

ORANGE CITY SCHOOLS
COVID-19 Summary and Expectations

Instructional Models- **Revised February, 26 2021 in Preparation for March 1, 2021**

<p>IN-PERSON OPTION</p>	<p>STUDENTS IN-PERSON, ALL-DAY (asynchronous activities to supplement and support as needed)</p>
<p>REMOTE OPTION</p>	<p>STUDENTS CHOOSE TO ENGAGE IN ALL REMOTE LEARNING (asynchronous or live via videoconferencing with Google Meets or Zoom)</p>

These plans were developed in conjunction with guidelines from the ODE, ODH and the CCBH

Expectations for Families and Staff

STUDENTS IN-PERSON AND IN-BUILDINGS WITH SAFETY PROTOCOLS

Classrooms

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.● <u>Keep symptomatic and sick children home.</u>● Teach and reinforce proper use of masks.● Teach and reinforce hand sanitizing.● District will provide masks for anyone needing them. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a mask is required.● Attendance is required. Short and long-term absence and planned absence information will be shared and enforced by the principals.● Sanitize hands often and when directed by staff.● Maintain maximum physical distance from peers whenever possible.● Use plastic dividers and paper placemats appropriately● The Student Handbook and Code of Conduct remain in full force● Academic dishonesty will not be tolerated.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Wear a mask at all times and add additional layers of protection when working in close proximity with students.● Ensure classroom setup of desks provides maximum physical distancing for students.● Keep updated rosters and seat assignments for students; log any close contact/incidents.● Ensure students maintain physical distance whenever possible.● Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.● Eliminate shared classroom materials.● Keep the classroom door open when possible to maximize airflow and reduce the number of touches to door handles.● Use supplies provided to clean desktops and any common materials needed before new students transition into the room.● Students should be assigned a specific chromebook, not to be shared.● Any shared technology device (iPad, etc.) should be disinfected after each use by the teacher (or student, depending on age) using a moist (not dripping) wipe and dried with a soft paper towel. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Make sure teachers are provided with all supplies needed daily including hand sanitizer, disinfectant and paper towels or cleaning wipes.● Disinfect classrooms after school. <p><u>Administration</u></p> <ul style="list-style-type: none">● Provide additional protective equipment as needed for school nurses.● Ensure classrooms are set up to optimize physical distancing● Ensure classrooms are disinfected between classes and after school.● Ensure supplies are readily available for custodians and teaching staff.● Assist teachers/assistants with students who are repeatedly violating the safety expectations

Hallways and Common Areas

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">● Provide a mask for your student and reinforce the importance of wearing it in hallways, etc.● Provide your student with a water bottle daily as water fountains will not be available for use. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a mask is expected at all times.● Report immediately to your classroom, upon arrival to school.● Carry a water bottle as water fountains will not be available for use.● Follow all signage and safety procedures in hallways, stairwells and common areas. <p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● 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 follow school discipline guidelines as necessary.	<p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect common areas based on a schedule provided by the building supervisor. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">● 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 follow school discipline guidelines as necessary. <p><u>Building differences as noted</u></p> <p>Orange Inclusive Preschool/MHS</p> <ul style="list-style-type: none">● Provide and monitor cubby use schedules to minimize congestion at the cubbies during arrival and dismissal.● When standing in the hallway or playground, ensure students are maintaining safe social distance.

Meetings and Conferences

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> Participate in meetings using a virtual platform (or phone). <p><u>Students</u></p> <ul style="list-style-type: none"> Participate in meetings as requested by parents/guardians or school staff. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> When possible, attend meetings from the classroom using video technology. <p><u>Administration</u></p> <ul style="list-style-type: none"> Provide parents/guardians with options for phone, or video conferencing.

Dropoff, Pick Up, and Visitors

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. <u>Keep symptomatic and sick children home</u> Everyone must wear a mask when entering school. Limit visits to school as much as possible. Follow posted guidelines and read all signage whenever entering the building. <p><u>Students</u></p> <ul style="list-style-type: none"> Wearing a mask is required when entering, exiting, or moving around the building. Report directly to your assigned classroom/area upon arrival to school. Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> 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/guardians, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none"> 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. <p><u>Administration</u></p> <ul style="list-style-type: none"> Ensure adequate supervision is available in 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/Guardians, 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. Postpone use of volunteers and limit visitors to ensure safety and health of students and staff.

