

We are busy preparing for the start of the 2020-21 school year and look forward to working with your child(ren) once again.

We appreciate your patience regarding important information that you need to prepare for the start of the school year as well. As you may know we have many guidelines from a number of agencies that we must follow to get ready and we want to make sure that we communicate the most accurate information out to you now so you can properly begin to prepare your child(ren) for the start of the school year.

We will continue to provide additional information on our website as it becomes available. Please note that this plan is subject to change prior to the start of the school year if we get additional information and guidelines from the Governor, CDC, or the Miami County Health Department that requires us to do so.

School leaders from districts in Miami County, along with Miami County Educational Service Center, Upper Valley Career Center, and Miami County Health Department came together to develop and review the following plan.

These general principles will guide each school district as they move forward with re-opening schools throughout Miami County:

1. Each school district will implement recommended safety protocols to the best of the district's abilities;
2. Each school district will work closely with the local health department to promote safety in each school building;
3. Each school district will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities.
4. School districts recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.

Opening of School

The District will begin the school year with an A/B Hybrid schedule (50% of all students) to acclimate the students to the changes in the building. This Hybrid Schedule will take place the following days:

August 26	Students' last name A-L
August 27	Students' last name M-Z
August 28	Students' last name A-L
August 31	Students' last name M-Z

Then beginning on September 1st the District will follow the county risk level designations by the state to determine the educational plan it would follow.

Siblings in a household with different last name would follow the schedule with the last name of the oldest student in the household determining the day all children in that household would attend.

Daily Self-Monitoring for Students and Staff

- Students and staff should check their temperature and health should be monitored on a daily basis before coming to school.

Wash and Sanitize Hands to Prevent Spread

- Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. Students, staff and volunteers should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Schools will provide opportunities throughout the day for handwashing. To supplement handwashing, schools will provide hand sanitizer (60% to 95% alcohol based) in high traffic areas including entrances to buildings and classrooms and instruct students and staff to use the sanitizer. Additionally, staff, students, and volunteers should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces

- Students will disinfect their hands prior to coming into each classroom and as they exit the classroom.
- Schools will clean surfaces frequently, paying close attention to high touch areas and shared materials, and make sanitation wipes or disinfectants labeled for use against SARS-CoV-2 (COVID-19) available in each room and common space.

Custodians will utilize the disinfectant machines twice during the day and thoroughly disinfecting the buildings in the evening prior to the start of school the following day.

The sharing of supplies and materials should be minimized and if items must be shared they will be sanitized between each user.

Student and Staff Illnesses

- Any student or staff member with a fever over 100F should stay home.
- Any student or staff member that has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:
 - Any of the following symptoms: cough, shortness of breath or difficulty breathing,
 - OR**
 - Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI issues (nausea or vomiting or diarrhea),
 - OR**
 - Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea) **AND** an epidemiological link to a case of COVID-19.

Returning to School After Illness

- If a student or staff member is diagnosed as having COVID-19, they must meet the following criteria to return to school:
 - 3 days with no fever (without using fever reducing medication) **AND**
 - Other symptoms improved **AND**
 - 10 days since symptoms first appeared
- Students and staff that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using any fever reducing medications.
- Any other illnesses should be handled in the routine manner according to district policies.
- To return to school the student must be transported to school by the parent/guardian and must be checked by the school nurse.
- Staff may be required to provide documentation from a physician to return to work or abide in accordance with updated guidance from the CDC or local Health Department.
- The Health Department will determine who needs to be quarantined and the appropriate duration of time.

Communications when a student/staff member test positive for COVID-19

- Communication will be developed in conjunction with the Health Department and the school district. A common template will be developed to include the following:
 - Information will specify to parents/guardians which classroom/bus/school/other activity the confirmed case was in (ex. Mr. Smith). Necessary and appropriate information will be shared with staff. Student names will not be shared.
 - The school district will cooperate with the Health Department's work in contact tracing.
 - A quarantine will be required of any student or staff member who tests positive with COVID-19 and anyone who is determined to have "exposure" as determined by the Health Department. The length of the quarantine will be determined by the Miami County Health Department.
 - The Health Department will provide a letter for the school district to use and the letter will explain/define what is considered "exposure" to COVID-19 that will result in quarantine.
- Isolation will be required of any student or staff member who tests positive with COVID-19. Anyone who is determined to be a close contact of a positive case and therefore possibly exposed will be asked to self-quarantine. The Miami County Health Department will determine close contacts and the quarantine time period through the contact tracing process.

