

# LICKING HEIGHTS LOCAL SCHOOLS

## REOPENING PLAN

2020 - 2021



The coronavirus still remains with us, and school will not return to normalcy until there is a possible vaccine or cure. The return to school will look different this year from what it looked

after March 20, 2020. The District will be flexible and nimble, understanding that the priority of protecting the health of our community will require the District to operate in different modalities at different times throughout the school year, with minimum notice. District personnel are working diligently with the Ohio Department of Education, county health departments, a group of staff and parents, and our fellow school districts in Licking and Franklin counties to develop a thorough, flexible, and sustainable educational plan.

We are building two systems because we know not everyone will be comfortable within an in-person educational environment. Furthermore, the in-person option will be linked to Ohio’s COVID - 19 Risk Level Guidelines.

**Purpose of the Plan**

This document is designed to help students, parents/guardians, and staff see the vision of what school will look like for the 2020-21 school year. This plan provides detail about student instruction, district safety precautions, and expectations for students, staff and parents. The district has chosen the following two plans for the upcoming school year.

<b>Ohio COVID-19 Risk Levels for the Public + County/Community Alert Indicators</b>			
<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
<b>Public Emergency</b> Active exposure and spread. Follow all current health orders.	<b>Public Emergency</b> Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	<b>Public Emergency</b> Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	<b>Public Emergency</b> Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.
<b>Corresponding LH In-Person Learning Plans/Protocols (Option #1)</b>			
<b>In-person instruction</b>	<b>Blended/Hybrid Learning</b>		<b>100% Virtual (Online)</b>
<ul style="list-style-type: none"> <li>All students attend 5 days/week on regular weekly schedule:               <ul style="list-style-type: none"> <li>Preschool: 4 half days (AM/PM schedule)</li> <li>K-12: 5 full days</li> </ul> </li> <li>Face coverings required for students and staff.</li> </ul>	<ul style="list-style-type: none"> <li>All Grades K-12 attend 2 days in person, 3 days virtual facilitated by LH teachers using Schools PLP.</li> <li>Students last names A - J will attend Monday/Tuesday</li> <li>Students last name K - Z will attend Thursday/Friday.</li> <li>Preschool attends 4 half days (AM/PM schedule)</li> <li>Face coverings required for students and staff.</li> </ul>		<b>All students PK-12 at HOME with virtual/online learning using Schools PLP facilitated by LH teachers.</b>
<b>Corresponding LH 100% Virtual Learning Plan (Option #2)</b>			
<b>If this option is chosen, then students will be 100% virtual/online for all classes. Learning will be facilitated through Schools PLP by LH teachers.</b>			

## Summary of Alert Indicators

INDICATOR	WHAT IT TELLS US
<b>1</b> New Cases Per Capita	Flagged if greater than 50 cases per 100,000 residents over the last two weeks. Allows for counties with different population sizes to be appropriately compared.
<b>2</b> Sustained Increase in New Cases	Flagged if increasing trend of at least 5 days in overall cases by onset date. Reflects disease spread in the population.
<b>3</b> Proportion of Cases Not Congregate Cases	Flagged if proportion of cases that are not in a congregate setting goes over 50% in at least one of the last 3 weeks. Used as indicator of greater risk of community spread.
<b>4</b> Sustained Increase in Emergency Room Visits	Flagged if increasing trend of at least 5 days in the number of visits to the emergency department with COVID-like illness or a diagnosis. Provides information on the health care seeking behavior of the population and a sense of how concerned residents are about their current health status and the virus.
<b>5</b> Sustained Increase in Outpatient Visits	Flagged if increasing trend of at least 5 days in the number of people going to a health care provider with COVID symptoms who then receive a COVID confirmed or suspected diagnosis. Provides information on the health care seeking behavior of the population and a sense of how concerned residents are about their current health status and the virus.
<b>6</b> Sustained Increase in New COVID-19 Hospital Admissions	Flagged if increasing trend of at least 5 days in the number of new hospitalizations due to COVID. Important indicator of hospital burden and disease severity.
<b>7</b> Intensive Care Unit (ICU) Bed Occupancy	Flagged if percentage of the occupied ICU beds in each region goes above 80% for at least three days in the last week. Provides an indication of the capacity available to manage a possible surge of severely ill patients.
ADDITIONAL MEASUREMENTS	
<i>Contact Tracing (still under development)*</i>	<i>Portion of cases that can be linked to known transmission chains. Indicates the extent of community transmission and containment.</i>
<i>Tests Per Capita (still under development)*</i>	<i>The number of COVID-19 tests performed per 100,000 people per day. Provides an indication as to whether there is enough testing to detect most of cases in the population.</i>
<i>Percent Positivity (still under development)*</i>	<i>The percentage of COVID-19 tests performed for residents of a county that are positive. Important indicator for determining whether the trajectory of cases is related to changes in testing patterns.</i>

