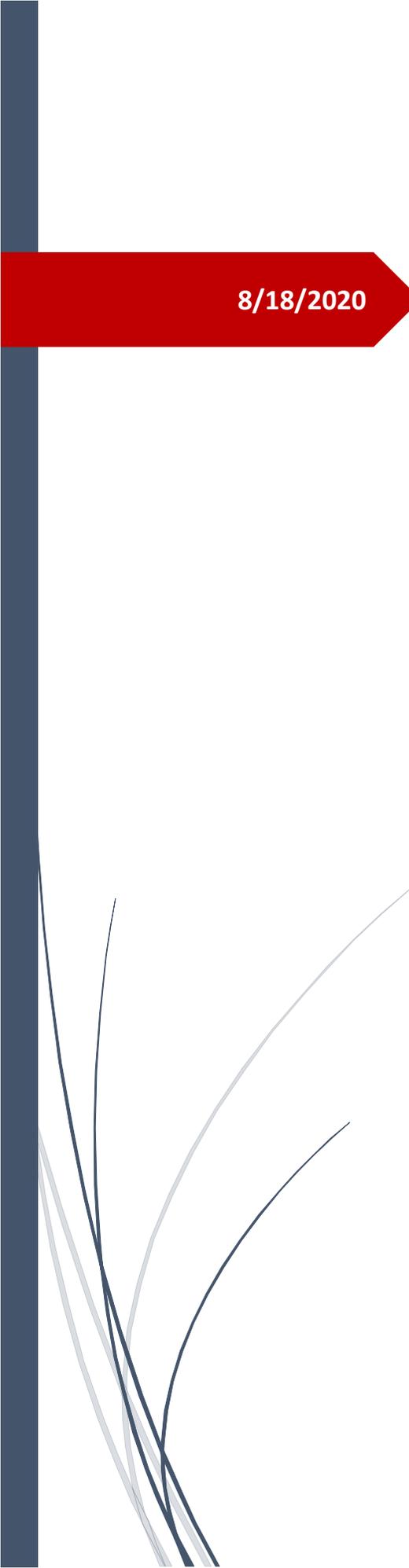




8/18/2020

# Jefferson Area Local Schools 2020-2021 In-Person School Opening Plan



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OFFICE OF THE SUPERINTENDENT



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Return to school in person daily

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**Full-Time Learning at Home Option** for parents who want their child to learn from home during the Covid 19 Pandemic 21

### References:

Reset and Restart Ohio Plan  
<http://education.ohio.gov/Topics/Reset-and-Restart>

Ohio's Remote Resource Guide  
<https://bit.ly/3gtiDYT>

Ohio Department of Health  
<https://bit.ly/3gAZX9H>

Ohio Education Association  
An OEA Action Plan for  
Preparing for the 2020-2021  
School Year  
<https://bit.ly/3iChiR9>

PBIS.org  
<https://www.pbis.org/>

CDC Considerations for  
Schools  
<https://bit.ly/3f3KoXy>

*This plan may be altered and is subject to change based on added requirements or mandated closures at the direction of the State of Ohio or local health department officials.*

Deleted items appear *like this*

Added items appear *like this*:

*Revised 8/18/2020*

*Ohio Department of Health prohibits use of face shields as a substitute for masks in schools*

*Revised: 8/8/2020*

This plan only works if everyone involved is honest in assessing their own health and that of their children. We are all in this together and will rely on each other to implement this plan to return to school as safely as is possible.

## INTRODUCTION

We look forward to welcoming our students back for the 2020-21 school year. We are pleased to announce our school-opening plan. Our plan includes two learning possibilities for our students: 1) in-person learning and 2) learning at home full time.

The coronavirus remains with us, and our schools will likely not return to normalcy until there is a vaccine or a cure.

Schools throughout Ohio will adapt and operate differently than was usual pre-pandemic. Parents, teachers, staff, and students will need to be flexible and open to the need to change plans and further adapt operations quickly and with little advanced notice. Our priority is to protect the health of our staff and students while continuing to provide an educational program aligned to the standards and capable of keeping our students on track at each grade level.

This plan recognizes that we may be required to deliver education in a variety of ways and settings at different times throughout the school year. Everyone has a role to play in education. Now more than ever, we will have to work together to meet the needs and interests of a diverse constituency.

First and foremost, our plan is grounded in the public health science and data provided by the state Department of Health, the Governor and Ohio Department of Education, the Ashtabula County Health Department, CDC, and collaboration with other Ashtabula County School Districts through the Ashtabula County ESC.

