2020-2021 School Year

Reopening Plan



This is what we know today! Everything could change depending on the course of the virus.

We understand that what we share today will not please everyone. We will be doing what is best for the students at Madison Local Schools.

Presentation

- Facilities/Protocols
- Signs of Illness, Nurses' Offices, and Wellness Activities
- Communications
- Visitor, Staff, Student Procedures
- Classroom Instruction and Learning Activities
- Special Education
- Enrichment/Sports Activities
- Remote Learning

1. Are there **cleaning protocols** in place for the general building and grounds, classrooms/offices/large gathering spaces, materials, etc.?

Yes. Protocols have been developed and are in compliance with current orders from the Butler County Health District. In addition, we have inventory of needed materials and chemicals to clean and disinfect. Items such as additional hand sanitizer, hand sanitizing stations, spray bottles and two Clorox 360 machines have been ordered. All custodians have been trained on cleaning protocols. We will have disinfectant available in each classroom for use by teachers and others in between scheduled cleanings. Teachers will be trained in proper cleaning protocols.

*Our goal is to make things safe, not normal. Creating inconvenience is OK if it makes the environment safer.

2. Which entrances will be used?

The Butler County Health District has determined that passage in a hallway or doorway does not constitute exposure. Doors will be propped open during arrival and dismissal times, but not during the day. This will prevent students and staff from touching door handles. Understanding that safety of our students is a priority, there will be adults at each door to watch incoming individuals. Our Technology Director will put doors on timers for each building.

3. How do we balance **security** with the expanded need for many entry points and staff to supervise these while processing entry of students, parents, contractors, and students?

We do not expect any changes to the security of our buildings with the established protocols. Existing security protocols will remain in place. Visitors in the building will be extremely limited.

4. Are there **visual directions** posted in common areas for transitions or will there be transitions between classrooms and other locations?

A lot of signage will be used to direct students and staff throughout the building. In addition, signs reminding students and staff of good hygiene practices will be prominent. Reminders on daily announcements and through classroom instruction will continue to remind students and staff of good hygiene practices or any changes to protocols. There will be signs discouraging congregating in the hallways, reminding students that they should go to their lockers limited times throughout the day, reminding students to wash and sanitize hands, and reminding students that masks prevent spread.

5. How will classrooms be **arranged** and will there be visual directions?

We will be in compliance with any distancing orders from the Butler County Health District as best we can. Most likely, this will permit us to house 22-25 students in a classroom with 1-2 adults. Any student who attends school will incur some level of risk. We will work to decrease the likelihood of infection with hygiene practices, enhanced cleaning protocols, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated. In addition, we will use outside space for classrooms when weather allows and teachers are comfortable with it.

A minimum spacing of 3 feet will be the best we can to accommodate classroom capacities.

6. Will students and staff be required to wear masks?

Butler County is designated as a level three or red county on the COVID tracing map. With this in mind, we will follow the governor's guideline to have all staff and students wear masks while at school. It will be expected that students wear masks while at school, and if they utilize school transportation.

It is your student's responsibility to wear a mask so that we do not have school closure, quarantined classes or athletic seasons cancelled.

7. Does the school building have the necessary personal protective equipment (**PPE**)?

Supplies have been ordered to restock for the 2020-2021 school year. We will need masks for our school nurses, gloves and surgical or cloth masks for students who are isolated at school while awaiting pick-up. We have received a supply of PPE from the Butler County Health Department to help us start the school year. We are currently researching additional options for PPE. However, it will be the individual student's responsibility to provide their own masks. We are working with groups about making masks for students for minimal cost.

8. Will staff self assess?

It is mandatory for our staff to self assess daily, which means that they take their temperature and watch for any other symptoms.

It is also expected that parents will self assess their child before sending them to school. Parents should NOT send a child who is feeling ill, has a fever, or any other symptoms to school.

9. Have we reviewed all spaces, current usage, and the potential needs caused by **social distancing**, **specific student needs**, **and new medical needs**?

Yes. We will continue to review spaces as attendance data is collected. We will be in compliance with any orders from the BCHD. to the best of our ability.

Our Director of Student Services is meeting with school personnel to develop plans for students who have special circumstances.

