



SOUTHWEST LOCAL SCHOOL DISTRICT
FALL 2020 RE-OPENING PLANS
Last updated: August 5, 2020

Option 1

100% Face to Face instruction in schools with safety protocols
See pages 1-10

Option 2

100% Virtual Instruction through the Wildcat Academy (structured online curriculum with support from SLSD staff to students who are learning from home)
See page 11

Additional Information is provided through the Frequently Asked Questions sections on pages 9 and 12.
Needed updates will be posted at the end of document, as they become available.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Classrooms

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians:

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100° must stay home.
- Provide a mask for your child to wear when needed during small group instruction and class transitions.

Students:

- Wearing a mask is REQUIRED when entering, exiting, and moving around the room.
- Wearing a mask is REQUIRED when working directly with staff (i.e. one-on-one, small group instruction, etc.) and when working closely with other students in small groups or lab settings.
- Wearing a mask is REQUIRED when seated at individual desk with proper distancing protocol in place. This reflects the most recent order by Governor DeWine on 8/4/20 requiring students to wear masks in school. Mask breaks will be given when deemed appropriate by the teacher.
- Maintain maximum physical distance from peers whenever possible.
- Obtain a paper towel when entering the room to wipe any residual cleaner before being seated

*Students in Grades 5-12 will clean desks and seats at the end of each class

STAFF EXPECTATIONS

Teachers/Aides:

- Ensure classroom setup of desks provides physical distancing for students.
- Wear a mask or face shield when working one-on-one with students or when circulating around the room and proper physical distancing cannot be maintained.
- Ensure students maintain physical distance whenever possible.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to office.
- Eliminate shared classroom materials.
- Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.
- Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.

Custodians:

- Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.
- Disinfect classrooms during teacher plan bell, during lunch, and after school.

Administration:

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

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Hallways, Lockers, and Common Areas

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians:

- Provide a mask for your child to wear when in hallways or at lockers.
- Provide your child with a water bottle daily as water fountains will only be available for bottle-filling purposes.

Students:

- Wearing a mask is REQUIRED when in hallways or at lockers.
- Report immediately to designated waiting areas, upon arrival to school.
- Carry a water bottle as water fountains will only be available for bottle-filling purposes.
- Follow all signage throughout the building.
- When possible, stay to the right when traveling down hallways and using stairs.
- Follow locker use schedules as provided by staff for buildings who issue lockers.

STAFF EXPECTATIONS

Teachers/Aides:

- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.
- Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers.

Custodians:

- 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.

Administration:

- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation violators.
- Develop and implement locker use schedules for buildings where lockers are issued to students.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Dropoff, Pickup, and Visitors

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians:

- Parent/guardian or designee must be present at bus stop with student. In the event of a fever or other exhibited symptoms, child will not be permitted to board the bus.
- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100° must stay home.
- Provide a mask for your child to wear on the bus (K-8) and while at school when needed.
- Limit visits to do official school business 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° or showing other symptoms.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask is **REQUIRED** when entering the building.

Students:

- Wearing a mask is **REQUIRED** when entering, exiting, or moving around the building.
- Report directly to designated waiting areas upon arrival to school.
- Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.

STAFF EXPECTATIONS

Teachers/Aides:

- Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.

Custodians:

- 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.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.

Nurse/Designated Personnel:

- Perform health screening/temperature checks of staff and student car-riders and walkers

Administration:

- Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.
- Eliminate parent and community volunteers to ensure safety and health of students and staff.
- Implement staggered dismissal times if possible to maximize physical distancing and student safety.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Transportation

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians:

- Parent/guardian or designee must be present at bus stop with student. In the event of a fever or other exhibited symptoms, child will not be permitted to board the bus.
- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.
- Provide a mask for your child to wear on the bus and while at school when needed. If you cannot provide a mask, the school will provide one.

Students:

- Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.
- Sit two per seat on the bus and sit in your assigned seat.
- Wear a mask while riding the bus.
- Remain seated, facing forward while riding the bus.

STAFF EXPECTATIONS

Drivers:

- Wear a mask or face shield while students are on the bus.
- Provide reminders to students of bus expectations- 2 per seat, wearing masks, seated facing forward.
- Provide masks to students if needed.
- Take temperatures of students boarding the bus, take attendance of students on the bus, and create seating charts for students on the bus.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.

