



Fall 2020 Reopening Plans

Plan A: In-Person & Eagle Online

Plan B: Remote Learning & Eagle Online

This plan was developed in collaboration between Milford teachers, staff, and administrators, Clermont County Educational Service Center, Clermont County Superintendents, and the Clermont County Public Health Department.

Last Updated: January 6, 2021

Updates are in YELLOW on pages 12 - new quarantine guidance



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RETURN TO LEARNING PLANS OUTLINE

By order of Gov. Mike DeWine and the Director of the Ohio Department of Health, all schools in Ohio were closed for the remainder of the school year beginning March 16, 2020 in response to the COVID-19 pandemic.

Clermont County's Collaborative of Superintendents developed Common Planning Considerations for students to return to school in the fall of 2020.

The two overarching objectives of that plan are to:

- Achieve a high level of coordination across districts to facilitate plans as similar to one another as possible; and,
- Produce a framework of guidelines and considerations for reopening schools that provides flexibility for districts to customize plans tailored to their distinctive attributes and fluidity to adjust to changes in recommendations and requirements made subsequent to creation of the framework.

Utilizing the guidance from the Clermont County wide plan, Milford School District began planning in May to reopen school in the fall. The district surveyed parents and held many meetings with staff to determine the best and safest way to bring students back into classrooms.

We thank the following staff for their commitment and time during the summer months to help develop this plan:

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Milford School District is committed to providing quality learning opportunities in a safe environment while consistently re-evaluating and adjusting as needed.

This plan was created with the intention of providing the safest, most feasible option for our 6,600 students and 700 staff members. School will not look the same as it did prior to March 2020. These changes may be temporary or they may be permanent. Time will tell. Our goal in developing this plan is to make the return to school as safe as possible. There will be inconveniences along the way and this plan will not please every family in our district.

In order for any plan to be successful, we must be able to collaborate with and count on our students and families, and count on their flexibility and consideration during this uncertain and unprecedented time. For this plan to be successful, we know the school district, families, students, and community must each do its part, working together to provide quality learning opportunities in the safest environment for all students.

Although the District and each school building has safety protocols in place, *students who attend school in person will incur a level of risk.* We will utilize hygiene, cleaning, and safety procedures in each building in an attempt to decrease the likelihood of infection, but a certain level of inherent risk of being in a public place cannot be eliminated.

TWO OPTIONS IN THE RETURN TO LEARNING PLAN A:

IN-PERSON LEARNING:

Students will be in-person and in buildings daily with safety protocols in place. The goal of the safety protocols is to keep school buildings open as long as possible.

EAGLE ONLINE:

Students who choose online learning will not attend in-person. This completely-remote learning model goes above the virtual learning curriculum that students and families experienced while schools were closed this past spring. With this option Milford teachers will provide direct instruction.

Both plans are explained in detail in the following pages.



EAGLE ONLINE PLAN DETAILS

Milford families who may not wish to send their students to school in-person can choose to have their students attend the all-virtual Eagle Online model.

This completely-remote learning model goes above the virtual learning curriculum that students and families experienced while schools were closed this past spring.

Students who choose Eagle Online will not attend in-person.

EAGLE ONLINE OPTION KEY POINTS:

- Milford teachers will provide pacing and instruction on the standard curriculum.
- Instruction will be a mix of real-time via video conferencing and pre-recorded videos, group work, plus individual work time.
- Junior High and High School students choosing this option will, for the most part, follow their schedule online as if they were in-person in school. Elementary students will follow a schedule outlined by their teachers.
- Daily attendance will be required and will be taken.
- Assignments and due dates will be the same for students who are receiving instruction in-person in school.
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies).

- Depending on enrollment numbers, students may have limited access to elective courses.

Students will be expected to:

- Follow their schedule online as determined by their teachers/classes.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual check-in meetings with their teachers designed to support student course progress and provide opportunities for students to connect with each other.
- Earn grades for their work.
- If the district enacts Plan B, students participating in this option will continue as scheduled.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities, following the District's health and safety protocols.

To Support Students Learning Online at Home, Parents and Caregivers Will Be Expected To:

- Monitor student progress on coursework.
- Develop a “school schedule” to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.
- Monitor and support student progress in coursework.

NOTE ABOUT PRESCHOOL: Preschool is not offered in Eagle Online for typically developing students. Typically developing students only have the option of attending In-Person. Students who have IEPs or specialized education plans may be offered Preschool and/or therapies virtually. IEP teams will meet to determine special education services offered virtually for preschool students with specialized education plans.