<u>This plan will continue to develop until and after school starts.</u>

10. Do additional **handwashing or hand sanitizing stations** need to be installed in the building?

Yes. We have sanitizing stations and solutions installed throughout all buildings, as well as sanitizer in every classroom.

There are plexiglass partitions for all offices.

11. Does additional **protocol** need to be explicitly part of SMART START orientation and practiced and modeled for all students?

Yes. Students and staff will need protocol training and modeling. There will be a high expectation that all staff will model the same protocols expected of students. Reminders will be presented often to students and staff. Additional time will be needed in the instructional day to teach and follow protocols.

1. How many tables and seats in the cafeteria and/or other locations will be needed to meet social distancing restrictions?

With approval of the BCHD, we will utilize cafeterias with social distancing if possible. Students will be seated at every other seat and staggered across from each other at circular tables.. We will encourage students to eat outdoors when the weather permits. Lunchrooms will be cleaned and sanitized between each cohort of students.

Will you use partitions to provide separation?

We do not plan to use partitions for separation. We may have a plexiglass partition for servers and cashiers.

How will breakfast, lunch, snacks be served?

We will utilize grab-and-go as much as we can. Students can be served, but they cannot serve themselves. Condiments must be individual packets. The BCHD is permitting share tables to continue with caution.

What will be the cleaning procedures for the areas where food is eaten by students and/or staff?

Students will be expected to clean up after themselves. Once the table is cleared, the table and seats will be cleaned and sanitized by custodians and lunchroom personnel.

Will teachers be permitted to eat in the teacher's lunchroom?

It is discouraged for teachers to congregate in one area. They will be asked to follow safety procedures as not to have multiple teachers sick if one were to expose others in the building.

How many students or staff may enter the restrooms at a time?

Schedules will need to be developed for younger grades and floor markings will help determine proper distancing. This will be much harder at the middle/high school to monitor, so we will remind students of the possibility of spread of the virus. Restrooms will be monitored by staff members.

Will water fountain use be permitted?

Water fountains will be turned off and unavailable at the beginning of the school year. Students will be permitted to bring their own water bottles. In addition, we are contacting the vending machine company to replace the soda machines in the commons with water machines that will be available all day.

Main Offices

Are individuals permitted to use office phones?

Individuals, other than office staff, will be permitted to use office speakerphones by permission. Phones will need to be cleaned and disinfected after each use.

Will parents and students have access to the main offices?

Access to the main office will be limited with safety protocols in place, including proper distancing.

How will we collect the required paperwork needed to begin the school year?

We have a process in place now to safely collect paperwork. We have also moved to Final Forms for collection of all forms.

Will there be a LatchKey program?

Yes. The Latch Key program numbers will be decreased.

The Elementary School will be sending information about sign up for LatchKey soon.

Will we use cafeteria seating to safely space students while waiting for classes to begin or will they be able to report directly to the classroom?

To safely monitor students prior to classrooms opening, we will allow students to go directly to their classrooms in the morning. Teachers will be required to be on duty in the hallways and/or classrooms. Students will not be permitted to congregate in hallways or other spaces for longer than the passing time of 4 minutes.

Will drop-off and pick-up spots be modified to consider traffic flow?

We do not expect a need to modify drop-off and pick-up spots.

As in the past, staff and SRO's will be used to assist with arrival and dismissal.

1. When should staff or students come to school or stay home based on symptoms?

Staff or students should stay at home when they register a fever of 100° F or higher or any of the symptoms related to COVID-19. Staff or students should also stay home if any member of their household is registering a fever of 100° F or higher or any of the symptoms related to COVID-19.

Any staff member or student with a fever over 100° F should stay home.

What if a student or staff member becomes ill while at school?

Any student who develops COVID-19 symptoms while at school will be quarantined in an area other than the clinic until a parent or guardian arrives to pick them up from school. A mask will be placed on the student unless other health issues prevent it.

Any staff member who develops COVID-19 symptoms while at school will be sent home immediately. Steps will be taken to limit exposure to others, including the wearing of a mask unless other health issues prevent it.

*All exposed areas will be immediately cleaned and disinfected. Students may need to leave their classroom while cleaning occurs.

