



**2020-2021  
RESTART SCHOOLS GUIDE**

UPDATED AUGUST, 18, 2020

## **Vandalia-Butler City Schools 2020-2021 Restart Schools Guide**

Education cultivates life skills, knowledge, reasoning, social-emotional development, and community engagement. Schools serve as an important community service that has a huge impact on the health, well-being, growth, and development of students and families and the engagement and support of families in communities. It is for this reason that the Ohio Constitution devotes an entire section to education in Article VI.

The COVID-19 pandemic that closed school buildings in the last quarter of the 2019-2020 school year has brought to light the critical roles that schools play in the communities they serve. It has also brought to light the importance of the reopening of schools for the 2020-2021 school year. However, it is anticipated that the virus that causes COVID-19 will continue to circulate, in planning for the return to school buildings, we must take steps to reduce transmission while still maintaining a strong education system. There has been, and always will be, some level of risk when students and staff occupy school district facilities during the school day. Our work together is very important in mitigating risks as much as possible.

After careful consideration of the fore-mentioned statements and deliberation upon feedback and data from parents, staff, businesses, health partners, and related Ohio COVID-19 health data, The Vandalia-Butler City School District plans to start the school year in person with all students. However, for parents who wish for their children to receive education remotely, we are offering an all remote option. If you are interested in this option, please click the following link – [SchoolsPLP Registration](#). For planning purposes, the deadline to sign up for this option is Sunday, August 2. The District will purchase this program from a vendor named Schools PLP. Please keep in mind, by signing up for this option; you are committing to the program for a semester.

The mission of the District is to deliver high-quality education to our students with the safety of students and staff as our HIGHEST priority. **Because of these safety measures, things are going to look different in the classroom and throughout the school buildings.** The entire student and staff day has been considered with health, hygiene, and safety at the forefront to help keep students and staff safe. We will continue to work closely with Montgomery County Public Health and our medical partners at Premier Health as we implement our plan.

The following is the outline of the plan for returning to school and the contingency plans that may need to be employed if/as conditions change. So please understand that this plan may need to be adjusted as new guidance is provided.

Thank you for your continued patience and support! It is our privilege to serve this community!

*#WeAreAviators*

## Section 1: Educational Delivery Scenarios

### **Scenario 1: In-person learning for all students – Preschool – 12<sup>th</sup>**

This document will provide an overview and guidance of the plan to return to school while following safety protocols while still delivering face to face instruction.

For parents who wish for their children to receive education remotely, we are offering an all remote option. If you are interested in this option, please click the following [SchoolsPLP Registration](#) link to sign up. For planning purposes, the deadline to sign up for this option is Sunday, August 2. The District will purchase this program from a vendor called Schools PLP. Please keep in mind that by signing up for this option, you are committing to the program for a semester. This program is asynchronous, which means the student will receive instruction through the program. Pacing and instruction in this option will differ from pacing and instruction in the classroom. Students who choose this option are still eligible to participate in athletics and extracurricular activities.

### **Scenario 2: Split schedule/Hybrid model**

If guaranteeing 6ft, social distance is required due to changing COVID-19 issues; the District will be ready to employ a split, or hybrid, schedule. The District will utilize Google Classroom as the platform for instruction while in remote settings. Staff will follow these general guidelines, and students will be expected to follow the schedules and will be graded accordingly. Student attendance will be recorded and documented in accordance with the virtual learning attendance requirements established by the Ohio Department of Education for any virtual learning that takes place. Student work will be assessed, and students will be graded according to their performance on assignments and assessments.

The following are general descriptions of what parents/students should expect if we need to move to this model for instruction (more specific information will be communicated if we have to use this model):

At the preschool level, the mandated class sizes and classroom spaces ensure staff and students meet the 6ft social distancing guidelines to accommodate the face-to-face preschool schedule (Mon-Thurs).

For students K-12, Students whose **last names start with the letters A-K will attend school on Monday and Tuesday**. Students will have remote instruction on Wednesday and will work on remote lessons on Thursday and Friday. \*\*Students in Kindergarten are still in half-day morning and afternoon sessions.

Students whose **last names start with the letters L-Z will attend school on Thursday and Friday**. Students will have remote instruction on Wednesday and will work on remote lessons on Monday and Tuesday. \*\*Students in Kindergarten are still in half-day morning and afternoon sessions.

\*\*Exceptions to the alphabet split will be made to keep family members on the same schedule in the scenario where students from the same family have different last names. Parents will need to call the enrollment office at 937-415-6410 to inform the District of these situations so that adjustments can be made.