**\*Data not yet available**

## PARENT/GUARDIAN EXPECTATIONS

- Conduct a student wellness check including temperature prior to sending your child to school. Students with a temperature of 100.4°F or above must stay home.
- Provide a mask/face shield/face covering for your student to wear.
- Provide your child with a water bottle as water fountains will not be available.
- Limit visits to school as much as possible.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4°F or showing other symptoms. It is preferred if you call the building and see if your question can be answered through the phone or by email.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask/face shield/face covering is required when entering the building.
- Ensure contact information is up to date in the event that the building needs to contact you. This must be completed in One View prior to the first day of school.
- Ensure that emergency contacts have been designated and pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Parents/Guardians will not be permitted to join their child for lunch. No food items can be sent in for birthday celebrations.
- Support the district in reminding your child to follow social distancing requirements and that the child must wear their mask.
- Read all communication from the District, Building Principal and Teachers and respond in a timely manner if necessary.

### **When child is attending 3 virtual days**

- Utilize SchoolsPLP and Progressbook to check student progress.
- Will complete Schools PLP module - more information will be forthcoming.
- Develop and follow a “normal school schedule” to keep routines in place for students while working at home.
- Communicate questions to staff immediately.

## STUDENT EXPECTATIONS

### **Health and Safety**

- Wear a mask/face shield/face covering at all times in the building.
- Follow social distancing recommendations throughout the day.
- Conduct a wellness check including temperature prior to arriving at school. If the temperature is over 100.4°F, you must stay home.
- Bring a water bottle as water fountains will not be available.
- If feeling ill or showing symptoms, ask immediately to report to the nurse's office.
- Wash/sanitize hands frequently.
- Follow all guidelines and read signage whenever entering, exiting or moving around the building.
- Report immediately to your classroom, upon arrival to school.

### **Entering and Exiting the Building**

- No congregating at the entrances or exits.
- Get out of the vehicle, when it is time to enter the building.

### **Hallways**

- Stay to the right when travelling down hallways.
- Follow the protocols for going to your locker.
- Follow all signage in the hallways.

### **Classrooms**

- Sit in your assigned seat.
- Follow social distancing requirements as assigned by the teacher.
- Do not share materials with other students.

### **Lunch/Cafeteria**

- Sit in your assigned seat
- There will be a limited number of students allowed at each table..

### **Bus expectations**

- If riding the bus, sit two (2) students per seat unless one additional student is from the same family group or household.
- Remain seated and facing forward while riding the bus.
- Bus seat assignments will be made by the bus driver for safe loading/unloading. We will load back to front in the am and in the pm, we will load last off in the back and first off in the front of the bus.

### **When attending school virtually**

- Utilize SchoolsPLP to check and submit assignments/tests/quizzes.
- Develop and follow a "normal school schedule" to keep routines in place.
- Communicate questions or concerns to staff immediately.
- Attend assigned Zoom or Google Chat meetings when assigned.
- Adhere to positive digital citizenship routines and follow the Licking Heights Local School District acceptable use policy while being online and/or using LH issued devices.
- Follow proper safety precautions to keep your device in good working order.

## CUSTODIAN EXPECTATIONS

- Conduct a wellness check including temperature prior to reporting to work. If the temperature is over 100.4°F, you must stay home.
- Wear a face mask/face shield/face covering at all times as well as gloves.
- Post appropriate health and safety signage around the building (handwashing, etc..)
- Make sure classrooms are provided with all supplies needed for the day.
- Check and refill hand sanitizer in common areas.
- Disinfect classrooms after school.
- Disinfect common areas based on a schedule and document completion daily on the health department approved checklist provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.
- Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.
- Disinfect clinic based on need.
- Disinfect all tables and seats in the cafeteria before and after lunch.

### CLINIC EXPECTATIONS

- Conduct a wellness check including temperature prior to reporting to work. If the temperature is over 100.4°F, you must stay home.
- Wear a face mask/face shield/face covering at all times.
- Ensure physical distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms of COVID - 19 to a separate isolation area away from other students already in the clinic. Parents will be contacted to pick students displaying such symptoms up immediately.
- 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.
- Provide classroom teachers with basic first aid supplies like bandaids and gloves to minimize the use of the clinic.
- Request staff call the clinic before sending students to the clinic.
- Wash/sanitize hands frequently and ensure all students wash/sanitize hands both entering and exiting the clinic.
- Collaborate with the local Licking County Health Department and other local health agencies on cases of COVID - 19, contact tracing, and guidance on classroom and staff quarantine.