Food Service

- All districts will follow the state "dine safe" orders from the Ohio Department of Health (plan attached).
- All districts will offer food service. Logistics will be determined by each district in compliance with the Health Department based on:
 - Limited capacity/occupancy of the school cafeteria
 - Alternative locations for student dining
 - No self-service
 - Individual condiments

Classroom Occupancy

- Students who attend school will incur some level of risk. Districts will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated.
- Students will disinfect their hands when they enter and exit classrooms.
- Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
- Classroom desks and all other furniture and furnishings within each classroom will be arranged to promote social distancing and each child's safety.
- Clear Plexiglass barriers will be utilized to provide additional protection on larger tables.
- Face coverings are recommended for all students.
- School employees will be required to wear a face covering unless they have a reason that would be approved by the Health Department. The district will retain written justification for employees who are exempt from wearing face coverings.

Online Learning

- School districts will offer online learning options for families who do not wish to send their child to school through the Miami County ESC.
- Families may choose two options:
 1. Send their child to school (assume some level of risk), or
 2. Agree to remote learning from home for one semester at a time.

Visitors/Volunteers/Parties:

- To limit building capacity and reduce exposure, visitors are generally discouraged from being in school buildings.
- Safety protocols such as taking temperatures and health screening questions will be implemented for all visitors.
- Visitors are required to wear masks.
- Public access will be limited to square footage occupancy in the office areas to meet social distancing requirements. This may require visitors to wait outside until there is proper space for entry.
- We greatly appreciate everyone's understanding with these safety guidelines.

Transportation

- Miami County districts will allow two students per seat and in some instances three students if the children are younger and therefore smaller.
- Districts will attempt to seat children from the same household together.
- Seating charts are required and will be available to assist with contact tracing if needed.
- Face coverings are required for drivers and students. The district may deny transportation to a student who refuses to wear a mask.
- Disposable masks will be on each bus for a student that arrives at bus stop without a mask.
- Hand disinfectant will be available on each bus for the students.
- In the event state policies require school districts to use alternative schedules, districts may adopt minimum requirements for transportation to reduce the number of students who are eligible for school district transportation.
- School buses will be disinfected each day.
- When using a school van all riders will wear a face covering.
- Windows should be kept open during routes to increase air flow.

- Commonly touched surfaces and all seating surfaces should be cleaned and disinfected after each route.
- Students and drivers that are medically exempt from wearing a face covering must present documentation from a medical doctor prior to riding district transportation without a face covering.

Recess

- Students will sanitize their hands on their way out to recess and on their way back in from recess.
- School districts will make every effort to maintain consistency with other safety procedures.
- Districts may limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- All districts will work toward “structured” recess activities such as nature walks that limit students’ physical contact with others.
- Equipment will be cleaned daily.
- Families may choose to “opt out” of recess for their child(ren).

Attendance

- The buildings will record daily attendance of staff and students.

Face Covering Expectations

- **All Teachers & Staff will wear cloth face masks or face shields**
School employees will be required to wear a face shield at all times while in the presence of students. All staff will wear a face mask when less than six feet of social distance can be achieved unless they are exempt. The district will retain written justification for employees who are medically exempt from wearing a face covering.

Students

- Students are Strongly Recommended to Wear Face Coverings, where Social Distancing is Difficult. This would include: Arrival/Dismissal, Hallways, Entering/Exiting a Classroom, Small Group Work.
- Students are **Required** to Wear Face Coverings When Using School Transportation
- Students are Required to Wear Face Coverings when in the lunch line or moving around the cafeteria. Masks are no longer required when they are at their tables.
- It would be respectful for students to properly wear a face covering around staff and students that may have high-risk health factors, especially if they have to be less than six feet apart.
- All students should have a face covering on person at all times in case it is needed.
- It is important to note that face coverings may become required for students at any time during the school year by the Miami County Health Department, CDC, or the Ohio Governor relative to COVID-19 virus spikes.
- Students wearing a face covering are less likely to be quarantined from school by the Miami County Health Department if there should be a positive COVID-19 case within close proximity of them while learning and participating with others in a school setting.

A positive COVID case on campus could result in students that are not wearing masks that have come into contact with that individual being sent home for 14 days by the county health department.

Additionally, if the State of Ohio mandates masks in other areas the District would abide by those guidelines.

Signage & Training

- Signage has and will continue to be placed throughout the schools to remind students and staff of the symptoms, proper handwashing techniques and other associated messages.
- Training will be provided to the staff and students on the steps to reduce COVID 19 transmission, such as social distancing, hand washing, face coverings, etc.

Restricted Activities

- Recommend no field trips/overnight trips/etc. (e.g. – trip to Washington D.C.). These present too many risks that could compromise the health of participants.
- Recommend no school dances/assemblies.
- Recommend that library items should be removed from circulation for 72-hours after the item has been returned.

Parents

We need your help in preventing symptomatic students from coming to school. One student or visitor ignoring warning signs could have major consequences on our plan to continue in-person instruction.