IN-PERSON LEARNING PLAN DETAILS

In this option, students will be in-person and in buildings daily with safety protocols in place. The goal of the safety protocols is to keep school buildings open as long as possible. Although the District and each school building has safety protocols in place, students who attend school in person *will* incur a level of risk. We will utilize hygiene, cleaning, and safety procedures in each building in an attempt to decrease the likelihood of infection, but a certain level of inherent risk of being in a public place cannot be eliminated.

WELLNESS CHECK PROTOCOLS

- Parents will be asked to conduct a [student wellness check each morning](#) before sending their child to school, including a temperature check. Students with temperatures over 100°F should stay home.
 - Staff are asked to conduct a self wellness check each morning before coming to school, including a temperature check. Staff with temperatures over 100°F should stay home.
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FACE MASKS & FACE COVERINGS

- Wearing a cloth face mask or face covering is required for all staff and all students in grades K-12.

- [An acceptable face mask or face covering](#) is any material that covers an individual's mouth, nose, and chin. Face shields are not acceptable, per the [Ohio Department of Health Order August 14, 2020](#).
- A face mask or face covering must be worn at all times when:
 - In any indoor location, including, but not limited to, classrooms, gymnasiums, offices, locker rooms, hallways, cafeterias, and/or locker bays;
 - Outdoors on school property and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household;
 - Waiting for a school bus outdoors and unable to maintain a distance of six feet or more from individuals who are not members of their household; and/or
 - Riding a school bus.
- Students are required to wear a face mask or face covering when working directly with staff (one-on-one, small group instruction, etc.)
- Students are required to wear a face mask or face covering when working closely with other students in small groups or in lab settings.
- Students are required to wear a mask or face covering when moving around the building, including hallways and restrooms.
- All students are required to wear a face mask or face covering. A plan will be established for students who refuse to wear a mask to ensure safety. We have the utmost confidence in our teachers and students in wearing masks.
- The requirement to wear a face mask or face covering does not apply when:
 - The individual has a medical condition including respiratory conditions that restrict breathing, mental health conditions, or a disability that contraindicates the wearing of a face mask or face covering; or
 - The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary;
 - The individual is actively participating in outdoor recess and/or physical activity where students are able to consistently maintain a distance of six feet or more or athletic practice, scrimmage, or competition that is permitted;
 - The individual is seated and actively consuming food or beverage;

- Where students and staff can maintain distancing of at least six feet and removal of the face mask or face covering is necessary for instructional purposes, including instruction in foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;
 - Students are able to maintain a distance of six feet or more and a mask break is deemed necessary by the educator supervising the educational setting;
 - When an established sincerely held religious requirement exists that does not permit a facial covering.
 - Please note: if a student is unable to wear a mask due to a documented medical condition, and does not have a 504 Plan or IEP, a parent must contact the school to develop an alternative health safety plan for the student.
 - Preschool students are not required to wear a face mask or face covering. Preschool staff are required to wear a face mask or face covering.
 - Staff may remove their masks if they are working alone in an office or alone in a classroom.
 - Staff may wear a face shield in the classroom *only* if they are spaced six feet apart from students and/or other staff, and if necessary for instructional purposes, including instruction in foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities.
 - Students who are not able to wear a mask for medical reasons must provide a doctor's note. A plan will be created for students with medical or developmental documentation who are unable to wear a mask in order to limit exposure to other students.
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ENHANCED HEALTH, SAFETY & CLEANING PROTOCOLS

- Students and staff are required to maintain maximum physical distance whenever possible.
- Staff are directed to eliminate shared classroom materials.
- Custodians will:

- Ensure teachers are provided with supplies needed daily, including disinfectant and paper towels.
 - Disinfect classrooms daily after school.
 - Use electrostatic sprayer equipment as scheduled.
 - Disinfect common areas regularly, including but not limited to: door handles, handrails, toilets, stalls, and sinks.
 - It is highly recommended that parents provide students with a full water bottle daily. Students will not be able to drink from the water fountains. Water bottle refill stations will be available.
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PROTOCOLS FOR NOTIFICATION OF POSITIVE COVID-TEST RESULT FOR STAFF AND STUDENTS

An [order from the Ohio Governor's Office](#) mandates required reporting of students testing positive for COVID. If your child is ill and they are exhibiting the symptoms of COVID, parents must report their child's symptoms to us either by calling our hotline (513) 576-4150 or [filling out a secure form](#). If your child receives a positive COVID-19 test, you must report the results to us.