### TEACHER/PARAPROFESSIONALS EXPECTATIONS

**Health and Safety**

- Conduct a wellness check including temperature prior to reporting to work. If the temperature is over 100.4°F, you must stay home.
- Wear a face mask/face shield/face covering at all times.
- Ensure classroom setup of desks provide physical distancing for students.
- Eliminate shared classroom materials.
- Contact clinic to send students showing symptoms for further evaluation.
- Wash hands/sanitize hands frequently.
- Provide reminders to students about proper health and safety measures.

**Hallways**

- Supervise hallways and common areas to ensure students are reporting immediately to class and are not congregating.
- Supervise hallways to ensure students are walking on the right side of the hallways.

**Classrooms**

- Ensure the classroom is set up to allow as much distance as possible.
- Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.
- Ensure students are sitting in assigned seats.
- If supervising in the cafeteria, ensure that students are sitting in their assigned/designated seats.

**Teaching and Learning**

- Use SchoolsPLP as the learning management system.
- Collaborate with Teacher Based Teams (TBT's) to create lessons, videos and assessments.
- Ensure that all 504's and IEP's will be followed accordingly.
- Participate in TBT meetings as assigned by the building principal.
- Set clear expectations for students in the classroom.
- Be available to students and families via phone, in person, emails, Zoom, or Google Meet.
- Collaborate with colleagues to address concerns as they arise.
- Communicate with administrators, students and parents in a timely manner.
- Provide an array of meaningful learning opportunities that engage and meet the needs of all students.
- Provide in class instruction using SchoolsPLP allowing for work to continue in both face to and in the virtual setting, checking on students' emotional well being, and offering feedback on student learning.

**Grading Practices**

- Working with TBT's, teachers should identify what will be graded to inform the teacher if the student has met the standard.
- Feedback must be given and grades posted in a timely manner.
- Grades will not be a pass/fail. The letter grade system will be in place.

**Meeting with Staff and/or Parents**

- When possible, communicate through email or by phone, if it is necessary to meet in person social distancing and masks will be required.

**When teaching virtually**

- Continue using SchoolsPLP as the learning management system.

- Collaborate with your TBT colleagues.
- Set clear expectations for virtual work.
- Be available to students and families via phone, in person, emails, Zoom, or Google Meet.
- All staff members will be required to respond to all emails within a 24-hour period that falls within normal school days.

### COUNSELOR EXPECTATIONS

- Conduct a wellness check including temperature prior to reporting to work. If the temperature is over 100.4°F, you must stay home.
- Wear a face mask/face shield/face covering at all times.
- Encourage students and families to use appropriate online resources to enhance academic, career, and social/emotional development.
- Develop and share goals for the school counseling program.
- Provide school counseling services to individuals and groups using face to face and virtual formats.
- Make referrals to school and community resources.
- Provide programming to meet student needs at the individual, group, and school wide levels.
- Consult with teachers, staff, and administration to support student success.
- Provide support to families, teachers, staff, and administrators.
- Complete case manager requirements for 504 caseloads.

### ADMINISTRATOR EXPECTATIONS

- Conduct a wellness check including temperature prior to reporting to work. If the temperature is over 100.4°F, you must stay home.
- Wear a face mask/face shield/face covering at all times.
- Ensure classrooms are meeting the social distance standard.
- Ensure supplies are available for custodians and the teaching staff.
- Ensure proper signage is installed in hallways and common areas.
- Provide reminders to staff about proper health and safety precautions.
- Provide reminders, issue warnings, contact parents/guardians about repeated noncompliance of wearing masks and social distancing.
- Implement staggered dismissal time if necessary to maximize physical distancing and student safety.
- Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.
- Ensure designated doors are propped open before arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.



- Eliminate parent and community volunteers to ensure the safety and health of students and staff.
- Provide different options for parent meetings including phone, Zoom or Google Chat.
- Provide supervision in hallways and bathrooms during transition times.
- Determine how to conduct required safety drills (fire, tornado, safety) in a manner that allows for the health and safety of the students and staff.
- Conduct Building Leadership Team meetings.
- Conduct Teacher Based Team (TBT) meetings.
- Monitor and assist teachers in the delivery of content for students.
- Monitor the use of SchoolsPLP.
- Handle any discipline that needs to be addressed.
- Have consistent staff meetings.
- Attend required 504/IEP meetings.

