be available for distance or remote learning accessible on the district website.

Communications when a student/staff member has been diagnosed with a COVID-19 positive case:

- Communications will be developed in collaboration with the Health Department.
- **Please note that school nurses have been asked to do contact tracing. Staff and parents will receive notification, but the information will not differentiate if the case was in school or not.**

Student health issues that are diagnosed as COVID-19:

- To return to school, the student must be transported to school by the parent and must be checked by the school nurse with the parent present. The parent may not leave the child at school unless **the student has been cleared for attendance by the school nurse.**

Student or staff diagnosed as having COVID-19 with symptoms must meet the following criteria to return to school:

- One day (24 hours) with no fever (without using fever-reducing medication)
- and other symptoms improved and
- 10 days since symptoms first appeared

Student or staff diagnosed as having COVID-19 without symptoms (asymptomatic) must meet the following criteria to return to school:

- 10 days have passed since test without any symptoms developing

Learning Options:

October 7, 2020 (Updated) – WCSD will offer a transitional opening for K-5 starting October 19, 2020 and 6-12 starting October 26, 2020. Please see dates and details in the plan.

Previous plans included traditional with potential to close and online (Phase III).

We **appreciate** your support and help in keeping everyone safe to the fullest extent possible.

****This plan is subject to change based on directives from the Governor of the State of Ohio, the Ohio Department of Health, and/or the Montgomery County Health Department****

Districtwide Staff Preparation:

All of our administrators and staff have reported to work at school 100% of the time. This provided the district with several benefits during first quarter:

- Technological issues with computers, Wi-Fi, and other concerns can be solved on-site in our buildings, with district tech staff being able to support teachers. The many physical resources available to families and teachers at school will be readily available for use in helping support curriculum, instruction, and learning.
- The opportunity to physically collaborate in small groups for our staff will be readily available.
- The ability to host meetings on-site, in our schools, for families and staff members, is invaluable. Though we encourage online meetings to increase safety and reduce exposure, we will be able to facilitate those meetings in person with families and other entities if necessary.
- Professional development and training are always better in-person. Working together on-site will give us a chance to create smaller workshops that can help us improve our work with students. Between last spring and now, our staff has engaged in significant training in *Google Classroom*, blended learning, *SchoolsPLP*, and *Modern Teacher*.

Transitional Start:

Recent COVID-19 scientific research suggests that school-age students are far less likely to spread the virus to others. There have been 72 (Staff and Student) COVID-19 cases in Montgomery County Schools. The highest percentage of cases (6.6%) within the age group is among children ages 15-18 (4.7 students) which has steadily declined during September.

Our new plan will include a transitional entry so students and teachers can work on protocols for K-12 students. Preschool is already in session.

Multi-Handicapped Students:

Students with multiple disabilities have great difficulty getting their needs met while learning online. It is essential that they learn in person, with their teachers present. Our plan is to start the school year with all students scheduled in multi-handicapped classrooms attending school in the building, during their regular school hours.

Online Learning Transition to SchoolsPLP:

Though we will start the year online for all students and move to in-person instruction, students will have the opportunity to remain learning online with their teachers and peers synchronously. Online learning in our Back to School Plan looked differently than the initial plan. Here are the specific details:

- Everyone in grades K-12 will begin the school year online with West Carrollton teachers.
- Once the student's grade level begins to return to school in a blended or full-time fashion, families can choose to have their children remain online and not attend school physically. In those cases, the student will learn online with a mentor using *SchoolsPLP*.
- Families will be contacted directly to ensure they are making the correct choice for their child(ren).
- 100% online students will be permitted to participate in after school activities, where possible.
- School-sponsored sports will be fully open to 100% online students, provided the student meets all eligibility requirements.
- The online curriculum through *SchoolsPLP* is NOT NCAA approved.

Plan Phases:

- Our plan is to phase students' reentry. We have created a targeted timeline as a goal. The dates may be altered based on the current state of COVID-19 infections in our community.