At the Elementary level (K-3), the main focus of in-school learning will be Reading, Language, and Math. The time spent in remote learning will focus on Science, Social Studies, and reinforcing skills in Reading and Math. At-home learning will include video /live sessions with teachers and educational online programs.

At the 4-5 grade level, the time spent in remote learning will consist of 30-minute Zoom classes throughout the day with a break for lunch. It will include video /live sessions with teachers and educational online programs.

At the Middle School Level (6-8), on the fully remote day, Wednesday, the students will watch any posted lessons and assignments from 8-10 and ( but may continue past that time). Then there will be subject area time slots from 10-3 for teacher zoom time for questions, help, etc. or any additional teaching or extension of those lessons.

On the other days (Thursday/Friday for A-K, Monday/Tuesday for L-Z), students will have class assignments from the days they were in, online assignments (such as ALEKS, Successmaker, Study Island, etc.), or, sometimes, assessments to complete.

At the High School Level (9-12), on the fully remote day, Wednesday, the students will meet with each teacher through a Zoom/Google Meet using the modified schedule below. Teachers will provide virtual instruction for at least 20 minutes of the 25 minutes, for example, see the following:

Period 1 – 8:00 to 8:25

Period 2 – 8:30 to 8:55

Period 3 – 9:00 to 9:25

Period 4/5 and 5/6 – 9:30 to 9:55

Period 6/7 and 7/8 – 10:00 to 10:25

Period 9 – 10:30 to 10:55

Period 10 – 11:00 to 11:25

Staff will then have live office hours from 12:15 to 2:15

On the off day for students (not live face-to-face), students will be required to complete pre-designed assignments or join another class Zoom session.

The same health/safety guidance in this document will be followed in this split, or hybrid, schedule.

### **Scenario 3: All Remote Learning – Preschool – 12**

This scenario may be implemented if district, local, regional, or statewide COVID-19 metrics mandate suspending in-person learning opportunities.

In the all remote learning environment, student attendance will be recorded and documented in accordance with the virtual learning attendance requirements established by the Ohio Department of Education for any virtual learning that takes place. Student work will be assessed, and students will be graded according to their performance on assignments and assessments.

The following are general descriptions of what parents/students should expect if we need to move to this model for instruction (more specific information will be communicated if we have to use this model):

Preschool online learning will include ability-based activities and online learning videos, read alouds, fine and gross motor activities, and printable activities.

Students in K-3 will **typically have** 2 hours of online instruction and/or contact with his/her teacher 4 days a week with the 5<sup>th</sup> day being designated for work.

Students in grades 4 and 5 will **typically have** 3 hours of online instruction and/or contact with his/her teacher 4 days a week, and the time spent in remote learning will consist of 30-minute Zoom classes throughout the day with a break for lunch. It will include video/live sessions with teachers and educational online programs.

Students in grades 6-8, teachers will have lessons on Zoom (for at least one-half hour each) for half of their subjects 2 days a week, with the other half the other 2 days a week (including exploratory classes). Students will also have assignments and independent work from those classes on the days they don't meet on Zoom (including teacher-created assignments, extension activities, online assignments, assessments, etc.). For advanced classes, there could be additional Zoom or online lessons. Teachers will also have office hours set up in the afternoons on non-Zoom meeting days.

Students in grades 9-12 the following schedule will likely be as follows:

Monday, Wednesday, Friday follow the same type of Hybrid Model where students would be required to meet in a live Zoom/Google Meet during the schedule class time

Period 1 – 8:00 to 8:25

Period 2 – 8:30 to 8:55

Period 3 – 9:00 to 9:25

Period 4/5 and 5/6 – 9:30 to 9:55

Period 6/7 and 7/8 – 10:00 to 10:25

Period 9 – 10:30 to 10:55

Period 10 – 11:00 to 11:25

Staff will then have live office hours from 12:15 to 2:15

On Tuesday and Thursday, the following would be in place

Each morning staff/students may engage in individual or small group zooms following the MWF schedule, full class zoom in some cases as requested by the teacher, completion of pre-determined assignments, assessment (virtually or possibly live at the building level with a predeveloped schedule for students/staff). Staff will have live office hours from 12:15 to 2:15 on these days.

Students who signed up for all-remote learning options will continue with the platform they began the year with. Scenario 3 will be for those who started the year in-person learning and will be delivered entirely by Vandalia-Butler City School staff.

\*\*\*\*New Enrollments\*\*\*\*

The District will continue to monitor student, classroom, and building enrollment numbers. As new students enroll in the District, students may be placed in the all remote learning program.