Our [online COVID Reporting Dashboard](#) includes current numbers of positive cases present in our buildings.

ABOUT THE DASHBOARD:

- The [COVID Reporting Dashboard](#) was created to give parents, staff, and the Milford community a transparent report on the current cases and quarantines within our district.
- The intent of the Dashboard is to provide easily-accessible, factual data and to eliminate confusion of the number of current actual cases versus the number of students or staff who may be absent due to other illnesses, self-quarantining, or any other numerous reasons.
- Information on the Dashboard is compiled by the District Nurse based on a count of lab-confirmed, positive cases.
- The District will not share personally identifiable information about individuals who have tested positive.
- The Dashboard includes the number of students and staff who have tested positive and who are in quarantine.

- The Dashboard does not include students or staff who choose to self quarantine.
- The Dashboard will be updated at least twice weekly on Mondays and Fridays. Additional updates will be made during the week when possible.

The following protocols were developed in collaboration with the Clermont County Public Health Department:

- Clermont County Public Health (CCPH) will be contacted when the district is made aware of a staff or student who has tested positive for COVID-19.
- A positive case will prompt an investigation. The school district will work with CCPH in contact tracing to identify close contacts of the case and possible exposure to COVID-19.
- Our district will follow the [new quarantine guidance released from the Ohio Department of Health December 20, 2020](#). The new guidance states that if a student or staff member is exposed in a classroom setting to someone with COVID-19, they do not need to quarantine as long as masks were worn properly and other appropriate health and safety protocols were followed in the classroom setting.
- Quarantine periods will be required of any student or staff who is determined to have 'close contact exposure' **outside of the classroom setting** as determined by CCPH.
- CCPH will assist in developing a letter for the district to use to communicate to parents and the letter will explain/define what is considered 'exposure' to the COVID-19 case **outside of the classroom setting** and the possible need for quarantine.
 - To protect personal health information, the district nor CCPH will disclose protected health information, including name, of the person with the positive COVID-19 test.
- CCPH will provide guidance to the district on the appropriate course of action once the case investigation is complete and contract tracing has been identified. Only those individuals who were in close contact with the COVID-19 case **outside of the classroom setting** will be required to quarantine. Close contact is defined as less than 6 feet for at least 15 minutes.
 - If a student is required to quarantine due to being in close contact with a confirmed positive case **outside of a classroom** setting, parents will receive a phone call from the district and/or from CCPH. If a parent receives an email from the district about a

positive case but does not receive a phone call, then it is safe to assume their child was not determined to be in close contact with the positive case and is not required to quarantine.

If your child is sent home from school with one of the following symptoms: loss of taste or smell, fever, cough, difficulty breathing, or shortness of breath - they must be evaluated by a physician and medical documentation stating they can return must be provided prior to their return. If you choose not to take your child to the physician, then your child must stay home for 10 days per CCPH guidance.

PROTOCOLS FOR HALLWAYS, LOCKERS, AND COMMON AREAS

- Students are required to wear a mask or face covering when moving around the building, including hallways and when using the restrooms.
 - Students are encouraged to carry a water bottle with them because water fountains will not be available for use.
 - Students are required to report to their classroom immediately upon arrival to school.
 - Students may not congregate in hallways, by lockers, or in common areas.
 - When possible, students are encouraged to stay to the right when traveling hallways or using stairs.
 - Staff will supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
 - Staff will provide reminders, issue warnings, contact parents/caregivers, and report students who will not comply with expectations to the office. Administrators will provide reminders, issue warnings, contact parents/caregivers, and issue consequences for students who will not comply with expectations.
 - Administration will ensure proper health safety signage is installed in hallways and common areas.
 - Administrators will monitor locker use to minimize congestion during arrival and dismissal.
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PROTOCOLS FOR VISITORS, VOLUNTEERS, AND DROP-OFF & PICK-UP