Phase 1 - 100% Online Learning (Quarter One)

- All K-12 students will return to school at the start of the school year online with their classroom teacher(s) for the year leading their learning.

Phase 2 - 50/50 Transitional Learning w/online option starting with grades K-5 (see schedule) – UPDATED 10/7/2020

- In this phase, students will return to the classroom according to the following schedule:
 - Monday/Wednesday students with last names letters A-K
 - Tuesday/Thursday students with last names letter L-Z
 - Friday all students learn online.

Phase 3 - 100% In-Person Learning w/online option (Updated 10/7/20)

- In this phase, all students will return to the classroom and school full time.
- The 100% online option will still be available using SchoolsPLP and a Mentor.

West Carrollton Restart Calendar 20-21

	PreK	Kindergarten- 5th Grade	6th -12th Grade
August 24 - October 15 1st Quarter	In-Person Instruction	Online Instruction	Online Instruction
October 19 - October 23	↓	Mon & Wed Students A - K Attend In-Person	Online Instruction
		Tues & Thurs Students L - Z Attend In-Person	
		Friday All Online	
October 26 - October 30	↓	In-Person Instruction	Mon & Wed Students A - K Attend In-Person
			Tues & Thurs Students L - Z Attend In-Person
			Friday All Online
November 2nd	↓	↓	Students remaining online transition to full SchoolsPLP
			In-Person Instruction

Kindergarten through 5th grade plan:

Online instruction with West Carrollton teachers will end on October 15th. **Students returning in-person** will have a one week phase in beginning October 19th. **Students remaining online** will be transitioned to full SchoolsPLP curriculum and be assigned a mentor beginning October 19th.

October 19 -23 Phase In	Students with last names A - K will attend a full day in-person on Monday and Wednesday Students with last names L - Z will attend a full day in-person on Tuesday and Thursday All students will be online on Friday
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All Kindergarten through 5th grade students will attend in-person beginning October 26th.

6th - 12th grade plan:

Online instruction with West Carrollton teachers will end on October 23rd. **Students returning in-person** will have a one week phase in beginning October 26th. **Students remaining online** will be transitioned to full SchoolsPLP curriculum and be assigned a mentor beginning October 26th.

October 26 - 30 Phase In	Students with last names A - K will attend a full day in-person on Monday and Wednesday Students with last names L - Z will attend a full day in-person on Tuesday and Thursday All students will be online on Friday
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All 6th - 12th grade students will attend in-person beginning November 2nd.

The plan is for all students to be back in the traditional classroom setting at the beginning of the second quarter. Parents/guardians will be given the option of returning on this calendar or continuing with an online option.

Breakfast and lunch will be available for enrolled students only. Parents/guardians of students who qualify for a free or reduced price lunch who have not yet completed the application should go to Westcarrolltontschools.com and click on "Breakfast and Lunch," then scroll to the bottom of the page to "Complete Your Free or Reduced Lunch Application Online." School fee waivers may also be applicable if permission is given to share the application information with school officials to determine if the student(s) qualifies.

District officials will continue to monitor state and local recommendations along with the status of Montgomery County to evaluate conditions for the safe return of students and staff to the classroom and athletic venues.

Contacts:

Online Learning – Dr. Craig Myers – 937-859-5121, ext. 1133 – cmyers@wcsd.k12.oh.us

Online Learning – Julie Taylor – 937-859-5121, ext. 7710 jtaylor@wcsd.k12.oh.us

Food Service – Tina Pett – 937-859-5121, ext. 1121 – tpett@wcsd.k12.oh.us

Student Services – Melissa Theis – 937-859-5121, ext. 1122 – mtheis@wcsd.k12.oh.us

Technology – Robert Johnson – 937-859-5121, ext. 1142 – rjohnson@wcsd.k12.oh.us

West Carrollton High School – 937-859-5121, ext. 8800

West Carrollton Middle School – 937-859-5121, ext. 7700

C. F. Holliday – 937-859-5121, ext. 3300

Harry Russell – 937-859-5121, ext. 5500

Harold Schnell – 937-859-5121, ext. 3300

Walter Shade – 937-859-5121, ext. 4400

House Bill 164 Requirements:

HB 164 requires that all schools with a remote learning plan ensure certain measures are taken.

