



# BATH LOCAL SCHOOLS

## Fall 2020 Reopening Plans

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**This plan was developed in collaboration with our entire staff and the Allen County Health Department.**

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

### Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>● Provide a mask/gaiter for your student to wear when needed. Ensure these items can be individually identifiable. Masks/Gaiters must follow student dress code.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Wearing a mask/gaiter is required when entering, exiting, or moving around the room.</li> <li>● Wearing a mask/gaiter is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) and when social distancing cannot be maintained.</li> <li>● Wearing a mask/gaiter is required when working closely with other students in small groups or lab settings.</li> <li>● Maintain maximum physical distance from peers whenever possible.</li> <li>● There will be mask/gaiter breaks during the school day.</li> <li>● Masks/Gaiters must follow student dress code and are required by all students K-12 unless falling into an exempted status. See exemption guidelines letter from the American Academy of Pediatrics and the Ohio Children’s Hospital Association.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Ensure classroom setup of desks provides physical distancing for students.</li> <li>● Ensure increased circulation of air as much as possible throughout the school day.</li> <li>● Wear a mask/gaiter when working with students and when circulating around the room.</li> <li>● Ensure symptoms check list is complete in Schoology.</li> <li>● Ensure students maintain physical distance whenever possible.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>● Minimize shared classroom materials. When materials must be shared, disinfecting procedures will be put in place.</li> <li>● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.</li> <li>● Use supplies provided in each classroom to spray and wipe down desks, chairs, and any common materials needed before new students transition into the room.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.</li> <li>● Disinfect classrooms during the day and after school.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Conduct the process for temperature checks upon students entering each of the buildings each day.</li> <li>● Ensure classrooms are physically distanced.</li> <li>● Ensure classrooms are disinfected between classes, lunch, and after school.</li> <li>● Ensure supplies are readily available for custodians and teaching staff.</li> <li>● Ensure increased circulation of air as much as possible throughout the school day.</li> </ul>

## 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><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a mask/gaiter for your student to wear when in hallways.</li> <li>● Provide your student with a water bottle daily as water fountains will not be available for use.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Wearing a mask/gaiter is required when in hallways.</li> <li>● Students will have temperatures taken, symptoms checklist response form to fill out in Schoology.</li> <li>● Carry a water bottle as water fountains will not be available for use.</li> <li>● Follow all signage in the hallways and common areas.</li> <li>● When possible, stay to the right when traveling down hallways and using stairs.</li> <li>● Bell schedules may be staggered to limit the number of students in the hallways at one time.</li> </ul> <p><b><u>Building differences as noted</u></b></p> <p><b>Elementary School</b></p> <ul style="list-style-type: none"> <li>● Access assigned cubbies only during scheduled time provided by the classroom teacher.</li> </ul> <p><b>Middle School</b></p> <ul style="list-style-type: none"> <li>● Students will have access to lockers on a limited basis.</li> </ul> <p><b>High School</b></p> <ul style="list-style-type: none"> <li>● Lockers are rarely used. If needed, please contact the office per normal procedures for assignment of lockers to ensure social distancing.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>● Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● 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.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in hallways and common areas.</li> <li>● Ensure supplies are readily available for custodians.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>● Develop and implement locker use schedules for buildings where lockers are issued to students.</li> <li>● Implement staggered dismissal times if necessary, to maximize physical distancing and student safety.</li> </ul>

