



## **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: July 28, 2020 **Updates are in YELLOW**



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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:

Katherine Aielli, Carli Bachtell, Samantha Bens, Jennie Berkley, Mary Bernens, Jennifer Bruce, Melissa Carraher, Joe Claus, Halie Clay, Katie Coomes, Brooke Cox, Paul Daniels, Rob Dunn, Kelli Ellison, Shane Elkin, Minna Espy, Shane Ferguson, Kristen Gibson, Misty Goetz, Sarah Greb, Debra Hall, Robert Hatfield, Steve Holden, Jill Hollandsworth, Nancy House, Tracy Huggins, Jeff Johnson, Josh Kauffman, Kelly Kaiser, Christina Kirby, Brittany Knepper, Alison Mendralski, Jessica Merkt, Jared Minderman, Bridget Moore, Melody Moorehead, Jamie Moreira, Lindsay Morgan, Anna O'Neill, Sarah Otts, Samatha Pittenger, Wendy Planicka, Erika Rausch, Brian Ruck, Katherine Rude, Sarah Ryan, Doug Savage,

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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.

## IMPORTANT DATES

- July 17, 2020** Plan released and parents/caregivers asked to make a choice between two options and indicate if bus transportation is needed.
- July 22, 7:00 p.m.** Q&A Session with Administrators - [click here](#) to see a video recording of the session.
- July 28, 2020** Plan revised to include information [explaining Plan B](#).
- Aug. 4, 7:00 p.m.** The Board met in a special session and voted to approve the Return to Learning Plan - Plan A and Plan B. [Click here to view a video recording of the meeting](#). Barring any significant changes in local data trends and by examining Ohio's Public Health Advisory System (the color-coded system), Milford students who chose In-Person will be in our school buildings for the first day of school on Monday, August 24. Students who chose Eagle Online will begin their online learning on August 24. Students and parents should prepare now to return to school August 24.
- August 7, 2020** Deadline for choosing an option. If a choice is not made by this date, students will be automatically placed in In-Person Learning. This is important so staff assignments and schedules can be made. [Click here to access the Decision Form](#). **PLEASE NOTE:** Parents may change their previously submitted decision by simply filling out a new Decision Form and their latest response will be recorded. If your choice has not changed, you do not need to submit a new Decision Form.
- Aug. 14 - 21** Teacher In-service/Work Days
- August 24** First day of school for students

## **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 real-time via video conferencing.
- Students choosing this option will follow their schedule online as if they were in-person in school.
- 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 if they were in-person in school.
- 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 state or local regulations require a school closure, 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.

**PLEASE NOTE: Students who enroll In-Person may switch to Eagle Online prior to the end of the first semester, but not during the first two weeks of school. During the first two weeks of school we will implement a "freeze period" and during that time we will not permit students to transfer between In-Person and Eagle Online.**

**NOTE ABOUT PRESCHOOL: There is not an online option for Preschool. Preschool will be open for In-Person only. IEP teams will meet to determine special education services for preschool students, if necessary.**



## **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.

Please note: there is not an online option for Preschool. Preschool will be open for In-Person only. IEP teams will meet to determine special education services for preschool students, if necessary.

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### **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.

## FACE MASKS & FACE COVERINGS

- Wearing a mask or face covering is required for all staff and all students in grades K-12 when within 6 feet of another person, unless when eating.
  - Staff are required to wear a mask, face covering, or face shield when within 6 feet of another person, unless working alone in an office.
  - An acceptable face covering is one that meets [CDC guidelines](#) and Milford Schools dress code. The face covering must be cloth and it must cover the nose, chin, and mouth.
  - Students are required to wear a mask or face covering when working directly with staff (one-on-one, small group instruction, etc.)
  - Students are required to wear a 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 mask. 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.
  - Students who are not able to wear a mask for medical reasons must provide a doctor's note. The Ohio Department of Health is developing those requirements and we will follow their guidance.
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## ENHANCED HEALTH, SAFETY & CLEANING PROTOCOLS

- Students and staff are required to maintain maximum physical distance whenever possible.
- Students in grades 3 to 12 will, as needed, clean their desk and seat at the conclusion of each class.
- 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**

These 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.
- Quarantine periods will be required of any student or staff who is determined to have 'close contact exposure' as determined by CCPH.
- In order to return to school, the person must first receive a negative COVID-19 test and provide the school with the negative results in writing.
- 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 and the possible need for quarantine.
  - The letter will specify which classroom the confirmed case was in.
  - 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 will be required to quarantine. Close contact is defined as less than 6 feet for at least 15 minutes.