Health Services

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.● <u>Keep symptomatic and sick children home</u>● Provide a mask for your student 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.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.● Notify your child's school building point of contact within 24 hours if your child has a confirmed positive case of COVID-19. <p><u>Students</u></p> <ul style="list-style-type: none">● Use designated entrances and exits to the clinic.● Follow physical distancing protocols as much as possible when in the clinic.● Wear a mask at all times when in the clinic or isolation room.● Notify your teacher or school nurse if you are not feeling well.	<p><u>Nurse</u></p> <ul style="list-style-type: none">● Wear a mask at all times and add additional layers of protection when working in close proximity 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 designated separate area.● Ensure all students are sanitizing hands upon entry and exit of the clinic.● Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms in school.● Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.● Ensure there is enough space in the isolation room to house all students exhibiting symptoms and waiting to be picked up. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect clinic based on schedule provided by the building supervisor. 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. <p><u>Administration</u></p> <ul style="list-style-type: none">● Provide additional protective equipment as needed for school nurses.● Ensure proper signage is installed.● Ensure hand sanitizer stations are kept in stock and ready for use.● Ensure regular cleaning and disinfecting takes place in the clinic and isolation room area.● Ensure seating areas are as physically distanced as possible.● Ensure the student isolation area is properly supervised when in use.● Implement an overflow space for the Nurse's Office.● CCBH Quarantine guidance will be followed for staff and students.

Restrooms

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> ● Provide a mask for your student to wear when in hallways and in restrooms. ● Reinforce hand washing skills at home. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required when in hallways and in restrooms. ● Follow all signage in the hallways, common areas and restrooms. ● Follow expectations when traveling down hallways to get to restrooms. ● Wash your hands for 20 seconds using soap and water. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Assist in supervision of restrooms, hallways, and common areas between classes. ● Provide reminders, issue warnings, contact parents/guardians, and follow school discipline guidelines as necessary. ● Implement a sign out/in or single use hallway pass system (use a digital or disposable paper pass as opposed to a laminated pass that is used by multiple students). <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect restrooms based on an ongoing schedule provided by the building supervisor. This includes but is not limited to door handles, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in hallways, common areas and restrooms. ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/guardians, and follow school discipline guidelines as necessary. ● Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.

Transportation

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. ● <u>Keep symptomatic and sick children home</u> ● Provide a mask for your student to wear on the bus and while at school. If you cannot provide a mask, the school will provide one. ● Students exit the car at designated times ● Expect that your student only rides his/her assigned bus. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Maintain appropriate physical distance and wear a mask while at the bus stop, on bus lots, and while entering the building. ● Sit as directed on the bus and sit in your assigned seat. ● Remain seated, facing forward while riding the bus. 	<p><u>Drivers</u></p> <ul style="list-style-type: none"> ● Wear a mask while students are on the bus. ● Provide reminders to students of bus expectations- assigned seats, wearing masks, seated facing forward. ● Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office. ● Ensure the bus is disinfected following outlined safety protocols. ● Keep students on the bus at drop-off until designated time. <p><u>School/District Administration</u></p> <ul style="list-style-type: none"> ● Reduce the number of transfers and overall time on buses for students. ● 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.

Lunches and Cafeteria

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">● Provide a mask for your student to wear while at school.● Limit visits to school as much as possible including visits to drop off forgotten items. <p><u>Students</u></p> <ul style="list-style-type: none">● Sanitize hands prior to and immediately after eating.● Follow expectations when traveling down hallways.● Wearing a mask is required when in line or moving around the cafeteria if/when open.● Sit in assigned seat at all times.● Follow guidelines for restroom use during lunch periods.● If bringing a packed lunch, report immediately to your designated seating area.● Follow physical distancing guidelines as much as possible when in line. <p><u>Building differences as noted:</u></p> <ul style="list-style-type: none">● Follow building expectations for lunch.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Supervise designated eating areas to ensure students are properly physically distanced.● Provide reminders, issue warnings, contact parents/guardians, and report repeated expectation violators to the office.● Wear a mask when circulating around designated eating areas.● Monitor and issue single use passes for bathroom use during lunch time. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Clean all table tops and seats before and after each lunch.● Clean restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none">● Wear masks while serving food.● Clean serving areas and tables between lunches.● Oversee grab and go <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure proper signage is installed in designated eating areas.● Ensure seating provides proper physical distancing.● Add additional seating areas on stage, outside, and in other available spaces to ensure proper physical distancing.● Ensure supplies are readily available for custodians.● Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation violators.