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

### Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>● Provide a mask/gaiter for your student to wear on the bus and while at school when needed.</li> <li>● Limit visits to school as much as possible.</li> <li>● 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</li> <li>● Follow posted guidelines and read all signage whenever entering the building.</li> <li>● Wearing a mask/gaiter is required when entering the building.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Wearing a mask/gaiter is required when entering, exiting, or moving around the building.</li> <li>● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li> </ul> <p><b><u>Building Differences as noted</u></b></p> <p><b><u>Middle School</u></b></p> <ul style="list-style-type: none"> <li>● The procedures for drop off (Door 9) and pick up (Door 4) will remain the same as in the past. It's important to note that students should not be dropped off earlier than 8:10am. Parents may pick up at 3:00pm.</li> </ul> <p><b><u>High School</u></b></p> <ul style="list-style-type: none"> <li>● Drop off and pick up must use Door 5 by the cafeteria or Door 14 by the gym. Traffic flow for drop offs and pick-ups should exit to the south and East to Slabtown Road. Parents may drop off at 8:15am and pick up at 2:55pm.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.</li> <li>● Ensure proper signage is installed in hallways and common areas.</li> <li>● Ensure supplies are readily available for custodians.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>● Ensure designated doors are propped open at arrival and dismissal.</li> <li>● Ensure designated doors are closed after arrival and dismissal.</li> <li>● Minimize parent and community volunteers to ensure safety and health of students and staff.</li> <li>● Implement staggered dismissal times if necessary, to maximize physical distancing and student safety.</li> </ul> <p><b><u>Building Differences as noted</u></b></p> <p><b><u>Elementary</u></b></p> <ul style="list-style-type: none"> <li>● <b>Parent Dropoff-</b> Parents who choose to bring their child to school in the morning must use the designated parent drop off area in front of the elementary building. Please enter the far West drive and follow the one-way traffic pattern. Students should exit their vehicle once it has stopped within the designated area. Parents may drop off at 7:15am. Parents are not permitted to walk their children into the building. Staff members will be present to escort students into the building.</li> <li>● <b>Parent Pickup-</b> Parent pick up time is 2:15pm. Parents will not be able to enter the building. Parents will pick up their child at the main entrance (Door #1) greeted by a staff member and their child. All parents picking up their child must park in the parking lot and maintain social distancing while waiting in line at the main entrance.</li> </ul> <p><b>**All starting and ending times listed are subject to change**</b></p>

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

### Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>● Provide a mask/gaiter for your student to wear on the bus and while at school when needed.</li> <li>● Keep your OneView account updated depicting transportation needs.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.</li> <li>● Sit two per seat (some cases 3 if smaller children and route is full) on the bus and sit in your assigned seat.</li> <li>● Wear a mask/gaiter while riding the bus.</li> <li>● Remain seated, facing forward while riding the bus.</li> </ul>	<p><b><u>Drivers</u></b></p> <ul style="list-style-type: none"> <li>● Wear a mask/gaiter and/or a face shield while students are on the bus.</li> <li>● Provide reminders to students of bus expectations- 2 per seat (possibly 3 when students are smaller) wearing masks/gaiters or face shields, seated facing forward.</li> <li>● Assign students their seats on all buses.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>● Ensure the bus is disinfected each day following outlined safety protocols.</li> <li>● Ensure increased outdoor air circulation as much as possible on routes.</li> </ul> <p><b><u>School/District Administration</u></b></p> <ul style="list-style-type: none"> <li>● Reduce the number of transfers and overall time on buses for students.</li> <li>● Monitor drop off and dismissal to ensure students do not congregate in groups.</li> <li>● Provide consequences, including loss of privilege to ride the bus to those who violate rules.</li> </ul>

### Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.</li> <li>● In person meetings should follow appropriate physical distancing protocols and it is required masks be worn when entering, exiting, and moving around the building.</li> <li>● 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.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Participate in meetings as requested by parents/caregivers or school staff.</li> <li>● Follow physical distancing protocols.</li> <li>● Wearing a mask/gaiter is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● When possible, attend meetings from the classroom using video technology.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Provide parents/caregivers with options for in-person, phone, or video conferencing.</li> <li>● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> <li>● Ensure physical space used for meetings allows for distancing guidelines.</li> </ul>