JALSD is committed to supporting learning environments that protect student and staff health and safety. To do this, we will continue to monitor updates in guidance from the Department of Health, the Office of the Governor, and the Department of Education as it unfolds throughout the school year. We will communicate any changing requirements for operating our schools with our constituents.

Our plan is based on the belief that for many students and their families a return to school full time is especially important for their well-being.

We also realize that some parents may not want to have their child return to school in the fall because of the risks posed by the Covid 19 virus. Our opening plan includes a full-time at-home learning program to meet their needs.

This district plan is broken out into areas of operation with expectations for all participants defined. Participants include parents, students, administrators, teachers, custodians, and support staff.

## REMOTE LEARNING PLAN

Our district may be required to close based on decisions by a health authority or in response to a student or staff member being diagnosed with a case of COVID 19. To prepare for this possibility: we are updating our remote learning plan for school closures. We thank the more than 280 families who responded to our May 2020 survey evaluating our efforts during the school closure last spring.

Our remote learning plan will provide for a rapid transition between face-to-face and remote learning. Our plan for school closure is being developed to be more effective and sustainable. This includes a defined schedule for students with flexibility built in for families who need to access their schoolwork and support after the traditional school day is over. Our curriculum tools have been updated to allow for easy student access and to provide materials that students can work on independently while being tracked by teachers. The remote learning plan for 2020-2021 will be completed and released in August.

**School Closure:** Health Department guidance requires that anytime a student or staff member is sent home for having Covid-19 symptoms they must stay at home in quarantine for 14 days or until a doctor certifies that the symptoms were not Covid 19 related.

A student or staff member diagnosed with Covid 19 will result in the possible quarantine for 14 days of students and staff members who had extended contact with them in school. Due to the impact on staffing this might result in the school building being closed.

### PLAN OVERVIEW

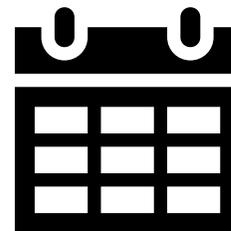
It is the intent of the Jefferson Area Local Schools to return to in-person schooling beginning in August 2020. Our plan sets out the operational guidelines, rules, and procedures that will be followed.

We start on pages 4 and 5 with an **overview of changes and expectations** that will be in place for our return to school.

We have laid out (page 6) an **amended opening of school schedule** to allow teachers and students the time needed to learn and implement new procedures.

We then breakout our plan into the following areas of operation:

1. TRANSPORTATION
2. DROPOFF & PICK UP of STUDENTS
3. VISITORS, MEETINGS & CONFERENCES
4. FOOD SERVICE
5. RESTROOMS
6. HEALTH SERVICES
7. MAIN OFFICE
8. HALLWAYS, LOCKERS, COMMON SPACES
9. CLASSROOMS / INSTRUCTIONAL MATERIALS
10. SOCIAL EMOTIONAL AND ACADEMIC SUPPORT



For each area we provide an overview of changes in operation and identify the role of parents, students, teachers, support staff, and administrators in implementing the plan.

Expectations are repeated in different areas of operation.

**Principals are now working with their staffs on their building plans which will provide specifics for their parents and students regarding drop off and pick up of students, lunch schedules, and other critical procedures. These plans will be released and sent to parents in August as a part of each building's return to school informational materials.**

## Plan to Return to School in Person Daily

### Parent / Student: **General Requirements and Procedures**

#### Student and Parent/Caregiver & Staff Roles

##### Parents / Caregivers

- **Conduct a student wellness check (see wellness check guidelines on page 5)** including temperature prior to sending a student to school. Students with temperatures over 100.4°F **must** be kept home. **(See temperature checks in school page 5)**
- If you have multiple students in school and anyone in your household has COVID-19 Symptoms you must keep all your children at home.
- Provide a mask for your student to wear on the bus and while at school in required settings.
- **There will be no parent / grandparent lunch visits this year.**
- **Parents whose children purchase lunch or breakfast must set up their payment account online. There will be no cash payments this year.**
- Parents must conduct a personal health screening prior to coming to a school building. Do not come to the school if you are running a fever higher than 100.4°F or showing other symptoms. Required in-person school office visits will follow appropriate physical distancing protocols and require a mask for the entire visit. **(see wellness check guidelines on page 5)**
- **Ensure your contact information is up to date in the event the nurse / administrator needs to contact parent / caregiver during the school day.**

##### Parents / Caregivers cont.

- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Parents dropping off or picking up students at the end of the day, must remain in or at their car. There will be no congregating at or around the school doors or in the parking lot.

