



Blanchester Local School District

Empower. Prepare. Inspire. Collaborate.

2020-2021 Reopening Guide

This Reopening Guide was planned and prepared by the district's administrative team with guidance from the Governor's Office, the Ohio Department of Education, the Ohio Department of Health, the Clinton County Health Department, district attorney, parents (via two (2) surveys), individual meetings with each building's staff, technology dept., other Clinton County school districts, and the local board of education.

Within this Reopening Guide families will have two (2) options. They can choose between a Traditional Learning (in-person) Option #1 or a Virtual Learning (on-line) Option #2. Parents desiring to choose the Virtual Learning (on-line) Option 2 must complete a Google Form (click on "Google Form" link) by **July 31, 2020 at 2:30 p.m.**

Due to the fluidity of information public schools may receive between now and the beginning of school, this Reopening Guide may need to be revised as needed. Any revision to the Reopening Guide will be announced on our District's website at **blanschools.org**, School Board Facebook Page at **Blanchester School Board CommuniCATor**, the district's new Twitter account **@blanschools** or on our new Facebook Page **Blanchester Local School District**.

Below are expectations of what each option will look like for staff, students and parents.

Keep Laughing and Learning,

District Administrative Team

2020-2021 Reopening Guide

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| Option #1 | <p style="text-align: center;">TRADITIONAL LEARNING</p> <p style="text-align: center;">Students learn within a physical building & classroom with face-to-face instruction.</p> |
| | <p style="text-align: center;">DISTANCE LEARNING</p> <p style="text-align: center;">This protocol will ONLY be used to replace the Traditional Learning option if an outbreak occurs that requires school to shut down or quarantine for longer than fourteen (14) days.</p> |
| Option #2 | <p style="text-align: center;">VIRTUAL LEARNING</p> <p style="text-align: center;">Students learn from home in an online environment. BLSD teachers will facilitate, monitor, and support the learning outside of school hours.</p> |

| Traditional Learning - Option 1 | |
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| General Expectations | |
| Parent/Guardian Expectations | Student Expectations |
| <ul style="list-style-type: none"> ● Conduct a self and student wellness check daily including temperature prior to sending a student to school. Students with temperatures of 100°F and above should stay home. ● Provide a face covering for your student to wear. ● Provide your student with a transparent water bottle daily as water fountains will not be available for use. ● Limit visits to school as much as possible, including visits to drop off forgotten items. ● Wearing a face covering is required for visitors when entering district facilities. | <ul style="list-style-type: none"> ● Students are generally expected to maintain physical distance of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate. ● It is strongly recommended that students wear personally provided face coverings when feasible and where social distancing is difficult. ● It is strongly recommended that students wear face coverings when using school transportation. ● Wash hands / use hand sanitizer regularly throughout the school day. ● Students will clean their areas when arriving to class after transitioning |

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| <ul style="list-style-type: none"> ● Ensure contact information is up to date in the event the nurse needs to contact home including a personal email. ● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. ● If coming to the school to pick up a student please call upon arrival (see signage on front door). ● Parents will need to educate their child on proper use of their face covering during the school day. | <p>from another area outside their classroom.</p> <ul style="list-style-type: none"> ● Follow specific health and safety recommendations communicated by district staff and administration. ● Respect the decisions of others who choose or don't choose to wear a face covering. |
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Staff

- BLS staff members are generally expected to maintain physical distance of at least six feet where possible, minimize contact with large groups, and avoid common areas (lobby, teacher's lounge, front office, counselor's area) as appropriate.
- Wear face coverings where feasible and where social distancing is difficult. Staff are **required** to wear face coverings when within six feet of staff and students for extended periods of time.
- Teachers will provide a reminder to students following transitions to follow mask covering protocol, however teachers will not "police" the use of face coverings.
- Wash hands / use hand sanitizer regularly
- Assist students in assuring surfaces within classrooms and common areas are cleaned frequently (especially high-touch areas)
- Follow specific health and safety protocols communicated by district or administration.
- Custodial staff will follow all cleaning protocols.