These are the six requirements and how West Carrollton City Schools will meet them:

Determining & documenting instructional needs:

In the first few weeks of the 1st quarter, each student will complete a reading and math assessment. This universal screener will give students, families, and teachers data on where each student is academically and allow us to plan appropriate interventions and instruction.

Determining competency, granting credit, and promoting students to a higher grade level:

West Carrollton City Schools will use the Ohio Standards for learning to design instruction and assess students regularly to determine their competency. Students will be given traditional grades, credit will be awarded, and grade promotions will be made in accordance with current in-person learning practices and applicable board policies.

Attendance requirements & documentation of participation in learning opportunities:

Students will be required to attend school online on a daily basis, during regular school hours. Documentation will be provided through the *SchoolsPLP* curriculum and Modern Teacher, which tracks student attendance and activity in the platform.

How student progress will be monitored:

West Carrollton City Schools educators will monitor student progress through formative and summative assessments throughout the school year utilizing the resources available during normal instruction. A *SchoolsPLP Mentor* will monitor the 3P's. PACE, PROGRESS, PROFICIENCY.

Description of how equitable access to quality instruction will be ensured:

The district will provide Chromebook or tablets for every student in the school District who need it. Those will be issued at the beginning of the school year. In addition, we have purchased Wi-Fi hotspots for students without reliable internet access at home. Further, we plan to meet more frequently and intervene

quickly with students who are floundering through online instruction. Students who have signed out technology are able to utilize the equipment for the remainder of the year.

Description of professional development activities offered to teachers:

All of our teachers have engaged in extensive professional development in *Google Classroom*. Further, by the start of the school year, each teacher, paraprofessional, and principal will have engaged in extensive training on blended learning and the *Modern Teacher* training. This will help us significantly grow our practice to meet the needs of our students by the time school begins.

Detailed Plans for Instructional:

Phase I – All Students (K-12): **ENDS 10/16/20**

Remote learning with support using remote instruction with SchoolsPLP/Modern Teacher, WCSD Curriculum and teachers.

Students and Parent/Caregiver Expectations for Remote Learning:

Parents/Caregivers:

- Students must attend M-F and meet the minimum participation requirements established by the district.
- Develop a “school schedule” and routines for your student in a designated learning area in the home.
- Your child’s participation counts towards attendance and is subject to truancy regulations.
- Students will be assigned a teacher of record, but parents must also monitor student progress on coursework and ProgressBook.
- Communicate questions and concerns with your student’s teacher via email **immediately**.
- Monitor and support student progress when submitting work. Students will be using the Schools PLP online learning platform that has specific requirements for successfully submitting work.
- The district will provide a device for online instruction if one is not available in the home. Parents will be financially responsible for maintaining the device.

Students:

- Students will remain in the online and return based on the schedule that was developed. Students who wish to remain online may do so.
- Your class participation and active engagement in the online platform counts towards your “seat time” requirement.
- Students should follow a schedule to complete remote learning, assignments, and assessments.
- Students are responsible for submitting your work and meeting the minimum pacing requirements of the class. If you are having difficulties, you need to contact your teacher during office hours or via email.
- Students will be participating in with the use of live streams during specific times.
- 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 on assigned days.
- There will be an opportunity to work at study tables, small groups,

specialized instructions.

- Students will earn grades and credit for their work. Grades will be used to calculate grade point averages in credit bearing courses.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities but must follow school protocols regarding social distancing and facial coverings.
- If the state or local regulations require a school closure, students participating in this option will continue as scheduled and will continue to use the remote curriculum and platform.