School/District Administration:

- Monitor drop off and dismissal to ensure students do not congregate in groups.
- Provide consequences, including loss of privilege to ride the bus to those who violate rules.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Health Services

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Caregivers:

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.
- Provide a mask for your child to wear on the bus and while at school when needed.
- Ensure contact information is up to date in the event the nurse needs to contact home. Do this here:
<https://southwestharrison-oh.finalforms.com/>
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Students:

- Use designated entrances and exits to the office.
- Following physical distancing protocols as much as possible when in office.
- Wearing a mask is recommended when in or moving around the clinic.
- Wearing a mask is required if a student is determined to have a fever or other symptoms.

STAFF EXPECTATIONS

Nurse:

- Wear a mask when working individually with students.
- Ensure the workspace is kept clean and sanitized.
- Ensure physical distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in the clinic.
- Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.
- Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.

Custodians:

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

Administration:

- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
- Ensure the student isolation area is properly supervised when in use.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Lunches, Cafeteria and Restrooms

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians:

- Provide a mask for your child to wear when in hallways and in restrooms.
- Limit visits to school as much as possible including visits to drop off forgotten items.

Students:

- Wearing a mask is REQUIRED when in hallways and in restrooms, and when in line or moving around the cafeteria.
- Follow all signage in the hallways, common areas and restrooms.
- Sit in designated seats at lunch.
- If bringing a packed lunch, report immediately to your designated seating area.
- Follow physical distancing guidelines as much as possible when in line and in the serving areas in the cafeteria.
- When possible, stay to the right when traveling down hallways to get cafeteria and to restrooms.

STAFF EXPECTATIONS

Teachers/Aides

- Assist in supervision of restrooms, hallways, common areas between classes, and designated eating areas to ensure students are following safety all protocols.
- Wear a mask or face shield when circulating around designated eating areas at lunch.
- Monitor and issue passes for restroom use during lunch time.
- Use staggered dismissal to ensure physical distancing at the end of lunch.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.

Custodians:

- Disinfect restrooms based on schedule provided by school administration (including between lunches). This includes but is not limited to door handles, toilets, stalls, and sinks.
- Disinfect all table tops and seats before and after lunch.

Cafeteria Staff:

- Wear masks while serving food.
- Clean and disinfect serving areas and tables between lunches.
- Serve all food to students. (Students will not self-serve items as they have in the past).

Administration

- Ensure proper signage is installed in hallways, common areas, designated eating areas and restrooms.
- Ensure enough seating is provided to ensure proper physical distancing and be practiced.
- Add additional seating areas for lunch on stage, outside, and in the practice/auxiliary gym to ensure proper physical distancing.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.
- Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.
- Implement staggered dismissal times if possible to maximize physical distancing and student safety.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Office

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians:

- 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.
- Wearing a mask is REQUIRED when entering, exiting, and moving around the office/building.
- In-person office visits should follow appropriate physical distancing protocols.

Students:

- Use designated entrances and exits to the office.
- Follow physical distancing protocols as much as possible when in office.
- Wearing a mask is REQUIRED while in or moving around the office.

STAFF EXPECTATIONS

Teachers/Aides:

- Wearing a mask is REQUIRED when moving around the office area.
- Follow physical distancing protocols.

Office Staff:

- Monitor and control the number of people in the office at any one time.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.

Custodians:

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

Administration:

- Limit community and parent volunteers to ensure safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.

OPTION 1 – 100% FACE TO FACE INSTRUCTION WITH SAFETY PROTOCOLS

Frequently Asked Questions:

Q: How far apart will student desks be in the classrooms?

A: 3 Feet

Q: What happens with a student who has a fever?

A: Student will be sent to the building's quarantine room, re-assessed, and if fever is still present, parent/guardian will be contacted for pick-up. Student may not return to school until (s)he is 72 hours fever-free. Upon return to school, child must be dropped off by parent and checked by school personnel.

Q: What happens if a student or staff member is diagnosed with COVID-19?

A: A 14-day quarantine period is required for anyone who tests positive for COVID-19 and anyone determined to have "exposure" as determined by the Hamilton County Dept. of Health. Instruction at that point will be delivered by the classroom teacher(s) or district substitute in "Brain Bag" or short-term remote learning format.