Classrooms

- General Information**
- Classrooms reconfigured to maximize distancing, with an intent to maintain social distancing where feasible.
 - Students assigned to seats within classrooms.
 - All classrooms will have access to hand sanitizer or a washing station.
 - Students strongly recommended to wear face covering if within six feet of peers/staff
 - Teachers/Staff **required** to wear face covering if within six feet of students/staff
 - Limit or eliminate shared supplies
 - Desk Shields (plexiglass) will be utilized in grades K-3 where tables are used. Students who choose to wear face coverings may remove their face coverings when behind Desk Shields.
 - Grades 4-12 face coverings are strongly recommended if within six feet of peers/staff
 - All excess furniture and items that cannot be easily wiped down will be removed from the classrooms.

Student Expectations

- Wearing a face covering is strongly recommended when entering, exiting, or moving around the classroom.
- Wearing a face covering is recommended when working directly with staff (i.e. one-on-one, small group instruction, etc.) when distancing cannot be maintained.
- Wearing a face covering is recommended when working closely with other students in small groups or lab settings.
- Maintain maximum physical distance from peers whenever possible.
- Follow cleaning protocols as communicated by building staff.
- Use of transparent water bottles, and WATER ONLY in water bottles.

Hallways, Lockers & Common areas

General Expectations

- Two-way traffic may occur and face coverings are strongly recommended.
- Water fountains will not be available for use.
- Lockers cannot be shared and students will have limited access during the day.

Student Expectations

- Wearing a face covering is strongly recommended when in hallways or at lockers.
- Report immediately to the classroom or assigned area upon arrival to school. If you drive to school, remain in your car until your assigned time to report to the homeroom.
- As water fountains will not be available for use, only transparent water bottles are permitted to be carried.. No liquids other than water is to be in the bottle.
- Follow all signage and staff directions in the hallways and common areas.
- When possible stay to the right when traveling down hallways and/or using stairwells.
- Follow locker use procedures as provided by staff for buildings that utilize student lockers.

Drop-off & Pick-up

General Information

- Inside and outside waiting (holding) areas will be eliminated.
- NO EARLY ADMITTANCE in the building's will be allowed this year.
- Visitors required to call the school building's office upon arrival (ex. If picking-up a student early or dropping off late).
- Parents will not be permitted to enter the school during drop-off and pick-up time.
NOTE: Putman Parents: Parents must remain in the car during drop-off and pick-up times. Please follow protocol regarding parent pick-up at the end of the day.

Student Expectations

- Wearing a face covering is strongly recommended when entering, exiting, or moving around the building.
- Students will report directly to their assigned classroom / area upon arrival to school.
- Students will maintain physical distancing from peers whenever possible in hallways, common areas, offices, etc.

- **HIGH SCHOOL:** If you are a driver, remain in your car until your assigned time to enter the building..

Transportation

General Information

- Students will be placed in assigned seats.
- Face coverings are **required** for drivers.
- Buses will load from back to front and students will maintain their assigned seats. Buses will empty front to back.
- Bus windows will be down, weather permitting.
- Siblings will sit together.

Student Expectations

- Maintain appropriate physical distancing while at the bus stop and while entering the school building.
- Sit and remain in your assigned seat facing forward while riding the bus.
- Face covering is strongly recommended at bus stop and while riding the bus.

Lunches and Cafeteria

General Information

- All district buildings will offer food service (breakfast/lunch).
- All students will be eating in their classroom with an assigned teacher.

Student Expectations

- Follow guidelines for restroom use during lunch periods.
- Follow all directions and protocols communicated by school staff.
- Clean up eating area when finished

Meetings & Conferences

General Information

- No physical assemblies or large student meetings will be held.
- No physical field trips will be held.
- Meetings will be held virtually where possible and when agreeable to all.
- No rental agreements for any district facilities indoor

Parent/Guardian Expectations

- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.
- In person meetings should follow appropriate physical distancing protocols and it is required to wear face coverings when distancing protocols can not be adhered to.

Student Expectations

- Participate in meetings as requested by parents / guardians or school staff.
- Follow physical distancing protocols.
- Wearing a facing covering is recommended when entering and exiting a meeting, or when moving around the building to attend a meeting.