Teachers:

- Teachers will support students by assisting with the use of the remote platform, pacing, and providing feedback on assignments and assessments.
- Teachers will be using district provided curriculum and provided scheduled instruction during the regular school day.
- 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 office hours, and one session will be available in the morning and one in the afternoon.
- Teachers will grade work in a timely manner.
- Teachers will respond within 24 hours to emails and phone calls.
- If students are not turning in work, you will need to contact the parent and student.
- If the state or local regulations require a school closure, students participating in this option will continue as scheduled and will continue to use the remote curriculum and platform.

Technology Department:

- The district will provide a Chromebook for each student to use at home if a device is not available; students will not be asked to share devices – if needed.
- The district will support families without Wi-Fi access – if needed.
- The district will provide help desk assistance when technical issues occur.
- Create a process to sign out devices and a process if they are damaged.

Curriculum Department:

- Will provide teachers with HQPD in the areas of blended instruction.
- Will assist with the creation of templates to be used in blended classrooms.
- Will assist in vetting and providing training in credible sources that can complement online instruction.
- Will monitor the use of SchoolsPLP, Google Classroom and Google Voice.
- Will coordinate grade-level appropriate resources at the Early Childhood Center.

Administration:

- Ensure that each student has a device at home when one is not available.
- Monitor and assist teachers in the delivery of content for students.
- Monitor work completion and have this be a standing TBT, BLT item. These students are still our kids!
- Implement appropriate grading procedures and work from home guidelines for teachers.

Options Phase 2 and 3: Starting 10/19/20

DETAILS FOR EDUCATION

Traditional School with safety protocols to the greatest extent possible (including remote options if the district/school is required to close). Parents and students assume the inherent risk of attending school.

Parents MUST have a back-up plan if we have intermittent closings due to COVID-19.

Students may remain in SchoolsPLP with a Mentor.

Classrooms:

Student and Parent/Caregivers Expectations:

Parent/Caregivers:

- Conduct a student wellness check, including temperature checks, prior to sending students to school. Students with temperatures over 100.4°F should stay home.
- It is required that students wear a facial covering at school, and a facial covering of the mouth and nose is mandatory for the bus. Provide a facial covering for your student to wear on the bus and to carry throughout the day to wear.
- Provide your student with a water bottle daily. Fill stations will be available.

Students:

- Wearing a facial covering is mandatory on the bus, and students must remain facing forward.
- Wearing a facial covering is required in the school at all times, in the classroom, in hallways, at lunch, in the restroom, etc. Students must maintain maximum social distance from peers whenever possible. We do circulate clean outside air throughout the day.
 - Students can assist in grades 5-12 with cleaning their desks and seats at the conclusion of each class.

Staff Expectations:

Teachers/Assistants:

- Ensure classroom setup of desks provides the maximum amount of social distancing for students as possible (Desk facing the same

- direction).
- Wear a facial covering when working one on one with students or when circulating around the room and when proper social distancing cannot be maintained. A face shield may be added in addition to your mask.
 - Ensure students maintain social distance whenever possible.
 - Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. We would like to make this a positive experience and include this in our PBIS model.
 - Eliminate all 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.
 - Wipe down the door handle periodically throughout the day.

Custodians:

- Make sure teachers are provided with all supplies needed daily, including disinfectant and paper towels.
- Ensure building level procedures are followed.

Administration:

- Ensure that classrooms are socially distanced.
- Ensure classrooms are disinfected between classes, during plan bells, lunch, and after school.
- Ensure supplies are readily available for custodians and teaching staff.

Hallways, Lockers, and Common Areas:

Student and Parents/Caregivers Expectations:

Parents/Caregivers:

- Provide a facial covering for your student to wear and have with them daily. A mask in the hallways or locker area would be appropriate if social distancing may be more difficult.
- Provide your student with a water bottle daily. Fill stations will be available.

Students:

- Wearing a facial covering is required when in hallways or at lockers.

- Report immediately to your assigned location upon arrival at school. Grab and go breakfast will be provided to students on the way to their assigned locations.
- Carry a water bottle. Fill stations will be available.
- Follow all signage in the hallways and common areas.
- When possible, stay to the right when traveling down hallways and using stairs.
- Follow locker use schedules as provided by staff for buildings who issue lockers.