- We ask that each parent check your child for any of the following COVID-19 symptoms including a fever of 100.4 or above, cough, sore throat, shortness of breath, loss of taste or smell, or vomiting. If you have these symptoms please stay home. We are working with the Miami County Health Department on further guidance when it is safe to return to school. When making a decision to send your child to school we ask parents to err on the side of precaution.
- If your child has been exposed to someone who has tested positive for COVID 19 please keep your child home and notify the school. We will work with our school nurse and the Miami County Health Department to recommend the actions that need to be taken, given the circumstances.
- We respectfully request that you carefully consider any travel arrangements for your children to other parts of Ohio or to another state, especially those that may be experiencing “hot spots”.
- This year there will be no perfect attendance awards given to students, as we do not want to encourage students attending school when not appropriate to do so and putting others at risk of contracting the disease.

The Safety of our students and staff members will continue to be our number one priority and all of the above precautions will be taken very seriously. However, any student who attends school will incur some level of risk. We will do our very best to decrease the likelihood of infection with good hygiene, extensive cleaning, and the safety procedures mentioned above, but being in a public place has a certain level of risk that cannot be eliminated. We will continue to work with the Miami County Health Department to provide our students with a safe environment that is conducive to learning.

Opening Guidelines

Miami East has worked closely with the Miami County Health Department as we have discussed opening plans. The Miami County Health Department has reviewed General Guidelines. These general principles will guide each school district as they move forward with re-opening schools throughout Miami County.

These include:

- Each school district will implement recommended safety protocols to the best of the district's abilities;
- Each school district will work closely with the local health department to promote safety in each school building;
- Each school district will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities.
- School districts recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.

Educational Plans

The following is an outline of the possible educational plans and procedures for the 2020-2021 school year:

ALL IN

All students at school

with increased mitigation policies

HYBRID

50% of students attend, alternating days

Remote Learning

All students learning taking place online

All In Plan

It is the District's intent to adhere to the All-in Plan to reopen the Schools for the 2020-2021 school year. However, changes to our plans may be required if the Governor, State of Ohio, or local health officials, release guidelines that are more restrictive in the coming months.

PLAN A: All In Plan -Students resume regular in-person classes **after a brief A/B Hybrid period to train students.**

Student Schedule:

- Students will attend their regular classes as scheduled.

- Students will report immediately upon arrival to their first period/homeroom classroom. No congregating in public spaces will be permitted.

Restrictions/Precautions:

- Students and families should monitor their health closely, and each student and staff member should have their temperature taken before leaving for school. Students and staff members are required to stay home if they have a temperature of 100 or higher. A student or staff member who arrives at school with a fever will be sent home.
- Students and staff members must stay home if they are sick, or showing any symptoms of COVID 19.
- Students will be required to wear face coverings on the bus.
- Staff members are required to wear face coverings at all times.
- Additional time will be built in between class changes and rotations for cleaning of desks and equipment.
- Release times between classes and dismissal times will be staggered to decrease traffic in the hallways.

ALL IN All students at school with increased mitigation policies

- | | |
|---|---|
| Parents assess student health before school | Face masks required per district expectations |
| Additional cleaning of surfaces | Hand sanitizing |
| Two students per seat on buses | Lunchroom space expands to other areas |
| No visitors or volunteers | No shared student supplies |
| No lockers | One-way hallways when possible |
| No field trips | Self-Service Lunch eliminated |

Attendance: Taken Daily

PLAN B: Blended Learning Plan

50% of the students attend alternating days

Student attend In Person on alternating days

Students divided by last name

Students' last name A-L

Students' last name M-Z

Siblings in a household with different last name would follow the schedule with the last name of the oldest student in the household determining the day all children in that household would attend.

Blended Learning Plan Mitigation policies

- | | |
|---|---|
| Parents assess student health before school | Face masks required per district expectations |
| Additional cleaning of surfaces | Hand sanitizing |
| Two students per seat on buses | Lunchroom space expands to other areas |
| No visitors or volunteers | No shared student supplies |
| No lockers | One-way hallways when possible |
| No field trips | Self-Service Lunch eliminated |

Attendance: Taken Daily

Considerations:

- When determining student groups, every effort will be made to keep family members in the same A or B schedule for childcare purposes.
- If this option becomes necessary, these student groups will be announced as soon as possible for parents to begin planning.
- A student will be expected to participate in his/her regular coursework every day of the week, regardless of his/her schedule.
- Online activities will be considered of the same weight/value as all in-person activities.
- Students are expected to attend sports/club activities even on the “off” schedule days.

Restrictions/Precautions:

- Students and families should monitor their health closely, and each student and staff member should have their temperature taken before leaving for school. Students and staff members are required to stay home if they have a temperature of 100 or higher. A student or staff member who arrives at school with a fever will be sent home.
- Students and staff members must stay home if they are sick, or showing any symptoms of COVID 19.
- Students will be required to wear face coverings on the bus.
- Staff members are required to wear face coverings at all times.
- Additional time will be built in between class changes and rotations for cleaning of desks and equipment.
- Release times between classes and dismissal times will be staggered to decrease traffic in the hallways.
- Food Service Protocols *TBA* with the health and safety of students as the highest priority.