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

### Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>● Provide a mask/gaiter for your student to wear on the bus and while at school when needed.</li> <li>● Ensure contact information is up to date in the event the nurse needs to contact home.</li> <li>● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the office.</li> <li>● Following physical distancing protocols as much as possible when in office.</li> <li>● Wearing a mask/gaiter is required when in or moving around the clinic.</li> <li>● Wearing a mask/gaiter is required if a student is determined to have a fever or other symptoms.</li> </ul>	<p><b><u>Nurse</u></b></p> <ul style="list-style-type: none"> <li>● Wear a mask/gaiter when working individually with students.</li> <li>● Ensure the workspace is kept clean and sanitized.</li> <li>● Ensure physical distancing protocols are followed whenever possible.</li> <li>● Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li> <li>● Collaborate &amp; coordinate with the health department on protocols &amp; procedures and communicate to staff and parents.</li> <li>● Provide training for staff, students and parents on the temperature/symptoms check, and procedures for when students/staff are symptomatic or positive for COVID-19.</li> <li>● Develop a procedure for arrival for temperature and symptoms check centralizing all data</li> <li>● Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.</li> <li>● Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li> <li>● Disinfect the isolation area after students who utilize the area have left the building.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Install barriers as needed to protect employees working in the nurse's office.</li> <li>● Ensure proper signage is installed.</li> <li>● Ensure regular cleaning and disinfecting takes place in the office area.</li> <li>● Ensure seating areas are properly physically distanced.</li> <li>● Ensure the student isolation area is properly supervised when in use.</li> </ul>

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

**Restrooms**

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

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

### Lunches & Cafeteria & Recess

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a mask/gaiter for your student to wear while at school when required.</li> <li>● Limit visits to school as much as possible including visits to drop off forgotten items.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● When possible, stay to the right when traveling down hallways.</li> <li>● Wearing a mask/gaiter is required when in line or moving around the cafeteria.</li> <li>● Sit in assigned seats.</li> <li>● Follow guidelines for restroom use during lunch periods.</li> <li>● Follow physical distancing guidelines as much as possible when in line and in the serving areas.</li> </ul> <p><b><u>Elementary</u></b></p> <ul style="list-style-type: none"> <li>● Students will go from lunch to recess as a class.</li> <li>● Classes will stagger entering and exiting the building to and from recess.</li> <li>● The playground will be split into sections.</li> <li>● The students will be expected to play in their designated section with students from their classroom.</li> <li>● Social distancing is encouraged as much as possible.</li> <li>● Masks/Gaiters may be required at recess when social distancing cannot be maintained.</li> <li>● Students must wash their hands upon reentering the building.</li> <li>● High traffic equipment/items will be wiped down between grade level usage.</li> </ul>	<p><b><u>Monitors/Aides</u></b></p> <ul style="list-style-type: none"> <li>● Supervise designated eating areas to ensure students are properly physically distanced.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>● Wear a mask/gaiter when circulating around designated eating areas.</li> <li>● Use staggered dismissal to ensure physical distancing at the end of lunch.</li> <li>● Disinfect all tabletops and seats before and after each lunch.</li> </ul> <p><b><u>Custodians/Monitors</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect all tabletops and seats before and after each lunch.</li> <li>● Develop a system for trash cleanup after lunch for classrooms.</li> </ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"> <li>● Wear masks/gaiters and/or face shields during lunch periods.</li> <li>● Clean and disinfect serving areas.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in designated eating areas.</li> <li>● Ensure enough seating is provided to ensure proper physical distancing and be practiced.</li> <li>● Add additional seating areas on stage, outside, and in the practice/aux gym to ensure proper physical distancing.</li> <li>● Ensure supplies are readily available for custodians.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>● Implement staggered dismissal times if necessary, to maximize physical distancing and student safety.</li> </ul>



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

### Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100 or showing other symptoms.</li> <li>● Wearing a mask/gaiter is required when entering, exiting, and moving around the office/building.</li> <li>● In-person office visits should follow appropriate physical distancing protocols.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the office.</li> <li>● Following physical distancing protocols as much as possible when in office.</li> <li>● Wearing a mask/gaiter is required while in or moving around the office.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Wearing a mask/gaiter is required when moving around the office area.</li> <li>● Follow physical distancing protocols.</li> </ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"> <li>● Monitor and control the number of people in the office at any one time.</li> <li>● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Install barriers to protect employees working in the main office.</li> <li>● Minimize community and parent volunteers to ensure safety of all students.</li> <li>● Ensure proper signage is installed in the office and leading into the office.</li> <li>● Ensure regular cleaning and disinfecting takes place in the office area.</li> <li>● Ensure seating areas are properly physically distanced.</li> </ul>