Building differences as noted:

- **ECC**
 - Access assigned cubbies only during the scheduled time provided by the classroom teacher.
 - When standing in hallways, students must stand in block markings or other markings on the floor to ensure safe social distancing.
- **All Elementary Schools**
 - Backpacks should be placed on a hook in the classroom, and teachers should direct students to collect backpacks while maintaining social distancing. Locker use will be directed by the homeroom teacher if applicable.
- **Middle School and High School**
 - Students are to maintain acceptable social distancing and wear a facial covering during class transitions and in all common areas.
 - Follow established procedures concerning locker use.

Staff Expectations:

Teachers/Assistants:

- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office. We would like to make this a positive experience and include this in our PBIS model.
- Supervise the implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers.

- Ensure that students are maintaining social distancing.

Custodians:

- Disinfect common areas based on a schedule provided by the school administration/District. The areas include but are not limited to door handles, handrails, toilets, stalls, and sinks.
- Ensure staff has necessary supplies.

Administration:

- Ensure proper signage is installed in hallways and common areas and is maintained.
- Ensure supplies are readily available for custodians/staff.
- Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators. We would like to make this a positive experience and include this in our PBIS model.
- Develop and implement locker use schedules for buildings where lockers are issued to students or where students hang their backpacks.
- Implement staggered dismissal times if necessary to maximize social distancing and student safety.
- Ensure the use of a quarantine room.

Building differences as noted

- **ECC and Elementary Schools**
 - Provide and monitor cubby use schedules to minimize congestion at the cubbies during arrival and dismissal.
 - When standing in the hallway or playground, ensure students are maintaining safe social and social distance by standing on white floor markings.

Transportation, Parent Drop-off/Pick-up, and Visitors:

Student and Parent/Caregiver Expectations:

Parents/Caregivers:

- Conduct a *personal* health screening before coming to a school building and do not come to school if you are running a fever higher than 100.4°F or showing other symptoms.
- Stay in your vehicle.
- Conduct a *student* wellness check, including temperature prior to sending a student to school. Students with temperatures over 100.4°F

- should stay home.
- Students must wear a mask to be transported on a bus.
 - **Due to the restrictions, we are required to follow because of COVID-19, we will not be able to approve any special transportation requests. We will only route students this year to one address within the district, and this will be the only bus stop issued to students.**
 - Visitors are generally discouraged from being in school district facilities.
 - All visitors will be required to wear face coverings.
 - No visitors will be allowed during lunch.
 - Provide a facial covering for your student to wear on the bus and while at school.
 - Limit visits to school as much as possible.
 - Follow the posted guidelines and read all signage whenever entering the building.
 - Wearing a facial covering when entering the building.

Students:

- Wearing a facial covering is required when entering, exiting, or moving around the building.
- Report directly to your assigned classroom/area upon arrival to school. Grab and go breakfast will be available for students to obtain before going to assigned classroom/ area.
- Maintain maximum social distance from peers whenever possible in hallways, common areas, offices, etc.

Staff Expectations:

Drivers:

- Wear a facial covering while students are on the bus.
- Provide reminders to students of bus expectations- 2 per seat, wearing facial covering, seated facing forward.
- Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.
- Seating charts are required to assist with contact tracing if needed.
- Two students will be permitted per seat and, in some instances, three if the students are younger and, therefore, smaller.
- In the event state policies require school districts to use alternative schedules, West Carrollton City School District may adopt minimum requirements for transportation to reduce the number of students who are eligible for school district transportation.

- Specific arrival and dismissal procedures will be determined by the district.
- Busses will be sanitized after each morning and afternoon route.

School/District Administration:

- 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.
- Assign areas and supervision for students upon arrival.