**When students are at school virtually**

- Ensure all students have a device at home.
- Monitor and assist teachers in the delivery of content.
- Monitor the use of SchoolsPLP.
- Have consistent staff meetings or individual meetings via Zoom.
- Conduct TBT meetings.
- Attend required 504/IEP meetings.

### CLASSIFIED STAFF EXPECTATIONS

- Conduct a wellness check including temperature prior to reporting to work. If the temperature is over 100.4°F, you must stay home.
- Wear a face mask/face shield/face covering at all times.
- Remind students about proper health and safety measures.
- Use provided cleaning supplies to disinfect as needed throughout the day.
- Monitor students entering the buildings in the morning and exiting the buildings in the afternoon.

### SPECIAL EDUCATION EXPECTATIONS

**In addition to the teacher and paraprofessional expectations listed above:**

- If the IEP indicates a service that is not practical as was planned in a face to face classroom, the team will hold an IEP meeting to review and identify the student's individual needs.
- Accommodations will be delivered in a variety of ways, technology will be used more

at the elementary levels than in the past.

### **PARENT/GUARDIAN EXPECTATIONS**

- Utilize SchoolsPLP and Progressbook to check student progress.
- Will complete Schools PLP module - more information will be forthcoming.
- Develop and follow a “normal school schedule” to keep routines in place for students while working at home.
- Communicate questions to staff immediately.
- Monitor student progress.
- Read communication from the District, building principal and teachers, and respond in a timely manner when necessary.

### **STUDENT EXPECTATIONS**

- Utilize SchoolsPLP to check and submit assignments/tests/quizzes.
- Develop and follow a “normal school schedule” to keep routines in place while working at home.
- Communicate questions or concerns to staff immediately.
- Attend Zoom or Google Chat meetings when assigned.
- Adhere to positive digital citizenship routines and follow the Licking Heights Local School District acceptable use policy while using online/using Licking Heights issued devices.
- Follow proper safety precautions to keep your device in good working order.

### **TEACHER EXPECTATIONS**

- Use SchoolsPLP as the learning management system.
- All teachers will be required to hold daily office hours and regular check-ins with students or groups of students.
  - Office hours - open time for students to get support.
  - Regular Check-Ins
    - ★ Every student will be scheduled to attend a check-in with teacher(s) on a regular basis.

- ★ Additional targeted check-ins for students that need additional support.
- ★ Specific office hour times will be created by each building
  - Schedule will be shared with the building principal, assistant principal(s), counselor(s), and the directors of special education.
- Virtual instruction will be held through
  - Synchronous live instruction through Google Meet or Zoom
  - Asynchronous learning through SchoolsPLP via pre-recorded instructional videos that teach the lesson/standard.
- All staff members will be required to respond to all emails within a 24-hour period that falls within normal school days.
- Collaborate with Teacher Based Teams (TBT's) to create lessons, videos and assessments.
- Participate in TBT meetings as assigned by the building principal.
- Set clear expectations for students.
- Ensure that all 504s and IEPs will be followed accordingly.
- Be available to students and families via phone, emails, Zoom, or Google Meet.
- Collaborate with colleagues to address concerns as they arise.
- Communicate with administrators, students and parents in a timely manner.
- Provide an array of meaningful learning opportunities that engage and meet the needs of all students.
- Report students not participating to building administrators.

### **COUNSELOR EXPECTATIONS**

- Encourage students and families to use appropriate online resources to enhance academic, career, and social/emotional development.
- Develop and share goals for the school counseling program.
- Provide school counseling services to individuals and groups using virtual formats.
- Make referrals to school and community resources.
- Consult with teachers, staff, and administration administration to support student success.
- Provide support to families, teachers, staff, and administrators.
- Complete case manager requirements for 504 loads.

### **ADMINISTRATOR EXPECTATIONS**

- Ensure all students have a device at home.
- Monitor and assist teachers in the delivery of content.
- Monitor the use of SchoolsPLP.
- Have consistent staff meetings or individual meetings via Zoom.
- Conduct TBT meetings.
- Handle any discipline that needs to be addressed as well as concerns for students not participating in the online format.

## SPECIAL EDUCATION EXPECTATIONS

**In addition to the teacher and paraprofessional expectations listed above:**

- If the IEP indicates a service that is not practical as was planned in a face to face classroom, the team will hold an IEP meeting to review and identify the student's individual needs.
- Accommodations will be delivered in a variety of ways, technology will be used more at the elementary levels than in the past.