Office

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.● <u>Keep symptomatic and sick children home</u>● Wearing a mask is required when entering, exiting, and moving around the office/building.● In-person office visits should follow appropriate physical distancing protocols.● Wash hands upon entering the building (or utilize hand sanitizer).*● Temperature screening may be required. <p><u>Students</u></p> <ul style="list-style-type: none">● Use designated entrances and exits to the office.● Following physical distancing protocols when in office.● Wearing a mask is required while in or moving around the office.● Wash/sanitize hands frequently.* <p><u>Teachers/Assistants/Staff</u></p> <ul style="list-style-type: none">● Wearing a mask is required when moving around the office area.● Follow physical distancing protocols.● Wash hands frequently.* <p>* Students, staff and volunteers should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. (state health guidelines) *To supplement handwashing, schools will provide hand sanitizer (60% to 95% alcohol based) in high traffic areas including entrances to buildings and classrooms and instruct students and staff to use the sanitizer. (state health guidelines)</p>	<p><u>Office Staff</u></p> <ul style="list-style-type: none">● Wearing a mask is required when moving around the office area● Monitor and control the number of people in the office at any one time.● Ensure physical distancing guidelines are followed when in-person meetings are held.● Follow physical distancing protocols.● Wash/sanitize hands frequently.*● Schools must monitor daily absences of students and staff for trends. (state health guidelines)● The sharing of supplies and materials should be minimized and if items must be shared, sanitized between each user. (state health guidelines) <p><u>Custodians</u></p> <ul style="list-style-type: none">● Wearing a mask is required when moving around the office area.● Follow physical distancing protocols.● Wash hands frequently.*● Disinfect office based on schedule provided by school administration. This includes door handles, countertops, seating areas, restrooms, etc. <p><u>Administration</u></p> <ul style="list-style-type: none">● Wearing a mask is required when moving around the office area.● Follow physical distancing protocols.● Wash hands frequently.*● Install barriers to protect employees working in the main office.● Postpone use of volunteers and limit visitors 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.● Reinforce distancing with visual cues such as floor markings and signs. (state health guidelines)

Remote Learning

Student and Parent/Guardian Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">● Monitor student progress on coursework.● Developing a “school schedule” is recommended to keep routines in place for students while working from home.● Communicate questions and concerns immediately to staff. <p><u>Students</u></p> <ul style="list-style-type: none">● Attendance is required and will be taken by each teacher● Following a “school schedule” is recommended to help keep routines in place for students while working from home.● Communicate questions and concerns immediately to teachers.● Participate in virtual sessions with teachers as scheduled.● Watch lessons provided by teachers and complete assignments according to timelines.● The Student Handbook and Code of Conduct remain in full force● Academic dishonesty will not be tolerated.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Create lessons that are engaging for students using a variety of strategies.● Be present. Avail yourself for office hours and virtual face-to-face lessons● Use Google Classroom as the platform for all assignments, links to resources, etc.● Grade work in a timely manner and provide feedback to students on assignments.● Use Google Meets/Zoom for synchronous meetings.● Do not allow unsupervised Google Meets/Zoom session (staff will circulate in and out of breakout rooms)● Consider personalized learning opportunities for all students using Project Based Learning approaches. <p><u>Technology Department</u></p> <ul style="list-style-type: none">● Provide help desk assistance when technology issues occur; instructions for the repair process are on the district website.● Students should be assigned a specific chromebook.● The district will continue to support families without wi-fi access.● The district will continue to content filter (using Securly) all devices used by students and staff.● The district will continue to comply with all data privacy protections in state and federal law including FERPA. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure each student has a device at home.● Monitor and assist teachers in the delivery of content for students.● Implement appropriate grading procedures and work from home guidelines for teachers.