Meetings and Conferences:

Student and Parent/Caregiver Expectations:

Parents/Caregivers:

- Conduct a personal health screening before coming to a school building and do not come to school if you are running a fever higher than 100.4°F or showing other symptoms.
- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform. In-person meetings must be pre-arranged by invitation or appointment only. Meetings by phone or video conferencing are preferred.
- In-person meetings should follow appropriate social distancing protocols, and facial coverings must be worn when entering, exiting, and moving around the building.
- Visitors are generally discouraged from being in the school district

Students:

- Participate in meetings as requested by parents/caregivers or school staff.
- Follow social distancing protocols.
- Wear a facial at all times.

Staff Expectations:

Teachers/Assistants:

- When possible, attend meetings from the classroom using video technology.

Custodians:

- Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.

Administration:

- Provide parents/caregivers with options for in-person, phone, or video conferencing. Video or phone conference is preferred.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure social space used for meetings allows for distancing guidelines.

Clinic Services:

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 100.4°F should stay home.
- Provide a facial covering for your student to wear on the bus and while at school.
- 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.

Students:

- Use designated entrances and exits to the office.
- Following social distancing protocols as much as possible when in office.
- Wearing a facial covering is required when in or moving around the clinic.
- Isolation and exclusion from school is required if a student is determined to have a fever or other symptoms.

Staff Expectation:

Nurse:

- Nurses follow the protocol and determine the next steps for students.
- Wear a facial covering when working individually with students.
- Ensure the workspace is kept clean and sanitized.
- Ensure social 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 the use of door handles and to ensure maximum airflow to the area.

Custodians:

- Disinfect clinic based on a schedule provided by the school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. or ensure the necessary materials are stocked.
- Disinfect the isolation area after students who utilize the area have left the building.

Administration:

- Install barriers as needed to protect employees working in the nurse's office.
- Ensure that proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure that seating areas are properly socially distanced.
- Ensure that the student isolation area is appropriately supervised when in use.
- Create a quarantine room.

Teachers:

- Maintain confidentiality.
- Specific questions and details should not be asked. You will be notified appropriately.

Restrooms:

Student and Parent/Caregiver Expectations:

Parents/Caregivers:

- Provide a facial covering for your student to wear and have with them daily. A mask in the hallways or locker area would be appropriate if social distancing may be more difficult.
- Restrooms will not be available for public use.

Students:

- Wearing a facial covering is required when in hallways and 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 wait on white floor markings outside the restroom entrance.
- Wash your hands using proper hygiene practices.

Staff Expectations:

Teachers/Assistants:

- Assist in the supervision of restrooms, hallways, and common areas between classes.
- Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office.
- Ensure students have washed their hands appropriately following proper hygiene practices.

Custodians:

- Disinfect restrooms based on a schedule provided by the school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.
- Ensure the restroom is stocked with paper towels, soap, etc.

Administration:

- Ensure proper signage is installed in hallways, common areas, and restrooms.
- Ensure supplies are readily available for custodians.
- 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 social distancing.

Lunch and Cafeteria:

Student and Parent/Caregiver Expectations:

Parents/Caregivers:

- Provide a facial covering for your student to wear and have with them daily. A mask in the hallways or locker area would be appropriate if social distancing may be more difficult.
- Limit visits to school as much as possible, including visits to drop off forgotten items.
- No visitors will be permitted at lunch.
- Provide your student with a water bottle daily fill stations will be available for use.

Students:

- When possible, stay to the right when traveling down hallways.
- Wearing a facial covering 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 your designated seating area.
- Follow social distancing guidelines as much as possible when in line and the serving areas.
- No self-service. The cafeteria staff will assist you.

Staff Expectations:

Teachers/Assistants:

- Supervise designated eating areas to ensure students are properly socially distanced.
- Assign seats and make a seating chart.
- Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office.
- Wear a mask when circulating around designated eating areas.
- Monitor and issue passes for bathroom use during lunch.
- Use staggered dismissal to ensure social distancing at the end of lunch.

Custodians:

- Disinfect all tabletops and seats before and after each lunch.

Cafeteria Staff:

- Wear face covering and gloves 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.)
- Food will be packaged by staff.