Q: What is short-term remote learning?

A: The classroom teacher(s) or district substitute will create assignments for students to complete at home during quarantine time.

Q: What if my child loses or breaks his/her mask during the day?

A: The district will provide disposable masks to children who need them.

Q: Can a parent/guardian come in to the school to eat lunch, deliver treats, visit with students, etc.?

A: No. Please limit school visits to official school business only. Appointments are strongly recommended and meetings should be held virtually whenever possible.

Q: Are school-sanctioned extra-curricular clubs and activities still running?

A: Yes. All extra-curricular clubs and activities may still run, following all district safety protocols.

Q: Will my child still have recess in K-5?

A: Yes. Each building principal will communicate the school's recess plan to parents.

Q: Will the district's concerts, performances, athletic events, and other large group gatherings still occur?

A: This is to be determined, as guidance from Governor DeWine, the Ohio Department of Education, the Ohio Music Education Association, and The Ohio High School Athletic Association is published.

***If you have any additional questions, please contact your child's principal.**

Option 1 Summary

- **Fever-Free:**

No one may enter a school building or board a school bus with a temperature higher than 100° or showing other symptoms.

- **Masks:**

Students are REQUIRED to wear masks during the school day except while eating at lunch. Mask breaks will be given when deemed appropriate by the teacher.

- **Water Bottles:**

Please be sure students come to school with water bottles. Drinking fountains will be available ONLY to refill bottles.

- **Transportation:**

If using school bus transportation, masks are required and parents/guardians or a designee must be at the bus stop with the child.

OPTION 2 – 100% VIRTUAL INSTRUCTION

Students Learning From Home with Structured Online Curriculum through the Wildcat Academy and with Support from Southwest Local Teacher

STUDENT AND PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians serving in the role of “Learning Coach”:

- Provide a stable internet connection for students.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Guide the student through the lessons, tools, and games as needed.
- Oversee assignments and help facilitate hands-on learning.
- Check for understanding and discuss concepts being taught.
- Keep the student on schedule and on pace.
- Ensure all components are done with fidelity (workbook activities, assessments, independent reading, novel studies, practice activities, etc.).
- Communicate questions and concerns immediately to Southwest Local assigned teacher.

Students:

- Students will not come to a school building for instruction and will not be in the same classes or have the same teachers as students participating in Option 1.
- It is recommended that students follow a schedule to complete online learning, assignments, and assessments.
- The online curriculum will meet the same standards as our Southwest Local Schools curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings.
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies).
- Students will also have limited access to special area courses (K-5) and elective courses (6-12). Students in grades 7-12 will not have access to their full schedule as planned this past spring.
- Communicate questions and concerns immediately to Southwest Local assigned teachers.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Students will earn grades for their work.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities.

STAFF EXPECTATIONS

Teachers:

- Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Teachers will be available for office hours. One session will be available in the morning and one in the afternoon.
- Teachers will grade work in a timely manner.

Technology Department:

- The district will provide a laptop for students who need one for virtual instruction.
- Provide help desk assistance when technology issues occur.

Administration:

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and guidelines for teachers.

OPTION 2 – 100% VIRTUAL INSTRUCTION

Frequently Asked Questions:

Q: What is a “learning coach?”

A: A parent, guardian, family member, or other adult that is at home with the student assisting them with their virtual experience.

Q: I don’t have a computer for my child at home. Will the district provide devices to virtual instruction students?

A: Yes. Please be sure to indicate the number of devices needed on the letter of intent.

Q: Will virtual instruction be different than what was provided in the Spring of 2020?

A: Yes. The virtual curriculum is a completely independent, stand-alone, rigorous curriculum and platform developed by an outside provider specialized in virtual learning, with remote support from a Southwest Local teacher. The virtual course offerings are all aligned to Ohio learning standards. Parents and students may view the course offerings and grade level course descriptions on the district’s website: <https://www.southwestschools.org/departments/curriculum-3/virtual-instruction-87/>

Q: Can students start the school year virtually and come back to face-to-face instruction if they don’t like it?

A: No. Once a student is enrolled in virtual instruction, he/she must stay in the program until the end of the semester. He/she may return for face-to-face instruction in January for the start of second semester, if desired.