- No one other than teachers, staff, and students will be allowed in the school buildings during the first semester, in order to focus on processes and procedures for the safety and health of students and staff. After the first quarter, these protocols will be re-evaluated.
- Volunteers will not be permitted in school buildings during the first semester.
- During the first semester, non-school sponsored activities will not be allowed in any school building.
- Each school building's front doors will be locked to prevent parents and caregivers from entering the building to minimize contact with staff and students.
- Pick-up and drop-off protocols:
 - Elementary Buildings: Parents/caregivers will not be allowed to enter the building to pick up students at the end of the school day. Staff will bring students to cars. Students will not be permitted to be dropped off at school in the morning until teachers are in their classrooms. These procedures will be developed by building and communicated to parents.
 - Junior High and High School: Students will not be permitted to be dropped off at school in the morning until teachers are in their classrooms. Students will not be permitted on campus prior to 7:15 A.M. (half an hour before the school day begins at 7:45 a.m.) and must report directly to their first assigned class. These procedures will be developed by building and communicated to parents.
- Parents and caregivers are required to follow posted guidelines, wear masks, and read all signage whenever on premises.
- Parents and caregivers are required to maintain maximum physical distance at all times while on school grounds, including school parking lots.
- Parents and caregivers must follow all posted traffic patterns during drop-off and pick-up.
- Staff will supervise hallways and common areas to ensure students report immediately to their assigned class and do not congregate in hallways or common areas.
- Staff will provide reminders, issue warnings, contact parents/caregivers, and report students who will not comply with expectations to the office; and administrators will provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Administrators will ensure adequate supervision is available on bus lots, in

parking lots, and in common areas of the building.

PROTOCOLS FOR TRANSPORTATION

- Students are required to wear a mask on the bus at all times.
 - Students must maintain 6-foot physical distance whenever possible while at the bus stop, on bus lots, and while entering the building.
 - Students will load the bus back to front.
 - Students will sit two per seat on the bus. Seats will be assigned.
 - Students will remain seated and facing forward while riding the bus.
 - Drivers are required to wear a mask or face covering while students are on the bus.
 - Drivers will provide reminders to students of bus expectations: only two students per seat, requirements of wearing masks or face coverings, and to remain seated facing forward.
 - Drivers will provide reminders and issue warnings to repeated violators and administrators will provide consequences, including loss of privilege to ride the bus, to those who violate the rules.
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PROTOCOLS FOR MEETINGS & CONFERENCES IN SCHOOL BUILDINGS

- In-person meetings will not be permitted during the first semester. No one other than teachers, staff, and students will be allowed in the school buildings during the first semester.
 - First semester parent-teacher conferences will be conducted virtually or by phone. Parents will be asked to notify the school of their preference to attend a meeting virtually or via phone.
 - No field trips will be permitted during the first semester. We feel it is not safe to take students off campus. After the first semester, this protocol will be re-evaluated.
 - School assemblies will not be held during the first semester. After the first semester, this protocol will be re-evaluated.
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HEALTH SERVICES PROTOCOLS

- Parents are required to provide a mask or face covering for their student to wear on the bus and at school.

- Parents are required to ensure their contact information is up to date in the event the nurse needs to contact them.
- Parents are required to ensure there are multiple, pre-arranged methods of picking up a student from school should they become ill or exhibit symptoms.
- Protocols for Health Clinics inside buildings:
 - Students are required to use the designated entrances and exits to the office and the health clinic.
 - Students and staff are required to follow physical distancing protocols as much as possible when in the office.
 - Students and staff are required to wear a mask or face covering when moving around the clinic.
 - The nurse will ensure the clinic and workspace is kept clean and sanitized.
 - The nurse will ensure physical distancing protocols are followed whenever possible.
 - The nurse will isolate a student who is showing symptoms in a separate area away from other students already in the clinic. These students will be supervised.
 - The nurse will ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.
 - Barriers will be installed to protect employees working in the nurse's office and the clinic.
- The custodian will disinfect the clinic based on the schedule provided by school administration, including but not limited to: door handles, countertops, seating areas, restrooms, etc. In addition, the nurse, and the custodian if needed, will disinfect the isolation area after students who utilize the area have exited the building.
- If your child is sent home from school with one of the following symptoms: loss of taste or smell, fever, cough, difficulty breathing, or shortness of breath - they must be evaluated by a physician and medical documentation stating they can return must be provided prior to their return. If you choose not to take your child to the physician, then your child must stay home for 10 days per CCPH guidance.
- If a student is quarantined or isolated due to a positive COVID-19 case or possible close contact exposure, he/she will receive make-up work to do at home. The child's teacher will check-in with them (or their parents) by phone or virtually. Older students are asked to check their email and Schoology accounts regularly while they are not in school.
- In order to return to school, the student or staff member must not have a fever for 24 hours without the use of fever reducing medications, other

symptoms are improving, and it has been 10 days since the symptoms first appeared.