##### Students

- Maintain appropriate physical distances as posted or instructed while in school.
- Wear a mask while riding a school bus. (required)
- Wear a mask when entering, exiting, or moving around the building. (required)
- Follow directional signs and social distancing prompts when in the halls of the school.
- Follow arrival at school instructions in the morning as outlined by your school.

##### Employees

- Must conduct a personal health screening prior to coming to a school building. Do not come to the school if you are running a fever higher than 100.4°F or showing other symptoms. **(see wellness check guidelines on page 5)**
- Must wear a mask except when alone in a room or office.

#### **Hand Washing / Sanitizing**

Frequent hand washing is a key strategy to the prevention of the spread and becoming infected with Covid 19. We have installed hand sanitizing stations throughout each building outside classrooms, restrooms, and the cafeteria. Frequent hand sanitizing will be a part of every staff member and student's day. Students are permitted to carry their own hand sanitizer if they wish for use before, during or after school.

## Masks – Summary NOTE: Throughout this plan a face shield can be substituted for a mask

THE CDC, Ohio Department of Health, Governor’s Office, Federal Coronavirus Task Force, and Medical Groups all have endorsed the use of masks as integral to minimizing the spread of COVID-19. Please remember: **We wear masks to protect others!** **8/14: Ohio Department of Health prohibits use of face shields as a substitute for masks in schools**

We have adopted the following use of mask protocols.

Teachers, Administrators, and Support Staff **are required** to wear masks except when they are in an office or room alone.

Students are required to wear masks as follows:

- Students **are required** to wear a mask on the school bus.
- Students **are required** to wear masks when walking in the halls or in line with their classmates
- ~~Students are required to wear masks when working one on one with teachers or aides. Wearing a mask is required when working closely with other students in small groups or lab settings.~~
- Students **are required** to wear masks in the main office, nurse’s office, or clinic.
- ~~Students in grades 4-12 are encouraged but not required to wear masks in class except as outlined above.~~
- ~~Students in grades K-3 are not required to wear masks in class.~~

*(note: On Saturday, August 8, 2020, The Jefferson Board of Education met and adopted the Governor’s mandate to require masks for students(K-12), teachers, staff, and visitors when in attendance at our school buildings. Masks will remain a requirement even if the Governor alters or ends the mandate pending the Board of Education meeting and making changes.*

Parents, guardians, and visitors are required to wear a mask before entering a school building. All guests must wear a mask in the school office and at any scheduled meeting.

### Wellness Check Guidelines

When leaving home to go to school, parents must assure that their children do not have any of the following symptoms:

- A fever of **100.4 F** or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of smell and/or taste



#### Temperature / Symptoms

*All students will have their temperatures taken at school via Thermal Temperature Screening Kiosks that have been purchased and placed at entrances.* Any student found to have a temperature of 100.4°F or above while at school or demonstrating the above symptoms will be placed in isolation and parents will have to pick up their child. **A student sent home with a temperature or other symptoms as outlined above will have to remain home for 14 days unless they are given a release from a doctor stating that their symptoms were not COVID 19 related.**

## Opening of School Adapted Schedule

As you read this plan, you will see that staff and students will be returning to a school setting that is different than the school they left last March.

To provide for a safe and effective return, we need to provide the time and practice to put our changes into place. There is a lot to do before classes can start. The list includes:

- Assigning seats on the bus, in classrooms, and the cafeteria.
- Teaching hallway directions and establishing social distancing in the settings where it is required.
- Establishing protocols for restroom use.
- Getting and eating breakfast and lunch.
- Timing and practicing dismissal from school.
- Checking in the Chromebooks students had at home during the summer.
- Distributing Chromebooks to students in identified grade levels.
- Elementary: Establishing the storage and charging procedure for elementary Chromebooks that assures that every student only uses the device that has been assigned to them. (note: elementary students keep the Chromebooks in school. Students in grades 7-12 take them back and forth from school and are still responsible for charging them at night)
- Establish with students the process to be used if, due to a pending closing of their school building, they must take their Chromebook home for remote learning.
- Teaching students how to access the Google classroom and curriculum materials that they will use if remote learning must be utilized at any time during the year.
- Establishing classroom procedures.
- Reviewing and demonstrating for students an emergency **fire and tornado drill** where students will be walked through the process, taken to exits while remaining socially distanced.
- At the elementary buildings walk through the recess requirements and rules.
- Preparing for classes.