## **Section 2: Health Guidelines**

For students or staff who exhibit symptoms of COVID-19 during the school day:

- Will immediately be isolated in a quarantine room monitored by personnel maintaining social distance and wearing PPE
- Ill staff member will be sent home and must follow up with medical provider for further guidance
- Family of ill student will be called and must immediately pick up their student

When student/staff test positive for COVID-19

- Once the District is aware that a student or staff member has tested positive, we will immediately contact Public Health to report the case
- We will work with Public Health to investigate potential close contacts
- We will cooperate with Public Health in contact tracing to identify close contacts
- We will work with Public Health to communicate with those who have come in close contact with a COVID-19 case and are required to quarantine for 14 days
  - Close contact is defined as someone within 6 ft. of a case for at least 15 minutes during the contact window
- Contact window is defined as follows:
  - Symptomatic Case: 48 hours before symptom onset date until the date the case is isolated
  - Asymptomatic Case: 48 hours before the specimen was collected until the case was isolated
- We will include updated attendance records, seating charts, and updated contact/phone numbers to assist in this process

#### Returning to school/work after a positive test

- Students or staff diagnosed as having COVID-19 with symptoms must meet the following criteria to return to school:
  - 1 day (24 hours) with no fever (without using fever-reducing medication) AND
  - Other symptoms improved AND
  - 10 days since symptoms first appeared
- Students or staff diagnosed as having COVID-19 without symptoms (asymptomatic) must meet the following criteria to return to school:
  - 10 days have passed since test without any symptoms developing
- Consultation with school nurses must be made before returning to school. The parent must schedule an appointment with the school nurse on that child's first day returning from quarantine before reporting to class. A doctor's note may be required before students returning to school

#### Student/staff non-COVID illness

- Students and staff with non-COVID-19 related health situations should follow standard procedures for all other absences

#### Return to school/work after non-COVID illness

- Consultation with school nurses must be made before returning to school from other illnesses. The parent must schedule an appointment with the school nurse on that child's first day returning to school before reporting to class. Doctor's notes may be required before students returning to school

#### For Students and Staff exposed to COVID-19

- Parents should notify their Primary Care Physician and the school nurse if their children have been in close contact to someone with COVID-19 or if they or any member of the household have been diagnosed or presumed to have COVID-19
- Staff should notify their supervisor if they have been in close contact to someone with COVID-19 or if they or any member of the household have been diagnosed or presumed to have COVID-19

### **Section 3: Health Safety Initiatives**

Health, hygiene, and safety lead the way in our planning on returning to school. We are constantly working with vendors on cleaning supplies and PPE, HVAC partners at Waibel on air ventilation, filtration, and disinfection, as well as our medical partners at Premier Health on PPE, staff training, and health/hygiene environmental solutions to keep our buildings sanitized, all the way down to the smallest of details, such as where we should place trashcans in restrooms because it matters! We are also forming a District Health Safety Committee to review District safety processes and relevant data/recommendations from the state and local health departments as well as our medical partners.

The following are some highlights (not an exhaustive list) of how we are addressing and building a culture of health safety in our schools this year:

Classrooms - student desks will be spaced out to the maximum extent possible. In many cases, this will be less than the 6ft recommended by the CDC. Students will not share supplies. **All students will need their own** individual supplies. High touch surface areas will be consistently and regularly sanitized with approved sanitizers and cleaners. Additionally, a sanitizing product with a 30-day surface life will be applied to all high touch surface areas. Disinfectants will be available in each room and shared space.

Hallways - High touch surface areas will be consistently and regularly sanitized with approved sanitizers and cleaners. Hand sanitizers will be accessible throughout the buildings. Water fountains will not be accessible. Students and staff will bring their own water to school to minimize the use and touching of water fountains (\*\* the District is working to install water bottle fill stations in all buildings, and those will be available for use once installed).

Restrooms - hands-free soap and towel dispensers are being installed in all restrooms. High touch surface areas will be consistently and regularly sanitized with approved sanitizers and cleaners.

Cafeterias - our cafeterias will comply with the following public health requirements in addition to state guidelines

- No self-service using common utensils or shared condiments (salad bars, etc.)
- Each building will employ different strategies minimizing the number of students in the cafeteria or other locations designated as lunch areas throughout the buildings to maximize space and distance
- Chairs and tables will be sanitized between seating of students
- Implementing a cashless process district-wide. Additional details to follow.