PROTOCOLS FOR STUDENT RESTROOMS USE

- Students are required to wear a mask or face covering when moving around the building, including hallways and when using the restrooms.
 - Students are required to follow all signage in the hallways, common areas, and restrooms.
 - When possible, students are required to stay to the right when travelling in hallways to get to restrooms.
 - Staff will assist in supervision of restrooms, hallways, and common areas between classes. They will provide reminders, issue warnings, contact parents/caregivers, and issue consequences to students who will not comply with expectations to the office. Administrators will provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at one time and provide reminders, issue warnings, contact parents/caregivers, and issue consequences to students who will not comply with expectations.
 - Custodians will disinfect restrooms based on schedules provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.
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PROTOCOLS FOR LUNCHES AND CAFETERIAS

- Parents are not permitted to visit students during lunch.
- Students are required, when possible, to stay to the right when travelling down hallways on the way to the cafeteria.
- Wearing a mask or face covering is required when in line or moving around the cafeteria for students and staff.
- Students are required to sit in designated areas. Students will eat in the cafeteria or extended cafeteria area, not in classrooms.
- Administrators will create lunch schedules to reduce the occupancy of the cafeteria.
- Students are required to follow the protocols for restroom use during lunch periods.

- If students are bringing a packed lunch, they are required to report immediately to their designated seating area.
- Students and staff are required to follow physical distancing guidelines as much as possible when in line and in the serving areas. The district will ensure enough seating is provided for proper physical distancing. Additional seating areas will be set up on stage, outside, and in other areas to ensure proper physical distancing.
- Meal choices will be scaled back to two entrees daily, and students will not utilize self-serve methods. Hot items (entrees, grains, vegetables, etc.) will be served in a closed container. Cold, dry, or fresh items such as milk, condiments, and packaged fruit or fresh vegetables, will be packaged in a paper bag.
- Paying online is the preferred payment method, if possible.
- Staff will supervise designated eating areas to ensure students are properly physically distanced.
- Staff will provide reminders, issue warnings, contact parents/caregivers, and report students who will not comply with expectations to the office. Administrators will provide reminders, issue warnings, contact parents/caregivers, and issue consequences to students who will not comply with expectations.
- Staff will use staggered dismissal times to ensure physical distancing and student safety at the end of lunch.
- Administrators will ensure teachers have 30 minutes uninterrupted time for lunch per negotiated agreement.
- Staff will disinfect table tops and seats before and after each lunch and also disinfect restrooms when time allows.
- Cafeteria staff will:
 - Wear masks or face shields while serving food.
 - Clean and disinfect serving areas and tables between lunches when time allows.
 - Serve all food to students. (Students will not self-serve items as they have in the past.)

PROTOCOLS FOR RECESS IN GRADES K-6

- Students will have recess with established safety procedures.

- If students cannot consistently maintain physical distance apart from one another then they must wear their masks on the playground. Students will be given opportunities for “mask breaks” during the day.
 - Students must wash or sanitize their hands after recess.
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PROTOCOLS FOR SCHOOL BUILDING OFFICES

- Face masks or face coverings are required to be worn inside the school office at all times.
 - No one other than teachers, staff, and students will be allowed in school buildings during the first quarter.
 - Office staff will monitor and control the number of people in the school office at any one time and will ensure physical distancing guidelines are followed as much as possible.
 - Barriers will be installed to protect employees working in the main office of the school building.
 - Proper signage will be installed leading students to and from the office.
 - Seating areas will be properly physically distanced.
 - Custodians will disinfect the office based on a schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.
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Fall 2020 Reopening Plan B: Remote Learning and Eagle Online

Plan B is defined as a time when all students in the district will be learning from home. Children who are enrolled in Eagle Online remain in Eagle Online.

The Board and the Superintendent will utilize data obtained from [Ohio's Public Health Advisory System](#) in collaboration with local health officials to make decisions to determine if Plan A or Plan B is enacted. **Ohio's color-coded Level system is not the only deciding factor in moving from Plan A to Plan B.** There may be instances where the entire county is under Level 3 (red) but the Board and the Superintendent may determine it is safe for students and staff for Plan A to be enacted. For example, Clermont County as a whole could be under Level 3 (red) for an outbreak concentrated in the southern portion of the county that does not directly impact our school community. Or, our Milford Schools community could have a higher concentration of cases while Clermont County as a whole is at Level 2, making it necessary for the Board and Superintendent to enact Plan B.