To accomplish the above the opening of the school year has been adjusted as follows:

### **Thursday, August 20<sup>th</sup> & Friday, August 21<sup>st</sup>**

Kindergarten parent / student appointments to complete testing

Students in grades 1,3,5,7,9, and 11 attend school

### **Monday, August 24<sup>th</sup> and Tuesday, August 25<sup>th</sup>**

Kindergarten parent / student appointments to complete testing

Students in grades 2,4,6,8,10 and 12 attend school

### **Wednesday, August 26<sup>th</sup>**

All Students (except Kindergarten) begin attending

### **Thursday, August 27<sup>th</sup>**

Kindergarten students begin attending

Area of Operation: **TRANSPORTATION** Note: Parents are encouraged when possible to transport their own children.

Operational Changes / Protocols

- Students must have a face mask to be permitted on the bus.
- Seating will be assigned.
- Riders from the same family will be seated together.
- Upon arrival at school students will be immediately dismissed to their classroom. (If upon arrival another bus is unloading the bus driver will wait to dismiss students until the first bus is empty and students have entered the building).
- **Bus rides may be longer than usual because students will be picked up and dropped off at their house.**
- Busses will be disinfected and cleaned between rides and after the last ride of the day.

Students and parents:

Failure to adhere to protocols above will result in loss of ridership privileges.

**Student and Parent/Caregiver & Staff Roles / Transportation**

Parents / Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F must be kept home.
- Provide a mask for your student to wear on the bus and while at school when needed. (required)

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. Sit in assigned seat. Students from a single family will be seated together. All normal bus rules remain in effect.
- Wear a mask while riding the bus. (required)
- Remain seated, facing forward while riding the bus.
- Upon arrival at school students report directly to their classroom. (first period @ Jr. & Sr. High School)

Drivers

- Wear a mask while students are on the bus.
- Provide reminders to students of bus expectations - 2 per seat, wearing masks seated facing forward.
- Ensure the bus is disinfected following outlined safety protocols.

School District Administration

- Assign adequate staff to monitor the drop off and dismissal process.
- To ensure students do not congregate in groups and observe social distancing, students will be called to the bus pickup area in small groups as appropriate at each building.
- Work with Transportation supervisor to assure that all bus riders have assigned seats.



Area of Operation: **DROPOFF & PICK UP of STUDENTS**

**Operational Changes / Protocols**

- When dropping off students in the morning, parents will pull up to the designated door or drop off area, allow their student(s) out of their vehicle, and instruct them to enter the building and report to their room / first period.
- If a student must be picked up during the school day, parents will report to the vestibule in front of the office, sign their student out and then the office will call the student to meet their parent. If when a parent arrives, another parent is already in the office vestibule, they will have to wait outside until that parent leaves.
- Students who leave for an appointment during the school day will not return to school until the next school day.
- Students who are picked up at the end of school will be called to the parking lot to meet their parents / caregivers one grade level (or other designation i.e. alphabetically, by location in the building, etc.) at a time to allow for proper distancing in the halls and at the exits. **Specific dismissal procedures will be in each building's plan.**
- There will be staggered dismissal times to maximize physical distancing and student safety in the halls and parking lots. Dismissal may take longer than usual.
- If the number of parents driving their children to school increases substantially, the building principal may publish a suggested schedule of arrival by letter of a family's last name to spread out the arrival of cars over a 25 minute period of time.

**Student and Parent/Caregiver & Staff Roles / Dropoff & Pick Up of Students**

<p>Parents / Caregivers</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Follow posted guidelines and read all signage whenever entering the building.</li> <li>• Parents picking up students at the end of the day must remain in or at their car when waiting for dismissal.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when entering, exiting, or moving around the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Report directly to your assigned classroom/area upon arrival to school.</li> <li>• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li> </ul> <p>Teachers / Staff</p> <ul style="list-style-type: none"> <li>• Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Ensure adequate supervision is available at bus lots, in parking lots, and in common areas of the building.</li> </ul>
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<p>Administration cont.</p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in hallways and common areas.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Ensure designated doors are monitored and propped open at arrival and dismissal.</li> <li>• Eliminate parent and community volunteers to ensure safety and health of students and staff.</li> </ul> 	<p>Custodians</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Ensure designated doors are monitored and propped open at arrival and dismissal.</li> <li>• Ensure designated doors are closed / locked after arrival and dismissal</li> </ul>
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Area of Operation: **VISITORS, MEETINGS & CONFERENCES**