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| <ul style="list-style-type: none"> ● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100F or higher or showing other symptoms. | |
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District Health Protocols

- Parents/Guardians**
- Conduct a self and student wellness check daily including temperature prior to sending a student to school. Students with temperatures of 100°F and above should stay home. Students with symptoms of illness should stay home until symptoms resolve and/or the student has been cleared to attend school by a health care provider and proper documentation of such is provided to the school. More information will follow.
 - Providing face covering for your student to wear is strongly recommended.
 - Provide your student with a transparent water bottle daily as water fountains will not be available for use.
 - Limit visits to school as much as possible, including visits to drop-off forgotten items.
 - Wearing a face covering is **required** for visitors when entering district facilities.
 - **Ensure contact information is up to date in the event the staff needs to contact home including a personal email.**
 - Ensure there are **multiple**, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
 - If coming to the school to pick-up a student please call upon arrival (see signage on front door).
 - Parents will need to educate their child on proper use of their face covering during the school day.

- Clinic Services**
- District policies/procedures and recommendations of the Ohio Department of Health (ODH) and the local health department will direct decision making when providing care to students and staff.
 - School buildings will have separate areas for a well clinic and an ill clinic (separate areas). Students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans, will be seen in the well clinic. Those students or employees who are showing symptoms of being ill will be directed to the ill clinic.

- Student/Staff Illness**
(in absence of *confirmed COVID-19 case*)
- According to the CDC, people with COVID-19 have a wide range of symptoms from mild symptoms to severe illness. Thus, any student/staff members exhibiting the following symptoms of COVID-19 should stay home from school or will be sent home

from school **until symptoms resolve** and should see their primary care provider to be assessed for COVID-19:

- Fever or chills/rigors
- Cough and/or shortness of breath or difficulty breathing
- Fatigue or headache
- Muscle or body aches/myalgia
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI issues such as: nausea, vomiting, diarrhea
- Staff & students presenting illness symptoms while at school must immediately report to the ill clinic.
 - Face coverings will be **mandated** for individuals displaying illness symptoms and presenting to the ill clinic.
 - Student/staff members exhibiting symptoms suspicious of COVID-19 will be sent home from school, referred to the appropriate health care provider and the local health department will be notified of a suspected case of COVID-19 accordingly.
- Any student/staff member with a fever of 100°F or higher must stay home. A student/staff member may return to school **after a 24 hour fever free period (without fever reducing medication) and symptoms have resolved and/or the student/staff member has been cleared to attend school by a health care provider and documentation of such is provided to the school.**
- Any student/staff member with an epidemiological link to a case of COVID-19 must stay home and consult with their county health department and/or their health care provider and follow recommendations accordingly.

Confirmed COVID-19 Cases

Families & staff must notify the school if they have been exposed or diagnosed with COVID-19 and must follow care/quarantine recommendations given by their county health department:

- Individuals (staff/students) must stay home.
- Work will be accessible through Google Classroom.
- Return to school will be dictated by ODH and Clinton County health department requirements.
- Communications when a student/staff member has been diagnosed with COVID-19:
 - Communication will come from the Health Department, not the school district.
 - The school district will cooperate with the Health Department's work in social tracing.
 - A 14 day quarantine will be required of any student who tests positive with COVID-19 and anyone who is determined to have an "exposure" as determined by the Clinton County Health Department.
 - The school district will utilize communication from surrounding county health departments (where appropriate) explaining / defining "exposure" to COVID-19 that would necessitate quarantine.

Returning to School After Confirmed COVID-19 Illness

- If a student/staff member is diagnosed as having COVID-19, they must meet the following criteria to return to school:
 - 3 days with no fever (without using fever reducing medication) **AND**
 - All symptoms improved **AND**
 - 10 day have passed since symptoms first appeared **AND**
 - All recommended quarantine requirements have expired.
- Before returning to school the student/staff member must provide communication and/or documentation to the school regarding their plan to return and must validate that all criteria for returning to school have been accomplished.

District Cleaning

- In addition to routine cleaning and disinfecting touch points throughout the district will be conducted throughout the day and after school hours.

Distance Learning

(Only to replace Traditional Learning in the event of a school shutdown)

General Information

This protocol is only for an outbreak that requires quarantine/school shutdown longer than fourteen (14) days.