This visual provides a **general guide** to the Levels (colors) and their *potential* impact on if Plan A or Plan B is enacted. **Ohio's color-coded Level system is not the only deciding factor in moving from Plan A to Plan B.**

CLERMONT COUNTY COVID RISK LEVEL 1	CLERMONT COUNTY COVID RISK LEVEL 2	CLERMONT COUNTY COVID RISK LEVEL 3	CLERMONT COUNTY COVID RISK LEVEL 4
MILFORD SCHOOLS PLAN A Students are In-Person or in Eagle Online	MILFORD SCHOOLS PLAN A Students are In-Person or in Eagle Online	MILFORD SCHOOLS PLAN B Eagle Online Students in Eagle Online In-Person Students learn Remotely	MILFORD SCHOOLS PLAN B Eagle Online Students in Eagle Online In-Person Students learn Remotely

Parents will be notified on Thursday late afternoon or evening, or anytime on Friday, if the plan will change for the following Monday. For example, if Plan A is currently enacted, and the Superintendent and Board makes the decision to enact Plan B, that decision will be made on Thursday after information is obtained from the local health department.

The Board and the Superintendent will utilize data obtained from [Ohio's Public Health Advisory System](#) in collaboration with local health officials to make decisions to determine if Plan A or Plan B is enacted.

Parents are urged to always have a backup plan for their In-Person students who, if Plan B is enacted, will be learning from home remotely as soon as the next Monday.

If Plan B is enacted, it will be enacted for a minimum of two weeks.

IMPORTANT: To clarify, 'Remote Learning' is defined differently than 'Eagle Online' learning:

If a parent chooses **In-Person** learning for their student, and the district moves to enact Plan B for remote learning, then **those students will learn remotely**. Students will be learning remotely grouped together as they would be grouped if they were learning In-Person. Students will receive daily face-to-face learning online from their teachers. Teachers will conduct lessons on video and record them so students could refer back to them if needed. Teachers will be available for office hours as needed, for small group meetings, or flexible learning time. Attendance will be taken daily.

If a parent chooses **Eagle Online** for their student, and at any time the district moves to enact Plan B for remote learning, then **those students will remain in Eagle Online, separate from the In-Person students who move into a remote learning model**.

IF THE DISTRICT ENACTS PLAN B AT ANY TIME DURING THE SCHOOL YEAR, THE FOLLOWING REMOTE LEARNING EXPECTATIONS WILL BE PUT INTO PLACE FOR STUDENTS WHO WERE SIGNED UP FOR IN-PERSON LEARNING AND NOW ARE REMOTE LEARNING:

Parents and caregivers will be expected to:

- Contact the school if a Chromebook is needed for their student.
- Monitor their student's progress on coursework.
- Develop a "school schedule" for home to keep routines in place for students while they work remotely from home.
- Communicate questions and concerns immediately to staff.

Students will be expected to:

- Follow a regular "school schedule" to keep routines in place while working remotely from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.

Teachers and Assistants will be expected to:

- Teachers will work from their assigned building and classroom.
- Create lessons that are engaging for students using a variety of strategies.
- Conduct lessons on video and record them so students could refer back to them if needed.
- Take attendance for remote lessons.
- Be available for office hours as needed, small group meetings, or flexible learning time.
- Use Schoology as the platform for all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments.

The Technology Department will:

- Provide help desk assistance when technology issues occur.

Administrators will:

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Ensure grading procedures are being followed.

IF THE DISTRICT ENACTS PLAN B AT ANY TIME DURING THE SCHOOL YEAR, THESE ARE POSSIBLE SCHEDULES FOR REMOTE LEARNING FOR STUDENTS WHO WERE SIGNED UP FOR IN-PERSON LEARNING AND NOW ARE REMOTE LEARNING:

Important to note:

Teachers will record lessons to the best of their ability and the recordings would be available after school hours if students miss them, need to watch again to review, or have technical issues while viewing. If Plan B is enacted, teachers will maintain school working hours - generally between 9 a.m. to 4 p.m. for elementary teachers and between 7:45 a.m. and 3:00 p.m. for junior high and high school teachers - and will not be readily available after those times to answer questions from parents and students. If students are unable to connect during regular school hours, and if they or their parents have questions after regular school hours, they may call and leave a voicemail, or send an email, and expect it to be returned during school hours the next day.

Students would be expected to follow their schedule online, but students will not be online six hours per day.