Administration:

- Lunchrooms will be used following the protocols given to us by the MCDOH.
- Ensure proper signage is installed in designated eating areas.
- Ensure enough seating is provided to ensure proper social distancing and be practiced.

- Add additional seating areas on stage, outside, and in the practice/aux gym to ensure proper social distancing.
- 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 social distancing and student safety.

Recess:

Student and Parent/Caregiver Expectations:

Parents/Caregivers:

- Conduct a personal health screening prior to coming to a school building and do not come to school if you are running a fever higher than 100.4°F or showing other symptoms.
- Provide a facial covering for your student to wear while at school.
- Visitors are not permitted on the playground/recess.

Student:

- Stay in designated areas.
- Do not get on playground equipment if restricted.
- Must sanitize your hands after recess.
- Put your mask on to enter the building from recess.

Staff Expectations:

Teachers/Assistants:

- Each building will make every effort to maintain consistency with other safety procedures
- Some playground equipment may be limited and restricted if considered "high touch" and difficult to clean or maintain social distancing.
- Students must sanitize their hands after recess.
- Structured recess activities will be provided to maintain social distancing.
- Stagger times to limit the number of students at recess.
- If a student is injured, please call for the nurse immediately.
- Ensure students put facial coverings on as they return to the building.

School/District Administration:

- Ensure that playground equipment has been limited if considered "high touch" and difficult to clean or maintain social distancing.
- Ensure recess times are staggered to limit students at recess.
- Ensure regular cleaning and disinfecting takes place.

Office:

Student and Parent/Caregiver Expectations:

Parents/Caregivers:

- Conduct a personal health screening prior to coming to a school building and do not come to school if you are running a fever higher than 100.4°F or showing other symptoms.
- Wearing a facial covering is required when entering, exiting, and moving around the office/building.
- In-person office visits should follow appropriate social distancing protocols.

Students:

- Use designated entrances and exits to the office.
- Follow social distancing protocols as much as possible when in office.
- Wearing a facial covering is required while in or moving around the office.

Staff Expectations:

Teachers/Assistants:

- Wearing a facial covering is required when moving around the office area.
- Follow social distancing protocols.

Office Staff:

- Monitor and control the number of people in the office at any one time.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Do not allow any visitors to enter the building without a facial covering on.

Custodians:

- Disinfect office based on the schedule provided by the school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

Administration:

- Install barriers to protect employees working in the main office.
- Eliminate community and parent volunteers to ensure the 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 that seating areas are properly socially distanced.

Instruction:

Student and Parent/Caregiver Expectations:

Parent/Caregivers:

- Ensure you have selected a learning platform for your child(ren).
- Continue to watch your student's participation in Progress Book.
- Contact the school immediately if your student has COVID-19 Symptoms. This is important if regardless if your student is online or in person.
- Have a back-up plan if there is a closure.
- Encourage your child to wear their mask. Students who repeatedly violate this mandate will have to attend SchoolsPLP.

Students:

- Wear your mask at all times.
- Stay on track with your work.
- Check your grades in Progress Book.
- Work with your teacher if you fall behind.
- Use the class playlist if you are absent to keep-up on your work.

Teachers:

- Use a **MODIFIED** Playlist format so students can stay current.
- Keep grades current in Progress Book.
- Post announcements and assignments using the MODIFIED **playlist format**.
- Teachers can provide resources for students to access during absences.
- Link assignments to the digital curriculum if possible.
- Post links to video explanations if applicable.
- If a teacher is able to record part of a lesson, in which they are the only person on screen, **this could be added to the posting**. Example: lab activity, read-aloud, think-aloud, demonstration, etc...
- Provide a way for students in Google Classroom for to complete and submit work that are **absent for a long period** of time. We do not want students returning with 2 weeks' worth of work to grade. Communicate with parents/students on how you would like work submitted. Some examples for students include writing their

answers in a google doc and submit it or you could give guidance on using an add-on such as PDF editor.