<p>Operational Changes / Protocols</p> <ul style="list-style-type: none"> <li>• There will be no parent / grandparent lunch visits this year.</li> <li>• There will be no visitors permitted in the school beyond the main office.</li> <li>• All required meetings will take place via teleconference / phone when possible.</li> <li>• When in person meetings are necessary, participants will follow appropriate physical distancing protocols and face masks must always be worn, i.e. when entering and exiting the building, in the halls around the building and in the meeting itself.</li> <li>• When possible, schedule meetings in larger spaces i.e. the library, cafeteria, large classroom, music room, etc.</li> <li>• The maintenance staff must be given notice when a meeting has taken place so the area can be properly disinfected.</li> <li>• All visitors and meeting participants must be wearing a mask to be admitted into the office.</li> </ul>
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## Student and Parent/Caregiver & Staff Roles / Visitors, Meetings & Conferences

<p>Parents / Caregivers</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• At times it may be necessary to attend a meeting. This is especially prevalent for students who have IEP or 504 plans. When scheduling a meeting, parents should let the meeting organizer know of your preference to attend meetings in person, via phone, or using a virtual platform.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.</li> </ul>	<p>Teachers</p> <ul style="list-style-type: none"> <li>• When possible, attend meetings from the classroom using video technology.</li> </ul> <p>Custodians</p> <ul style="list-style-type: none"> <li>• Clean and disinfect conference rooms and meeting space after meetings or provide materials for cleaning and disinfecting to take place.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Provide parents/caregivers with options for in-person, phone, or video conferencing. (preferred)</li> <li>• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> <li>• Ensure physical space used for meetings allows for distancing guidelines</li> </ul>
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### Area of Operation: **Breakfast, Lunch and Recess**

#### Operational Changes / Protocols

Breakfast will be served in bags. Students report to their classroom upon arrival at school.

Lunch will be served in bags (like those distributed during school closings). Students will not self-serve lunch items as they have in the past.

**Paid lunches will be from a student account only. No cash or check transactions will take place in the cafeteria. Parents whose children purchase lunch or breakfast must set up their payment account online.**

There will be a staggered time for students to be brought to the cafeteria and for dismissal at the end of lunch to ensure physical distancing as students proceed to and from their rooms.

Students with a packed lunch, report immediately to their designated seating area.

At the end of lunch trash containers will be wheeled to students to discard their trash to minimize students walking to and from trash can areas. Lunch trays will be eliminated.

If needed, additional seating areas in the gym may be set up to ensure proper physical distancing. (possible)

There is absolutely no sharing of food items between students.

**NOTE:** Breakfast and lunch are an important part of the students' day. The breakfast and lunch process will necessitate some changes in scheduling and the time it takes to provide breakfast and lunch. Teachers and admittaturs will work together to make sure that these changes are reflected in class schedules.

**Student and Parent/Caregiver & Staff Roles / Breakfast, Lunch & Recess**

<p>Parents / Caregivers</p> <ul style="list-style-type: none"> <li>• If providing your child a packed lunch, it is best to pack it in a disposable bag.</li> <li>• If packing in a chilled or other container, parents must instruct their child to keep their containers closed except at the time they are eating.</li> <li>• Instruct your child that there is absolutely no sharing of food items with other students.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when in line or moving to and from the cafeteria.</li> <li>• Wear a mask when circulating around designated eating areas.</li> <li>• Sit in designated seats.</li> <li>• Follow guidelines for restroom use during lunch periods.</li> <li>• Follow physical distancing guidelines as you enter and leave the cafeteria area.</li> <li>• During lunch visiting other tables is not permitted.</li> </ul> <p>Custodians</p> <ul style="list-style-type: none"> <li>• Disinfect all tabletops and seats before and after each lunch.</li> </ul> 	<ul style="list-style-type: none"> <li>• Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p>Cafeteria Staff</p> <ul style="list-style-type: none"> <li>• Wear masks while serving food and supervising the cafeteria.</li> <li>• Clean and disinfect serving areas and tables between lunches.</li> </ul> <p>Teachers / Lunch Aides / Administrators</p> <ul style="list-style-type: none"> <li>• Supervise students walking to and from the cafeteria.</li> <li>• Supervise designated eating areas to ensure students are properly physically distanced</li> </ul> <p>Administrators</p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in designated eating areas.</li> <li>• Ensure enough seating or staggered lunch times are implemented to ensure proper physical distancing.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Implement staggered entrance and dismissal times if necessary, to maximize physical distancing and student safety.</li> </ul>
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## RECESS @ our elementary schools

*According to the American Academy of Pediatrics (2013), "Recess represents an essential, planned respite from rigorous cognitive tasks. It affords a time to rest, play, imagine, think, move, and socialize. After recess, for children or after a corresponding break time for adolescents, students are more attentive and better able to perform cognitively. In addition, recess helps young children to develop social skills that are otherwise not acquired in the more structured classroom environment."*

Recess will be permitted during the school day. Rock Creek and Jefferson Elementary Schools will develop a recess schedule that provides for less density than was the case in the past.