In grades **Kindergarten through sixth**, a possible schedule could look like this:

Possible Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Getting ready for the day				
8:30	Morning class meeting and check-in				
8:45	Literacy	Math	Literacy	Math	Science/ social studies
9:45	Free Play/Recess/Outdoor Play				
10:15	Small group meetings w/teacher or flexible learning time				
11:15	Math	Literacy	Math	Literacy	Math

12:00	Lunch and Free Play Time				
12:30	Unified Arts	Wellness	Unified Arts	Unified Arts	Literacy
1:30	Small group meetings w/teacher or flexible learning time				
2:30	Independent Reading				
3:00	Afternoon class meeting/check-out				
3:15	Free playtime				

Literacy includes reading, writing, phonics, phonemic awareness
 Unified arts include art, music, and physical education

For Milford Junior High Students in Grades 7 and 8, the following expectations will be put into place when the district enacts Plan B:

([click here](#) to download the following graphics)

Milford Junior HS Remote Learning Expectations

1 Follow The Schedule

Your attendance is required and will be tracked.
Red Day: Odd Bells White Day: Even Bells

Bells	7th & 8th Grade
Period 1 2	7:45 - 9:15*
Period 3 4	9:20 - 10:50*
Lunch	10:55 - 11:30
Period 5 6	11:30 - 1:00*
Independent Practice - Teacher Office Hours	1:05 - 2:30

*Teachers will split time as needed between direct instruction and independent practice.

3 Communicate

- Be active on Schoology each day and look for updates from your teachers in each of your classes.
- Communicate questions and concerns with your teacher. Find your teachers contact information in the 'Course Headquarters' folder on Schoology.
- Use proper email etiquette when contacting your teachers.

4 Support Student Learning

- Monitor student progress on coursework.
- Develop a "school schedule" to keep routines in place while working from home.
- Communicate questions and concerns immediately to staff.

5 School Supports

Attendance Line 513.395.8338
Tech Support:
 Sara Majmudar: majmudar_s@milfordschools.org
Counseling/Mental Health:
 7th Grade: Julie Beetman beetman_j@milfordschools.org
 8th Grade: Chris Cornille cornille_c@milfordschools.org
Food Service:
 Gerry Levy: levy_g@milfordschools.org
 Rachel Storer: storer_r@milfordschools.org

6 Follow PBIS Expectations

Milford Junior High School Virtual / Remote Learning PBIS Expectations

	CLASSROOM	WHOLE GROUP INSTRUCTION	ONE-ON-ONE INSTRUCTION	SMALL GROUP ACTIVITIES
Eagles are Respectful	Use technology as intended Use kind words and faces	Ask in chat or raise your hand if you need help Use kind words and faces	Use kind words and faces	Encourage others to participate Use kind words and faces
Eagles are Responsible	Video on at all times Audio off Use chat with classmates Individual work is unique (NO Plagiarism)	Video on at all times Audio off Answer questions in chat box Listen when others are speaking	Video on at all times Audio off Answer questions out loud when requested	Video on at all times Audio on One speaker at a time, wait or use chat to respond when others are speaking Respect others' opinions and viewpoints.
Eagles are Ready	Be on time and ready to learn Start class with your device charged or plugged in Have materials ready	Ask questions out loud when appropriate or use the chat box or raise your hand Stay on approved websites during lesson/activity Be present, avoid doing other activities during the lesson	Ask questions out loud when appropriate or use the chat box or raise your hand Keep conversations on topic Be present, avoid doing other activities during the lesson	Encourage others to stay on task Complete work together Keep conversations on topic Use the chat box or raise your hand Be present, avoid doing other activities during the lesson

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For Milford High School Students in Grades 9, 10, 11, and 12, the following expectations will be put into place when the district enacts Plan B:



Milford High School Student Remote Learning Expectations

1 Follow The Schedule

Your attendance is required and will be tracked.