Communication and tracing involving a positive case of COVID will be through the **Butler County Health Department.** Students have FERPA rights that must be followed.

A letter to members in the classroom will go out to parents; however, names will not be used.

School or athletic activities could be cancelled depending on the tracing.

How will students who are not sick but need medical attention in another way be treated? (e.g. medicine distribution, injury, cut, etc.)

Students who are sick or injured, not related to COVID-19 will be treated by the school nurse and standard of care as always.

Will medication administration happen in a site other than the clinic?

Maybe. Medication will still be administered by the school nurse but a location may change due to exposure circumstances.

How will immunization requirements be enforced if doctor's offices are not administering them?

We are not aware of any doctors who are not administering immunizations at this time. Normal protocol to be followed.

*We expect that most students with chronic health issues or compromised immune systems will participate in remote learning.

Communications

Does the district website have a web page to provide information related to these changes?

Yes. The school website has been revamped and will house any COVID informational materials. The website will be updated as information changes. The district website can be found at madisonmohawks.org

Communications

Will we be mailing information to families?

We will be using all forms of communication to get information to families. We will limit the chances of contact through several measures.

Final Forms will be used for all forms that must be returned. **ProgressBook** will be used for schedules and grades. No report cards or midterms will be sent home.

PaySchools will be used for fees, pay to play, and cafeteria payment. Every student will receive a card to swipe at the checkout. It is encouraged that you apply money to that account and not send money with students.

1. How will schedule pick up and SMART START occur in August 2020?

Each building is planning SMART START for parents and students. These will be smaller groups than usual and be offered multiple times. Schedules will be communicated via ProgressBook.

2. Who will screen students, parents, and staff who attempt to enter the building?

Students, staff, and visitors will be asked to self-assess at home prior to coming to school. We will have links about COVID signs and symptoms to self assess.

If a student, staff member, or visitor acknowledges that they did not self-assess, they may be assessed by a school nurse, teacher, or secretary.

Students, staff members, and visitors may also be asked to leave or sent home. Signage at all entrances and in the main office will serve as reminders to self-assess.

3. Will the staff who are screening utilize PPE?

Yes. Any staff screening a student, staff member, or visitor should utilize PPE.

4. What procedures will be used in the screening, questioning, temperature taking, assessment of what items individuals are bringing into the building?

We will utilize procedures and protocols as determined by the BCHD.

5. Will non-traditional entry points be explained to parents?

If we use any non-traditional entry points, they will be communicated.

6. What are the methods by which students will arrive at school?

Students will arrive at school utilizing all traditional forms of transportation, including bus, walking, parent drop-off, and self-driven.

Bus drivers and students will be required to wear masks. The bus driver will sanitize the bus common areas after each route.

8. Will volunteers be permitted in the building?

At this time, volunteers will not be permitted in the building. If that changes, volunteers will need training on all protocols.

9. What issues need to be addressed for the organizations, parent groups, and other visitors coming to schools to support students and advanced learning?

Organizations and parent groups will be asked to conduct virtual meetings or offsite of school. At this time, groups renting facilities will need to assure safety protocols are followed and pay additional cleaning fees for custodial staff.

Classroom Instruction and Learning Activities

1. What will class sizes be?

We plan to place 22-25 students per classroom utilizing a maximum of 6' distancing and a minimum of 3' distancing. Spacing will be determined nose-to-nose. We will utilize other spaces within the building to serve as classroom space, if needed.

Classroom Instruction and Learning Activities

2. Will we split classes and staff?

We currently plan to operate two different instructional models. We will offer traditional, face-to-face classrooms with safety protocols. We will also offer a completely remote option using remote curriculum.

Students who are not returning to school buildings will be paired for remote monitoring, facilitation, and grading with a Butler County ESC employee.

3. Will you rotate staff and have students stay in a single room?

The Butler County Health District has determined that passage in a hallway or doorway does not constitute exposure. We may rotate teachers in the elementary.

4. Are you prepared to eliminate the use of community supplies in classrooms?

We will not be using community supplies in classrooms. Parents will need to purchase some supplies for use.