- The platform that all schools are **required** to use is Google Classroom.
- Classtag will be used for communication between parents and teachers.
- All students will be issued a Chromebook for this time period.
- District will provide take home lunches for students K-6 on Free and Reduced lunch- a week's worth of lunches will be sent.
- If you choose Option 2, nothing will change, you will continue your pathway.

Parent/Guardian Expectations

- Monitor student daily progress on assignments.
- Ensure student(s) are attending daily by completing daily assignments.
- Developing a set schedule and established routine for the student is recommended.
- Ensure student(s) complete required coursework for each class when it is due.
- Communicate questions and concerns immediately to the teacher.
- Parents will utilize Classtag to communicate with teachers.

Student Expectation

- Students are required to login to google classrooms daily for updated assignments
- Students will complete assignments given by assigned teacher

- Student progress will be documented through Google Classroom and Progress Book

Staff Expectations

- Teachers will use Class Tag to communicate with students and parents
- Teacher will use the Google Meet Format to meet with students (NO ZOOM meetings)
- Teachers will utilize Google Classroom as the launching platform for virtual learning
- Teachers will post a minimum of two (2) grades weekly in Progress Book.
 - Minimum Requirements listed below:
 - Putman- 2 ELA grades and 2 Math grades
 - Intermediate- 2 ELA, 2 Math, 2 Social Studies, and 2 Science
 - Middle School- 2 ELA, 2 Math, 2 Social Studies, and 2 Science
 - High School- 2 grades per Content Area
 - Grades can be feedback on progress, not always finished products
- Teachers need to host Google Meets with their students a minimum of 2 times weekly and all Google Meets should be recorded and shared in Google Classroom.
- Teachers will have 2 hours of office hours each day

Virtual Learning - Option 2

General Information

- Families choosing this model must commit to participate for an entire semester at a minimum by signing an intent form attached to this document.
- Students **will not** be permitted to transition from Option #2 to Option #1 within a semester.
- Transitioning from Option #1 to Option #2 will be on an as needed basis.
- The virtual learning option will follow a rigorous district approved online-based curriculum and instructional platform. While this curriculum will align with state standards, it may not mirror the same pacing, sequence, or activities as the district's "in-building" instruction. Students will earn letter grades in each course based on submitted coursework.
- Failure to complete this coursework will result in failure of the class for that semester
- Certified teachers will facilitate, monitor, and support student progress through this virtual curriculum and communicate regularly with families.
- Teachers will not deliver live instruction within this instructional model, however, teachers will hold check-in meetings with students and families to facilitate progress.

- Parents must be able to assume all responsibility for having internet access.
- If a student needs a computer, one can be provided by the school district for the school year. Parents assume responsibility for the use of this computer.
- **NOTE: Families selecting the Virtual Learning (Option 2) must complete the Google Form by Friday, July 31, 2020 at 2:30 p.m.**

| Parent/Guardian Expectations | Student Expectations |
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| <ul style="list-style-type: none"> ● Watch tutorial video to access the learning site. ● Monitor student daily progress on assignments. ● Ensure your child is attending daily by completing daily assignments. ● Developing a set schedule and established routine for the student is recommended. ● Ensure your child completes the semester's worth of coursework for each class. ● Communicate questions and concerns immediately to the assigned support teacher. ● Parents will be given a username and password to access all coursework for their child. ● Provide needed infrastructure for remote learning (internet access). | <ul style="list-style-type: none"> ● Students will not come to their school building for instruction, but will work from home. ● Students will work with an assigned support teacher. ● Students will need to complete assigned lessons, assignments, and assessments daily. ● Students will enroll in courses in all core areas and have limited access to elective courses. ● Students will communicate questions and concerns immediately to their support teachers. ● Students will earn letter grades for their course work. ● Students may continue to participate in after-school activities at their home school building, including extra-curricular activities ● Students are expected to complete the required lessons by the end of the semester. |

Staff Expectations

- Assigned teachers will assist students with the use of the online platform, pacing, and providing feedback on assignments and assessments.
- Assigned teachers will be expected to make contact designed to support student course progress at a minimum of once a week.
- Teachers will grade work in a timely manner.