Unless a different diagnosis is produced by a doctor, a child sent home with a fever should not return to school until he or she does not have a fever for a minimum of 72 hours without the use of fever-reducing medications, and does not exhibit any other symptoms of COVID-19. To return to school, the child must

first receive written clearance from a physician to return to school, that written clearance must be submitted to the school, and the child must be transported to school by a parent first before being cleared to ride the bus. If a child is diagnosed with other illnesses such as strep, mono, flu, etc., a note from the physician is also required.

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## **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 quarter, 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 quarter, 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.
- New 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. 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.

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## **PROTOCOLS FOR TRANSPORTATION**

- Students are required to wear a mask on the bus at all times.
  - Students must maintain 6-feet 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 quarter. No one other than teachers, staff, and students will be allowed in the school buildings during the first quarter.
  - First quarter 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 quarter. We feel it is not safe to take students off campus. After the first quarter, this protocol will be re-evaluated.
  - School assemblies will not be held during the first quarter. After the first quarter, 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 students who are 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.
  - Unless a different diagnosis is produced by a doctor, a child sent home with a fever should not return to school until he or she does not have a fever for a minimum of 72 hours without the use of fever-reducing medications, and does not exhibit any other symptoms of COVID-19. To return to school, the child must be transported to school by a parent and must be checked and cleared by a school nurse.
  - 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 virtually.
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## **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.

- Cashiers will not accept cash or checks from students. Paying online is the preferred payment method, if possible. If paying by cash or check, parents should place the payment inside an envelope with the student's name, ID, grade, and their teacher's name on the outside, to ensure the payment is applied to the proper account. Change will not be dispensed. All cash or checks will be applied to the student's account before or after meal service.
  - 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 and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.
  - Cafeteria staff will:
    - Wear masks or face shields while serving food.
    - Clean and disinfect serving areas and tables between lunches.
    - Serve all food to students. (Students will not self-serve items as they have in the past.)
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## **PROTOCOLS FOR RECESS IN GRADES K-6**

- Students will have recess with established safety procedures.
  - 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

*The information contained on the following pages is a recommendation by Administration for the Board to discuss and approve. The specifics listed here are not final until the Board meets and votes on August 4.*

**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:

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

**The Board will meet August 4, 2020 to determine if the school year will start in Plan A or Plan B.**

If Plan B is determined by the Board on August 4, then, for a minimum of four weeks (August 24 through September 18) students who are enrolled in Eagle Online will begin the school year in Eagle Online and students who chose In-Person will begin the school year remotely. To give families enough time to adjust their schedules, this will be reevaluated on September 8. That means that for students who are enrolled in In-Person Learning the soonest those students could come into the building would be Monday, September 21, if Plan B is enacted.

The district is committed to enacting either Plan A or Plan B for a minimum of two weeks any time during the school year. Meaning, for example, if the district began the year with Plan A: In-Person and Eagle Online, and enacts Plan B: Remote Learning and Eagle Online on September 14, then Plan B will be enacted for a minimum of two weeks. Under this example, students would not return to In-Person Learning until at least September 28. 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.

**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:**

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

In **Grades 7 and 8**, a possible schedule could look like this, following a Red/White Day schedule. On any given day, a student would have three classes. Their schedules could look like this:

### Red Day

8:00-8:45	Class A/Bell 1
9:00-9:45	Class B/Bell 2
10:00-10:30	Break (study, exercise)
10:30-11:15	Class C/Bell 3
11:15-12:00	Lunch
12:15-1:00	Small group meetings, additional help or study/homework time
1:00-2:15	Study/homework

### White Day

8:00-8:45	Class D/Bell 4
9:00-9:45	Class E/Bell 5
10:00-10:30	Break (study, exercise)
10:30-11:15	Class F/Bell 6
11:15-12:00	Lunch
12:15-1:00	Teacher office hours
1:00-2:15	Study/homework

In **Grades 9-12**, a possible schedule could follow the high school's Red and White Day schedules. On any given day, a student would have three or four classes. Their schedules could look like this:

### Red Day

8:00-8:45	Class A
9:00-9:45	Class C
10:00-10:30	Break (study, exercise)
10:30-11:15	Class E

11:15-12:00 Lunch  
12:15-1:00 Class F  
1:00-2:15 Study, homework, additional help

### White Day

8:00-8:45 Class B  
9:00-9:45 Class D  
10:00-10:30 Break (study, exercise)  
10:30-11:15 Class G  
11:15-12:00 Lunch  
12:15-1:00 Teacher office hours  
1:00-2:15 Study, homework

Grade 12 students also have the option to take Apex courses instead of following their schedule during Plan B.

**Final schedules will be decided by administrators and will be communicated to families.**