5. Will blended learning or entire remote courses take the place of some traditional classes?

Yes. Some of our student population will be learning utilizing remote curriculum and instruction from the BCESC, MindPlay, Ascend Math, and other virtual options

6. How will you schedule lab classes?

Lab courses will be under the same protocols as regular classrooms with limits to shared materials. Teachers and students may also use virtual labs. Teachers should assign labs that can be completed independently or as a group with members keeping proper distance.

7. How will the equipment utilized in these courses be cleaned and ready for multiple groups of students on the same day?

Teachers and students will be expected to clean and disinfect lab areas and equipment in preparation for the next class. Custodians will clean on a schedule to meet BCHD guidelines.

8. Will you allow students to leave their room and assist other staff or students?

Students will not be permitted to leave classrooms and assist other staff or students without permission from a teacher or administrator. In most cases, this will not be permitted. Any student who is an aide for a classroom will not be allowed to leave the classroom without proper reasoning.

9. Will students be allowed to bring their phones to school?

Yes. Students will be permitted to bring their phones with permission from parents. Students must follow the rules of their building on usage times.

10. Will you restrict items allowed to be brought to school daily?

Yes. Students will be discouraged from bringing in personal items from home. Water bottles will be permitted but not shared.

11. Will progress report revisions be made based on the new assessment practices brought on by the pandemic?

Students participating in face-to-face instruction will receive progress reports in ProgressBook. Students in remote learning will receive progress reports through ProgressBook. Similar assessments will be used and progress will be reported as letter grades.

12. Are there plans for virtual curriculum nights and back-to-school events?

SMART START will be held to introduce parents and students to safety protocols and room layouts. SMART START will be on multiple days to assure social distancing.

13. Will you schedule virtual student-parent conferences in the fall?

We will schedule virtual conferences at parent request and possibly for all conferences.

16. Will you have recess, and if you do, what restrictions will be in place?

We are planning to offer recess. We will do our best to follow social distancing, knowing that these types of activities may perpetuate student contact.

If a teacher chooses to use the playground equipment, it will be their responsibility to spray down the surface after use.

We highly recommend that teachers plan structured activities such as nature hikes or use the track as a viable option.

Students will wash hands after playground equipment use.

17. How will you ensure inclusion of students with disabilities and meeting their needs (academic and physical)?

We will include students with disabilities as we always have.

19. What will specials or electives look like?

Physical education will be asked to have non contact activities and utilize the outdoors as much as possible.

Vocal music is being evaluated; however, in order to have vocal music, students must wear masks.

Instrumental music is also being evaluated. Instruments which may emit air or secretions may have to be used outside or not at all.

20. What if school closes again? What will remote learning look like then?

We are doing our best to use the correct resources and structure to make the virtual learning option one of accountability. The virtual curriculum and instruction plan is being worked on by a team of teachers who are also parents. Chris Cooper is heading up this initiative. She put together a focus group of teachers that represent each building, multiple grades, special education, resource room, Title I, Gifted, Technology Integration Specialist.

They will continue to work on this plan in case of another shut down.

Curriculum and Assessment

1. What training will be needed for teachers and other staff if working remotely (learning management system, software, videoconferencing virtual platforms, etc.)?

During the first week of school, Madison students will not be present. We will use this time to provide training to all teachers in such areas as cleaning protocols, planning for changes to learning environments, virtual learning training, and planning for extended closures during the 2020-2021 school year.

Curriculum and Assessment

2. What assessments will be administered at the beginning of the school year to determine students' current levels and what interventions may be needed?

We will use pre-assessment measures that can be found with our new assessment system, Silverback. This is an automated system of assessment that are controlled by faculty regarding content covered and timing.

Other systems we use will be for remote learners that include assessment data.

1. Are we including students with special needs when planning the schedule and safety procedures?

Yes. Students with special needs are included in all of our planning and safety procedures.

Director of Special Services, Kari Hunter, is working with other directors in the county to develop a comprehensive plan for those students who will be working remotely.

2. How will we complete an assessment of progress monitoring and documentation of services?

We will continue to track and monitor student progress. We will also document all minutes for remote learning and services. Safety protocols will be used for all 1:1 services.

3. How will you collaborate with parents?

We will collaborate with parents in-person and remote conferencing. All safety protocols will be followed for in-person conferences.