<p style="text-align: center; font-weight: bold; margin: 0;">Red Day</p> <p>7:45 - 9:15 Bell 1 9:15 - 9:20 Break 9:20 - 10:50 Bell 3 10:50 - 10:55 Break 10:55 - 12:55 Bell 5 & Lunch 12:55 - 1:00 Break 1:00 - 2:30 Bell 7</p>	<p style="text-align: center; font-weight: bold; margin: 0;">White Day</p> <p>7:45 - 9:15 Bell 2 9:15 - 9:20 Break 9:20 - 10:50 Bell 4 10:50 - 10:55 Break 10:55 - 12:55 Bell 6 & Lunch 12:55 - 1:00 Break 1:00 - 2:30 Teacher Office Hours</p>
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Bells 5 & 6 - Students will eat lunch during their assigned lunch on their schedule.
 A Lunch (10:55 - 11:25) B Lunch (11:25 - 11:55) C Lunch (11:55 - 12:25) D Lunch (12:25 - 12:55)

Teachers will provide information about accessing live video lessons on their Schoology page. Teachers will have discretion to divide their 90 minutes into instructional intervals to meet the needs of the learners and course objectives. Staff is not expected to instruct for 90 continuous minutes.



MHS Student Remote Learning Expectations

2 Expectations

3 Support Student Learning

4 MHS Remote Learning Expectations

<ul style="list-style-type: none"> Earn grades for your work Follow your schedule online as if you were in-person, in school Be active on Schoology each day and look for updates from your teachers in each of your Courses, Groups, and Calendars. Communicate questions and concerns with your teacher. Find your teachers' contact information in the 'Course Headquarters' folder on Schoology. Check email multiple times a day Use proper email etiquette when contacting your teachers. 	<ul style="list-style-type: none"> Monitor student progress on coursework Develop a "school schedule" to keep routines in place while working from home. Communicate questions and concerns immediately to staff 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p style="color: blue; font-weight: bold; margin: 0;">Identify a WORK SPACE</p> <p style="font-size: small; margin: 0;">Find a quiet place to sit, perhaps a table or desk. Organize your supplies and have them ready. Focus on the class and eliminate distractions: siblings, pets, video games, devices, TVs, etc.</p> </td> <td style="width: 50%; padding: 5px;"> <p style="color: green; font-weight: bold; margin: 0;">Have your device READY</p> <p style="font-size: small; margin: 0;">Have your device charged and ready to go. Share your video during class and make sure it shows your face, not your surroundings. Keep your device close so you can see and hear your teacher and classmates.</p> </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <p style="color: blue; font-weight: bold; margin: 0;">Join your class ON TIME</p> <p style="font-size: small; margin: 0;">On time does not mean to wait until the exact time the class is supposed to start. Start a few minutes early in case of computer problems. If you have problems communicate with your teacher (a Remind, text, email, etc.) immediately.</p> </td> <td style="padding: 5px;"> <p style="color: green; font-weight: bold; margin: 0;">FOLLOW your teacher's instructions for discussions</p> <p style="font-size: small; margin: 0;">Wait for the teacher to give you permission to unmute your device. "Raise your hand" using the button on the screen. Use the chat section to ask your question.</p> </td> </tr> </table>	<p style="color: blue; font-weight: bold; margin: 0;">Identify a WORK SPACE</p> <p style="font-size: small; margin: 0;">Find a quiet place to sit, perhaps a table or desk. Organize your supplies and have them ready. Focus on the class and eliminate distractions: siblings, pets, video games, devices, TVs, etc.</p>	<p style="color: green; font-weight: bold; margin: 0;">Have your device READY</p> <p style="font-size: small; margin: 0;">Have your device charged and ready to go. Share your video during class and make sure it shows your face, not your surroundings. Keep your device close so you can see and hear your teacher and classmates.</p>	<p style="color: blue; font-weight: bold; margin: 0;">Join your class ON TIME</p> <p style="font-size: small; margin: 0;">On time does not mean to wait until the exact time the class is supposed to start. Start a few minutes early in case of computer problems. If you have problems communicate with your teacher (a Remind, text, email, etc.) immediately.</p>	<p style="color: green; font-weight: bold; margin: 0;">FOLLOW your teacher's instructions for discussions</p> <p style="font-size: small; margin: 0;">Wait for the teacher to give you permission to unmute your device. "Raise your hand" using the button on the screen. Use the chat section to ask your question.</p>
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MHS Student Remote Learning Expectations

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Supports

Support Needed	Contact
Daily Assignments and Classroom Support	Course Teacher
Technology Supports	Vartek (513-576-8939)
Attendance	Grade Level Administrator
College, Career, and School Counseling	Grade Level Counselor
Mental Health Supports	Will Cates (513-374-2312)
Meals/Food	Gerry Levy and Nutrition Staff (513-576-2290)
Curriculum and Pacing (Except Fine Arts)	Paul Daniels
Fine Arts Curriculum and Pacing	Dan Yeager

Final schedules will be decided by administrators and will be communicated to families if/when Plan B is enacted.