Administration:

- Monitor student attendance and participation.
- Monitor student absences and work completion.
- Ensure notices for COVID-19 are sent out appropriately.
- Maintain confidentiality.

Remote Learning Shift if District/School Required to Close

Remote Learning Closure:

Student and Parent/Caregiver Expectations:

Parent/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 through email and Google classroom.
- Communicate with the principal if you do not hear back from the staff.
- If we are serving meals, please watch for information from the district.

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.

Staff Expectations:

Teachers/Assistants:

- Create lessons that are engaging for students using a variety of strategies.
- Contact students weekly.
- Post work and announcements daily.
- Be available for office hours through Google. One session will be available in the morning and one in the afternoon.
- Use Google Classroom as the platform for all assignments, links to

resources, etc.

- Grade work in a timely manner and provide feedback to students on assignments.

Technology Department:

- Provide help desk assistance when technical issues occur.
- Provide guidelines and processes to assist with the disbursement and collection of technology.

Administration/Curriculum:

- Ensure that 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.
- Work with staff on high-quality PD using Modern Teacher to ensure meaningful, engaging, organized digital learning.
- Assign staff to remote classes together.

Updated Reopening Dates

West Carrollton Restart Calendar 20-21

	PreK	Kindergarten- 5th Grade	6th -12th Grade
August 24 - October 15 1st Quarter	In-Person Instruction	Online Instruction	Online Instruction
October 19 - October 23		Mon & Wed Students A - K Attend In-Person	Online Instruction
		Tues & Thurs Students L - Z Attend In-Person	
		Friday All Online Students remaining online transition to full SchoolsPLP	
October 26 - October 30		In-Person Instruction 	Mon & Wed Students A - K Attend In-Person
			Tues & Thurs Students L - Z Attend In-Person
			Friday All Online Students remaining online transition to full SchoolsPLP
November 2nd			In-Person Instruction

Kindergarten through 5th grade plan:

Online instruction with West Carrollton teachers will end on October 15th. **Students returning in-person** will have a one week phase in beginning October 19th. **Students remaining online** will be transitioned to full SchoolsPLP curriculum and be assigned a mentor beginning October 19th.

October 19 -23 Phase In	Students with last names A - K will attend a full day in-person on Monday and Wednesday Students with last names L - Z will attend a full day in-person on Tuesday and Thursday All students will be online on Friday
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All Kindergarten through 5th grade students will attend in-person beginning October 26th.

6th - 12th grade plan:

Online instruction with West Carrollton teachers will end on October 23rd. **Students returning in-person** will have a one week phase in beginning October 26th. **Students remaining online** will be transitioned to full SchoolsPLP curriculum and be assigned a mentor beginning October 26th.

October 26 - 30 Phase In	Students with last names A - K will attend a full day in-person on Monday and Wednesday Students with last names L - Z will attend a full day in-person on Tuesday and Thursday All students will be online on Friday
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All 6th - 12th grade students will attend in-person beginning November 2nd.

Staff Notes:

Taking these steps may help you feel more in control in the work environment, while also helping to prevent the spread of infection.

- Wash your hands regularly for at least 20 seconds with soap and water. When washing is not available, use sanitizer that contains at least 60% alcohol.
- Clean all high-touch areas every hour.
- Wear a facial covering for the protection of others.
- Those who should not wear face coverings would be anyone who has breathing problems. If you have medical issues that would prevent wearing a facial covering, please contact HR and provide a note from your doctor.
- Avoid touching your eyes, nose, and mouth with unwashed hands or after touching surfaces.
- Use cough and sneeze etiquette. Sneeze or cough into your elbow or a disposable tissue.
- Keeping an intentional distance between and among students during school hours to the extent possible
- Stay home if you are sick and stay away from others experiencing symptoms.
- Take your temperature before reporting to work each day.

We can all help each other make this transition as smooth and safe as possible. Let's demonstrate the importance of safety and well-being to all of those we contact. Keeping you and everyone around you safe is the goal. We can work, be productive, safe, and caring all at the same time.