### 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><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Monitor student progress on coursework.</li> <li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to staff.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to teachers.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Create lessons that are engaging for students using a variety of strategies.</li> <li>● Use Schoology as the platform for all assignments, links to resources, etc.</li> <li>● Grade work in a timely manner and provide feedback to students on assignments.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>● Provide help desk assistance when technology issues occur.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure each student has a device at home.</li> <li>● Monitor and assist teachers in the delivery of content for students.</li> <li>● Implement appropriate grading procedures and work from home guidelines for teachers.</li> </ul>

## OPTION 2- STUDENTS AT HOME -ONLINE LEARNING

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● All assignments will have a specific due date and time.</li> <li>● Monitor student progress on coursework.</li> <li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to staff.</li> <li>● Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information.</li> <li>● This option is different from what students experienced during remote learning last spring.</li> <li>● The online curriculum may not necessarily match the same pacing or activities that are delivered in school buildings.</li> <li>● Students may continue to participate in after-school activities at their school building, including extra-curricular activities</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Students will be expected to get online daily. Times will vary based upon grade level and teacher.</li> <li>● Students will be expected to complete all assignments by the assigned due date. Late or missing work will be put in the grade book equivalent to students attending school in person.</li> <li>● Communicate questions and concerns to teachers at the appropriate times designated by the teacher in their syllabus.</li> <li>● Students will earn grades for their work.</li> <li>● This option is different from what students experienced during remote learning last spring.</li> <li>● 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.</li> <li>● It is recommended students follow a schedule to complete online learning, assignments, and assessments.</li> <li>● The online curriculum may not necessarily match the same pacing or activities that are delivered in school buildings.</li> <li>● Students may continue to participate in after-school activities at their school building, including extra-curricular activities</li> </ul>	<p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>● Teachers will designate appropriate times for communicating questions and concerns for their classes in their syllabus provided at the beginning of the school year.</li> <li>● Lessons and assignments will be communicated through Schoology.</li> <li>● Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments.</li> <li>● Teachers will grade work in a timely manner.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>● The district will provide a laptop for each student to use at home; students will not be asked to share devices.</li> <li>● The district will make arrangements with families that do not have wi-fi access.</li> <li>● The district will provide help desk assistance when technology issues occur.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure each student has a laptop at home.</li> <li>● Monitor and assist teachers in the delivery of content for students.</li> <li>● Implement appropriate grading procedures and work from home guidelines for teachers.</li> </ul>

## ADDITIONAL INFORMATION

- <https://www.limaohio.com/news/418277/lima-city-allen-county-schools-set-plans-to-reopen> Allen County Schools Common Agreements for Reopening Schools
- <https://www.allencountypublichealth.org/> Allen County Health Department
- <http://education.ohio.gov/Topics/Reset-and-Restart> Ohio Department of Education Reset and Restart Plan
- <https://www.aap.org/en-us/Pages/Default.aspx> American Academy of Pediatrics
- <https://www.cdc.gov/> CDC – COVID-19
- <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home> Ohio Department of Health- COVID-19

## UPDATES MADE TO THIS DOCUMENT

Date	Description of update
7-22-20	Added language from the health department regarding training, collaboration for school nurses. Also added more resource links under Additional Information.
7-27-20	Added language to recess for the elementary; MS lockers; face masks language was adjusted to reflect health safety protocol as well as Allen County's status at this time.
8-10-20	Sent letter through OneView announcing we have moved back our start date to September 8, 2020. Also, added gaiters as an acceptable face covering after approval from the Allen County Health Department. Finally, added a medical exemption document for facemasks on our website, as well as sent a message in OneView.
8-14-20	Added language to Option 2 (page 9) surrounding expectations of students and parents for completing assignments, earning grades and when to communicate with teachers. Drop off times and entrances changed for each building (page 3).

8-18-20

Corrected Page 3 starting and ending times at the high school to 8:15am and 2:55pm. Also, updated mask exemption letter upon release of new mask order by the governor last week.