4. What platforms will be used for delivery of service?

We plan to use the following platforms: face-to-face and remote. We will assign teachers to students. We expect some overlap of services for students and may need to use scheduled appointments for services.

5. Will you provide assistive technology, access, and options for support when technology is limited?

Yes. We will provide the assistive technology as agreed to in the IEP or 504 plans.

6. How will you address IEPs and ETRs? (e.g. referral process; compliance dates and times; development; guidance; testing)

We will schedule therapy for remote learners to include face-to-face and remote sessions. We expect full IEP team participation, either face-to-face or remote. We will research the use a platform for electronic signatures.

7. How will instruction happen, and will it meet federal and state requirements (FAPE; LRE; AAC; general education and intervention specialist collaboration; staffing to support students who are no longer able to be supported as a group)?

Instruction will occur face-to-face or remotely and meet federal and state requirements.

8. How will you determine if compensatory services are needed for each individual student with a disability?

The IEP team will determine if these services are needed.

9. How will you consider the needs of individual students with "re-entry" (adjusted schedules, mental health supports, etc.)?

We always consider these needs when a new school year begins so this will be as usual. However, we have purchased new Social Emotional Learning curriculum for all students of all age groups which will become part of the classroom instruction.

10. Will there be an option to go to homes for support if families practice social distancing protocols?

This is not a common practice now and that will not change. All instruction will be virtual.

Student Discipline

1. What happens to students who do not comply with safety procedures?

Students who continually do not comply with safety procedures may be disciplined or placed in remote learning.

2. How will everyday disciplinary issues/office referrals be handled?

There will be no change to disciplinary office referrals. Students and staff will practice safety protocols when handling disciplinary issues to the extent possible.

Student Discipline

6. How will you deal with bus discipline?

Bus drivers will handle discipline as they have in the past.

Bus drivers will be wearing masks and will write up students who continually break the rule regarding wearing masks on the bus.

1. How will we decide what co- and extracurricular groups will continue to operate and what restrictions need to be implemented?

Our decision regarding co- and extracurricular activities will be based on guidelines from the BCHD and OHSSA. Our goal is to accommodate students as safely as possible.

Anyone attending an indoor sporting event or organizational meeting must wear a mask.

2. Will you permit field trips?

Field trips will not be permitted at the beginning of the school year. This may change with less restrictions.

3. How will fundraising efforts be governed?

Fundraising will be permitted within the guidelines of BCHD.

4. Will school clubs be allowed to meet virtually or face to face?

Yes. School clubs will be permitted to meet virtually or with safety protocols in place, including proper distancing.

5. Will there be procedures for spectators of these events?

If spectators are permitted by the BCHD, they will need to follow all safety protocols.

MS/HS Sports

- 6. How will athletic be handled as to meet safety protocols?
 - Communal water is NOT allowed to be provided. We have ordered bottled water for those who do not bring their own water.
 - 2. Day Camps are still unavailable at this time.
 - Open Gyms/fields are permitted. Coaches are NOT permitted to compete against Alumni or other schools. No alumni in practice or other schools. 5 on 5 (basketball) 7 on 7 (football) is permitted Mohawks vs Mohawks.
 - 4. Temperature checks are still MANDATORY for Coaches and Athletes with our trainer before EVERY practice or event. He is located in Fieldhouse. If a student athlete fails to see the trainer before participating, that student athlete is not permitted to practice the remainder of the week. We're taking the check in with the trainer very serious.
 - 5. Basketball/ Volleyball are permitted to use High School Gymnasium.

MS/HS Sports

- 6. There are no limits on coaching days. Football team is once again permitted to wear helmets (no other gear at this point).
- 7. There are no limitations on numbers for weight room, players in practice, or open gyms. If student athletes are not involved in activity on playing surface, please have them maintain social distancing. If they're involved, social distancing isn't required.
- 8. They will continue to clean weight rooms DAILY. Coaches will have student athletes and coaches continue to use hand sanitizer.
- 9. Matt has asked the coaches to assume they are the last group on campus. He has asked them to secure and lock all facility doors, and CLEAN the weight room up before leaving.
- 10. Locker room usage is still not permitted.
- 11. Student athletes and coaches must wear masks on any bus trip to a contest.

Is there a remote option?