PLAN C: Remote Learning All students learning taking place online

Students return to a fully online environment provided by Miami East teacher(s) as determined by the students' schedules.

** This plan is to be used ONLY if it is required that schools operate under distance learning conditions either at the beginning of the year, or at any time after the start of school.**

Student Schedule:

- Students will be expected to virtually “attend” their regularly scheduled courses via Chromebook during the regular school day.
- Students in grades K-12 will receive online learning activities and instructions through Google Classroom from all teachers. Parents should ensure that they provide a working email address through which they will receive weekly updates on student progress.
- Students will receive instruction that meets the necessary standards for each enrolled course, and will be assessed using the same rigorous expectations as an in-person course.
- Daily, students can expect 1-2 learning presentations or live modeling sessions of a skill/standard, followed by an independent practice activity. The student will receive feedback from the teacher, and have opportunities to ask questions through Google Classroom or during live office hours with the teacher.

Considerations:

- If made necessary, this contingency will be announced as soon as possible for parents to begin planning.
- A student will be expected to participate in his/her regular coursework every day of the week.
- Online activities will be considered of the same weight/value as all in-person activities.

- For participation in online class activities, students will be given guidelines and expectations that are consistent with a formal learning environment, to promote and encourage the best possible outcomes for all students.
- Parents will be provided guidelines and tips for how to monitor and maintain their child's engagement in the online classroom.

Online Learning Option.

Distance Learning through Miami County ESC:

We understand that some students and/or members of their immediate family have health conditions that will not permit their participation in school. The option of online learning would be available for these families. Miami East will be prepared to help make sure that your child's learning needs are met.

If choosing at-home learning for your student(s), this will be a semester commitment. Those who elect to choose at-home learning are doing so for a semester. A student will not be permitted to choose at-home learning, and then attend in-person school during the quarter.

Student(s) will maintain Miami East student status, but participate in on-line courses through the Miami County ESC.

Student Schedule:

- Student(s) will participate in on-line courses through the Miami County ESC.
- The student(s) course offerings are limited to courses that are already scheduled.
- Miami East teachers and staff members will not monitor the on-line courses. The on-line company will provide the teachers/monitors.
- Some courses may only be taken in-person, such as band and choir. These courses will not be available on-line.
- The students may only return to Miami East's in-school courses at the end of the semester, or at the beginning of the 2021-22 school year.
- The Miami East grading scale, GPA calculation, and course expectations will apply to all students who choose this option.
- The student must opt-in to this option by August 21.

Purpose: *The purpose of the Online Learning Option for the 2020-2021 school year is to provide Miami East an online school option for students and families that may not be comfortable with on-campus instruction due to the COVID-19 situation.*

Minimum commitment: One Semester

Deadline to enroll: Friday, August 21

How to enroll: Contact building principal/counselor to schedule an enrollment meeting.

Delivery Mode: The Online Learning Option will provide students with self-paced, asynchronous learning through online programming without real-time interaction using SchoolsPLP. A teacher/mentor will be available via email correspondence to provide participation monitoring and opportunities for clarification.

Cost: There is no direct cost to students.

Requirements: Participating students must have *internet access* and *computer access*.

Important Information:

- Any student choosing the Online Learning Option will remain a Miami East student.
- The Online Learning Option will be operated through a collaboration with the following agencies: Miami County and Montgomery County ESC
- Coursework is aligned with Ohio Department of Education standards.
- Students will be required to enroll in a minimum of 6 courses (maximum of 7).
- Students will be expected to complete coursework daily. Consistent participation is required.
- Families must commit for a semester and cannot switch to traditional option during a semester.

- Students may participate in extracurricular activities.
- Students will have access to school counseling services as needed.
- The district will not offer online CCP courses and they must be taken through the student’s chosen university or learning institution.
- Students must complete all required statewide assessments
- Grades will be calculated in GPA the same as traditional in person classes

COUNTY RISK LEVELS TO SCHOOL OPERATIONS

Level 1	Level 2	Level 3	Level 4
All in Plan All Students Every Day	All in Plan All Students Every Day	Hybrid Plan 50% of the students Every Other Day	Remote Learning All students learn from Home

The district or an individual building *may* be directed to closed by Miami County Public Health

If ODE or Health Department develop “district specific” Risk Levels those *may* become triggers for changes

If teacher and staff COVID-19 absenteeism outpaces available substitutes, school *may* shift to remote Learning

If Miami County moves to a Level 3 or Level 4 on a Thursday evening, the district would change the learning plan the upcoming Monday.