Playground equipment may not be accessible.

The focus of recess will be relaxation and physical activity. Walking, exercise, talking with friends and non-contact games should be the focus of recess. Students who are engaged in activities that allow for social distancing are not required to wear a mask outdoors.

## Area of Operation: **RESTROOMS**

### Operational Changes / Protocols

**Drinking Fountains will not be available for use.** Parents may provide a bottle of water for their child in the book bag or lunch container.

Limit of two students in rest room at a time.

Frequent disinfecting of restrooms will be scheduled.

## Student and Parent/Caregiver & Staff Roles / Rest Rooms

### Parents / Caregivers

- Provide a mask for your student to wear when in hallways and in restrooms.

### Students

- Wear a mask when in hallways and in restrooms. (required)
- Follow all signage in the hallways, common areas and restrooms.

### Teachers / Assistants

- Assist in supervision of restrooms, hallways, and common areas between classes.

### Custodians

- Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.

<p>Administration</p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in hallways, common areas and restrooms.</li> <li>• Provide for supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.</li> <li>• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.</li> </ul>	
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Area of Operation: **HEALTH SERVICES**

<p>Operational Changes / Protocols</p> <p>Everyone is required to wear a mask before entering the nurse's office / clinic.</p> <p>Barriers are added as needed to protect the nurse while meeting with students or parents in the nurse's office.</p> <p>The clinic will be disinfected immediately following a student entering who is exhibiting symptoms</p> <p>Doors to the clinic will be open (except when privacy is needed) to minimize use of door handles and to ensure maximum air flow to the area</p> <p>Seating areas are properly physically distanced</p> <p>Identify and equip an isolation area where any student showing COVID 19 symptoms will be placed as they wait to be picked up from school.</p> <p>Each building will have a plan to assure that any student placed in isolation is supervised by an adult.</p> <p>Disinfect isolation area after any use.</p>
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## Student and Parent/Caregiver & Staff Roles / Health Services

<p>Parents / Caregivers</p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F should stay home.</li> <li>• Provide a mask for your student to wear on the bus and while at school when needed.</li> <li>• <b>Ensure contact information is up to date in the event the nurse / administrator needs to contact parent / caregiver during the school day.</b></li> <li>• <b>Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.</b></li> </ul>	<p>Nurse</p> <ul style="list-style-type: none"> <li>• Wear a mask when working individually with students.</li> <li>• Ensure the workspace is kept clean and sanitized.</li> <li>• Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li> </ul> <p>Custodians</p> <ul style="list-style-type: none"> <li>• Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li> </ul>
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### Area of Operation: **MAIN OFFICE**

<p><b>Operational Changes / Protocols</b></p> <p>Plexi-glass barriers are added to protect office staff and visitors.</p> <p>Eliminate parent volunteers and student office workers assigned to the office.</p> <p>Ensure proper signage is installed leading into the office (clear entrance and exit designations).</p> <p>Post social distancing guidelines and mark floor to designate social distancing.</p> <p>Cleaning and disinfecting of office areas will take place regularly according to a building schedule.</p> <p>Copy machines must be wiped according to posted instructions between uses.</p> <p>Office equipment i.e. staplers, pens, computers, tape dispensers, phones, etc. will be individually assigned to office staff. All other equipment when used, must be sanitized by the user.</p> <p>Morning announcements will be performed by a designated staff member. This function will cease to be done by students except for secondary school video announcements.</p> <p>Seating in the office will be properly physically distanced.</p>
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## Student and Parent/Caregiver & Staff Roles / Main Office

<p>Parents / Caregivers</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Must wear a mask when entering, exiting, and moving around the office.</li> <li>• In-person office visits will follow appropriate physical distancing protocols.</li> <li>• If more than two other parents / visitors are in the office when you arrive at the building it will be necessary to wait outside until one of them leaves.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Use designated entrances and exits to the office.</li> <li>• Follow physical distancing protocols as instructed when in office.</li> <li>• Wearing a mask is required while in or moving around the office.</li> </ul>	<p>Teachers</p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when moving around the office area.</li> <li>• To assure social distancing no more than two teachers can be in an office workroom or mailbox area.</li> <li>• Use teacher workrooms for copying.</li> </ul> <p>Office Staff</p> <ul style="list-style-type: none"> <li>• Monitor and control the number of people in the office at any one time. 2 visitors at a time – if others arrive, they will be admitted when one of the current visitors leaves.</li> </ul> <p>Custodians</p> <ul style="list-style-type: none"> <li>• Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li> </ul> 
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### Area of Operation: **HALLWAYS, LOCKERS, COMMON SPACES**

#### Operational Changes / Protocols

When traveling in the hallways and using stairs, stay to the right and follow posted rules. (In some cases, stairways will be labeled up or down only).