Yes, the Madison Remote Option is a full-time program for students in grades K-12. The placement supports students who desire a pathway using module based remote learning, standards based courses, and allowing for a home based program to combat the possibilities of contracting COVID19. Students work off-campus 5 days a week at a minimum of 5 hours per day. The curriculum sets a minimum daily, weekly and quarterly pace for students to obtain.

How does the Remote Option work?

Remote learning will include the same state standards for grade levels and content areas. Remote learning does not compare to face to face instruction.

Madison Local Schools plans to contract with the Butler County ESC for students who choose a remote option. We do not have the staff or resources to offer a remote option and a face to face option for every grade level.

When will we be able to sign our student up for a remote option?

Students who choose a remote option will be asked to contact their individual school starting August 2 to set up a meeting with a team to discuss expectations of remote learning.

All Chromebooks will be distributed at a remote intake meeting and at SMART START for everyone else.

How do I enroll my student and when?

The school principal holds an intake meeting with parents and students and has the right to accept or reject any applicant. Students can transfer in and out of Madison Remote Courses at the beginning or end of a semester. Once enrolled students will not be permitted to leave remote learning until the end of the semester. If a student must be transferred into remote learning mid-semester, the parent/guardian must have a medical statement as to why.

Who can be on the remote option?

Madison Remote is open to any full-time student in grades K -12 who are already enrolled with Madison Local Schools. A student needs to have daily access to the internet when off-campus in order to maintain weekly progress.

We are working with the Butler County ESC to collaborate on this remote option. Madison Local Schools does not have enough teachers to provide both in-person and remote learning; therefore, the teacher of record may be a Butler County ESC teacher.

Requirements

Online education through Madison Remote Option means a commitment to spending the time you would normally have spent in a regular classroom now in a **self-directed internet program**. Five hours of class work each day should be the expected norm. The remote learning courses have been organized to meet state standards. In so doing, the following requirements for completion of assignments have been established:

- 1. To stay on schedule a student must complete their individualized daily and weekly assignment goal. This will be set and established during the intake meeting with the student as an active contributor to the plan.
- 2. Semester courses or half-credit courses are to be completed at the end of a given semester.

- **3.** At the end of a grading period all incomplete assignments in a course will be recorded as a zero. These missing assignments will be factored into a student's overall course grade.
- 4. The final grade for each course will be recorded on the student's transcript.
- 5. Students will be required to take all required Ohio state assessments.
- 6. Failure to progress through courses and maintain a passing grade of 60% or higher may lead to academic warning, probation, or removal.
- 7. Students and parents are expected to follow the student's progress through courses at least once per week.
- 8. The Butler County ESC teacher assigned to your child will further define expectations of the teacher who oversees the student.

What are the Absence/Tardy Protocols?

Students are required to "attend" or log on to the Madison Remote Option five days a week. If a student is 'absent' or not logged on, a proper note of reason of absences should be submitted. If a student is absent, they are still expected to complete their assignments by the number of days that they were absent. Students who demonstrate a failure to maintain proper attendance as defined above and by the Ohio Resource Code (ORC) will be subject to dismissal from the Madison Remote Option. This also applies for truancy.

If a student misses due to sickness, as with in person schooling, a doctor's note is required for extended days.

Transportation

How will busing be adjusted for less ridership and social distancing?

We will be asking parents in grades K-12 to opt-in to transportation. We will be assigning students two to a seat and requiring all drivers and students to wear masks while on the bus. We will load the bus back to front with assigned seats. We will unload the bus front to back. Changes in busing will be very limited, and we **may not** be able to accommodate those who want social distancing on the bus.

Transportation

Are you planning time for busses to be cleaned and sanitized each day?

Yes. School buses will be cleaned and sanitized after each cohort of students.

Will bus stops be monitored to ensure social distancing?

The school district will not be monitoring bus stops for social distancing. However, students without a mask or refusing to wear a mask will not be permitted on the bus.

Final Thoughts

We have tried to address every scenario that we could in this short time since the governor has given guidance.

This plan will continue to evolve and change.

Our main goal is to educate students. We will do that in as safe an environment as possible. We appreciate your confidence in your school personnel and the challenges we face this year!

Questions?