Masks/facial coverings

- Staff will be given masks, face shields, and additional PPE as needed/requested.
- When riding on a school bus, all students will be required to wear a mask/facial coverings
- During the school day, students in K-12 will be required to wear masks/facial coverings. Thoughtful mask breaks will be incorporated into the school day
- Please follow the link for exceptions to wearing a face mask  
<https://coronavirus.ohio.gov/static/publicorders/Directors-Order-Facial-Coverings-throughout-State-Ohio.pdf>

The following are additional exceptions to the original order for wearing a face mask

1. Children under the age of 2 years old
2. Any child unable to remove the face covering without assistance
3. A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering (e.g. severe anxiety or a tactile aversion)
4. A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask

5. A child with a facial deformity that causes airway obstruction

Exceptions to the use of masks/face coverings include when:

- A. facial masks/coverings in the school setting are prohibited by law or regulation;
- B. facial masks/coverings are in violation of documented industry standards;
- C. facial masks/coverings are not advisable for health reasons;
- D. facial masks/coverings are in violation of the school's documented safety policies;
- E. facial masks/coverings are not required when the staff works alone in an assigned work area;
- F. there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;
- G. settings where cloth masks might present a safety hazard (i.e. science labs);
- H. for individuals who have difficulty wearing a cloth face covering; or
- I. to assist with communication for hearing impaired students.

- Any exception to wearing a face mask will require a Doctor's note as documentation. Further, if a student is exempt from wearing a face mask/covering, the student will be required to wear a face shield that wraps around the face and extend below the chin.

Cloth face coverings/masks should:

- A. fully cover the mouth, nose, and chin;
- B. fit snugly against the side of the face, so there are no gaps;
- C. not create difficulty breathing while worn; and
- D. be held securely through either a tie, elastic, etc. to prevent slipping.
- E. be laundered everyday

Disposable masks should:

- A. be changed everyday

All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code and Policy 5511 Dress and Grooming.

## **Section 4: The School Day**

### **Before School**

At Home:

Students and staff **MUST** self-monitor symptoms and temperature in the morning before arriving at school. If you are experiencing the following, **STAY HOME**:

- Fever over 100 degrees Fahrenheit or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Congestion or runny nose

- Nausea or vomiting
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Diarrhea

#### On the School Bus:

- Students riding buses will be required to wear masks
- Students will be assigned seats, sitting by siblings when applicable
- Students will load the bus from the back to the front
- Students will stay in their seats and follow all of the typical bus transportation guidelines - no yelling, no food or drinks, etc.
- Busses will be disinfected after each morning and afternoon runs

#### At School

##### In the Classroom:

- Space will be maximized, and student desks will be spaced accordingly
- Strict seating charts will be applied
- Students will face the same direction
- There will not be community/shared school supplies
- Teachers will also mark a line in the classroom that represents at least a six 6ft separation between the staff and students. While not the environment we want, this is intended to keep staff, which the data shows are more likely than students to contract the virus, safe
- Classroom and media center library books will be removed from circulation for 72 hours after an item is returned

##### In Specials Classes:

- Due to the nature of art, band, choir, PE, and other similar classes, teachers, and students will maintain as much distance as possible when actively playing and performing. Consequently, activities, projects, and assignments will look different and will reflect safety precautions
- Media center items will be removed from circulation for 72 hours after the item is returned

##### Transitions:

- Maximizing space and social distancing during class changes
- Staggered schedules/class changes may be implemented where practical
- Each building will develop plans to manage traffic flow that encourages social distancing to the maximum extent possible and restricts traffic flow in two directions as practical

##### In the Cafeteria:

- Students will sanitize hands before eating
- No self-service using common utensils or shared condiments (salad bars, etc.)

- Each building will employ different strategies minimizing the number of students in the cafeteria or other locations designated as lunch areas throughout the buildings to maximize space and distance
- Seating will be assigned in accordance with classroom seating charts where applicable
- Chairs and tables will be sanitized between seating of students
- Implementing a cashless process district-wide. Additional details to follow

At Recess:

- Will maintain consistency with other safety precautions
- Social distancing will be reinforced
- Access to some high touch, hard to clean playground equipment will be restricted
- Students will sanitize hands after recess

Visitors:

- Visitors to the buildings will be limited
- Approved visitors must wear a mask when entering the building and at all times inside the building
- Any visitor that will be near students and staff will be required to have their temperature taken upon arrival. If their temperature is 100 degrees or more, they will not be admitted

Field Trips:

- Student field trips and community-based education programming will be very limited and must be pre-approved by the building administration and superintendent's office

Extracurricular Activities:

- Will follow the current guidelines from OHSAA, the county, and state health departments, in consultation with our health partners at Premier Health