In common spaces social distancing protocols as described in building plans will be followed.

Jefferson Elementary / Rock Creek Elementary

Students will report immediately to their classroom, upon arrival to school.

Junior & Senior High School

Upon arrival to school, students will follow the building procedures for reporting to class, using lockers, etc.

## Student and Parent/Caregiver & Staff Roles / Hallways, Lockers & Common Spaces

### Parents / Caregivers

- Provide a mask for your student to wear when in hallways or during emergency drills.

### Students

- Wearing a mask is required when in hallways during entrance or dismissal when many students are in transit.
- Follow all signage in the hallways and common areas.

### Teachers / Aides

- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Secondary: Supervise implementation of locker use schedule to minimize congestion in hallways.
- Elementary: Manage student storage areas in classroom having only a few students at a time access their storage space.

### Custodians

- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, tables, desks, and equipment.

### Administration

- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Develop and implement locker use schedules for buildings where lockers are issued to students.
- Implement staggered dismissal times to maximize physical distancing and student safety.



## Area of Operation: **CLASSROOMS / INSTRUCTIONAL MATERIALS**

### Operational Changes / Protocols

- Student desks will be distanced between 3 ft - 6 ft apart in classrooms
- A cleaning schedule based on room use i.e. scheduled lunch, recess (elementary) prep period, etc., will be created for the custodian to wipe desktops, door hardware, and countertops at least twice a day.
- Minimize materials / equipment not being used in the open. Placing them in cupboards or on top of shelves reduces the number of surfaces that are subject to being touched or getting in the way because of distancing seating.
- **No coffee pots or refrigerators are permitted in classrooms.**
- Minimize items posted in classrooms. Except for emergency information and current instructional materials or guidelines do not post anything on walls or cork boards.
- Do not post student work in hallways.
- Drinking fountains in the halls will not be available. Fountains in primary classrooms will be shut off.
- To the extent possible minimize materials and supplies stored on the teacher desk.
- Disinfect phones if used.

### Jefferson Elementary / Rock Creek Elementary

Students will have a Chromebook assigned to them. In grades K-6 students will keep their assigned Chromebook at school unless the school is forced to close in which case, they will take them home for remote learning.

Students will not share devices, Chromebooks, or other physical resources / supplies during the school day.

In situations where elementary students change classrooms for instruction, principals will decide which class changes remain and which will require the teachers to move to the students.

### Junior High School

Students will have a Chromebook assigned to them. In grades 7-12 students will take their chrome books to and from school each day. When possible, students will remain in classrooms and teachers will move to them.

### Senior High School

Students will have a Chromebook assigned to them. In grades 7-12 students will take their chrome books to and from school each day. Class changes will follow social-distancing guidelines established for the halls and stairs.



## Student and Parent/Caregiver & Staff Roles / Classrooms and Instructional Materials

### Students

- ~~Wearing a mask is recommended when moving around the room.~~
- ~~Wearing a mask is required when working directly with staff (i.e. one on one, small group instruction, etc.) when distancing cannot be maintained.~~
- ~~Wearing a mask is required when working closely with other students in small groups or lab settings.~~

*(note: On Saturday, August 8, 2020, The Jefferson Board of Education met and adopted the Governor's mandate to require masks for students(K-12), teachers, staff, and visitors when in attendance at our school buildings. Masks will remain a requirement even if the Governor alters or ends the mandate pending the Board of Education meeting and making changes.*

- Maintain maximum physical distance from peers whenever possible.
- Students can bring to school one book bag and a lunch box or bag.

### Teachers / Aides

- Ensure classroom setup of desks provides physical distancing for students.

- To the extent possible, eliminate shared classroom materials.
- Ensure students maintain physical distance whenever possible.
- 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 as needed.

### Custodians

- Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.
- Disinfect classrooms according to building schedule.

### Administration

- Ensure classrooms are physically distanced.
- Ensure classrooms are disinfected according to the building plan
- Ensure supplies are readily available for custodians and teaching staff.



## Area of Operation: **Social, Emotional and Academic Support**

### Student and Parent/Caregiver & Staff Roles

#### Parents / Caregivers

- It is important to talk with children at home about the changes we are experiencing and encourage them to be positive and embrace change.
- Regardless of your adult thinking about the steps being taken to address COVID 19, it is important to remember that students (especially those in pre-school through grade eight) need encouragement and your support in meeting the new rules and procedures that they will experience at school.
- Students need the support of parents / caregivers to set up a space and established dedicated time for schoolwork at home.

#### Students

- Students will be able to define PBIS practices and terms as presented and appropriate at each grade level.
- Students will be able to identify student expectations for proper behavior and health protocols.
- Students will be able to articulate and implement **S.O.A.R. / Safe / On Task (at the high school O= Occupational Skills) / Always Respectful / Responsible paradigm**

#### Teachers / Administrators

- Ensure student safety by teaching them to enact safety protocols.
- Promote a positive school climate that improves outcomes for all students.
- Promote a common definition for school climate as the quality and character of the school community. We are all in this together and will work to keep each other safe. **We wear masks to keep others safe!**
- Teach, model, and practice behavioral expectations and health protocols.
- Teach behavior and health expectations for class, recess, lunch, transportation, and other activities.
- Post school-wide and classroom expectations in each classroom and refer to them often.
- Spend time each day talking with students about their school experience. Find ways to positively reinforce good behavior and adherence to guidelines.
- Use new curriculum tools to provide students with independent work that fills in gaps or stretches them by frontloading content.



**Social and emotional learning** is a key to student success in school and life. There are five core competencies within social and emotional learning:

*Self-awareness: The ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.*

*Self-management: The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.*

*Social awareness: The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.*

*Relationship skills: The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.*

*Responsible decision-making: The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.*

#### ***Collaborative for Academic, Social, and Emotional Learning (CASEL)***

*Students are entering a world of work in which interactions with others is one key to success. We are committed to helping students understand how to function in the context of social interactions in school and the workplace. This requires an awareness and understanding of the power of emotions and the contributions they make to such interactions. We will facilitate social-emotional learning, including self-awareness, self-management, social awareness, collaboration, teamwork, relationship skills and responsible decision-making, in classroom, extra-curricular and co-curricular settings.*

#### ***PBIS***

*We are committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. We are committed to promoting positive interventions and solutions to potential conflicts.*

*Positive Behavioral Interventions & Supports, is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBS include preventive activities, data-based decision making, and a problem-solving orientation*

(Horner, 2000; Lewis & Sugai, 1999; Sugai et al., 2000; Weigle, 1997)



## Full Time Learning at Home for Parents Who Want This Option

Realizing that some parents may not want to have their child return to school in the fall because of the risks posed by the Covid 19 virus. Our reopening plan includes a full-time at-home learning program to meet their needs.

Our at-home program will allow students to continue their education at home using a curriculum that can be accessed online. **THIS IS A SELF-GUIDED PLATFORM.** Students using this option remain a Jefferson Area Local Schools Student. In addition to the curriculum, which can be accessed anytime, students and parents will receive support from Jefferson Teachers.

**Area of Operation: AT HOME LEARNING PROGRAM** (Stay at Home and Learn)

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents / Caregivers</p> <ul style="list-style-type: none"> <li>• Establish a daily routine and daily expectations for your child.</li> <li>• Help your child plan the week's activities and work.</li> <li>• Check-in with your child regarding their work and engage them in a discussion of their work.</li> <li>• Help your child create an environment that is conducive to learning.</li> <li>• Support opportunities for your child to exercise, be outdoors or be involved in the arts.</li> <li>• Establish guidelines for your child's screen time.</li> <li>• Reach out to your child's teacher, advisor or guidance counselor with concerns, questions, and for support</li> <li>• Be a supportive partner with your child's teacher(s).</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Complete assignments</li> <li>• Ask for help when needed</li> </ul>	<p>Teacher / Tutors</p> <ul style="list-style-type: none"> <li>• In this program students have access to their prescribed curriculum.</li> <li>• Teachers will provide an overview of the curriculum, keep the lessons updated and assign them to the students, answer questions, and review the work being done.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Monitor remote learning program</li> <li>• Hold parent / caregiver check in sessions on-line.</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>

**Enrollment in this option is required.** Families must commit to a semester of online learning. Parents and students can return to in person schooling at the end of the first semester if circumstances change and they want to return. Students will be provided a school district Chromebook to use to access classes. **Internet Access at home is needed.**