



MONROE LOCAL SCHOOL DISTRICT 2020-21 School Operating Plans

Last updated: August 17, 2020 (*Please see page 18 for detailed updates.)

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***All staff and students will be required to wear masks per the Governor's orders and Ohio Health Department guidelines mandating face coverings in public for all counties that are designated Red Level 3 Public Health Emergency Alert, which as of 7/13/20 includes Butler County. These plans are subject to change based on the most current health data and safety guidelines available.**

MASKS:

All staff and students (Preschool through 12th grade) will be required to wear masks for all in-person options based on the current Butler County Health recommendations and the county level. There will be a process for students that may have health issues or other concerns with wearing masks. The process will be through the building nurse.

- The process and forms will be available prior to the start of school.
- Face shields and other measures to be approved through this process.
- The district will work with health care professionals and the Butler County Health Department in making determinations as needed.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Parents that do not have the resources to complete a temperature check please contact the nurse.• If your student exhibits any symptoms for a self assessment (example) then do not send your student to school.• Provide a mask for your student to wear. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed.• Maintain maximum physical distance from peers whenever possible.• Sharing of personal supplies between students and staff is not permitted.• Sit in your assigned seat.• Wash and/or sanitize hands as assigned during the day.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Student temperature checks as needed. Any student with 100°F or above should be sent to the designated quarantine area.• Ensure classroom setup of desks provides physical distancing for students to the greatest extent possible and desks are faced in one direction if possible.• Ensure use of all tables in the class to provide as much space as possible and wash hands more frequently in those classes.• Hand sanitizer stations will be added to classrooms that do not have sinks.• Wear a mask at all times.• Whole class circle time or carpet time will not be permitted. Students will stay in their assigned areas.• Sanitize any small group work areas between different student groups.• All carpets will be removed from classes. If you have a personal carpet please remove it from your class prior to the start of school. School purchased carpets will be removed by the district.• Ensure students maintain physical distance whenever possible to the greatest extent possible.• Implement PBIS strategies to support being safe and responsible with social distancing and COVID19 precautions.• Train students on how to safely take an individual mask break.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Eliminate shared classroom materials if possible. Materials that must be shared (ex. lab materials) will be cleaned prior to the next use.• Keep the classroom door open to maximize airflow and reduce the

- number of touches to door handles.
- Use supplies provided to spray high touch surfaces (desks, chairs, and any common materials) before new students transition into the room.
- Ensure all students are seated in their assigned seat and maintain an accurate and up-to-date seating chart for all classes.
- At this time school parties and field trips will not be permitted. If situations change in the coming months the district may reconsider its position.

Building differences as noted

- Teachers who have classes that rotate will clean desks and seats at the conclusion of each class.

Custodians

- Make sure teachers are provided with all supplies needed daily including disinfectant, sanitizer and towels.
- Clean common spaces that may be necessary to use during the day.

Administration

- Ensure classrooms are set up to include physical distance to the greatest extent possible and arrangements if possible have students facing one direction.
- Ensure classrooms are disinfected between classes, during plan bells, lunch, and after school.
- Ensure supplies are readily available for custodians and teaching staff.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a mask for your student to wear.• Provide your student with a water bottle daily as water fountains will not be available for use. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed.• Report immediately to your classroom, upon arrival to school.• Carry a water bottle as water fountains will not be available for use.• Follow all signage in the hallways and common areas.• When possible, stay to the right when traveling down hallways and using stairs.. <p><u>Building differences as noted</u></p> <p><u>Monroe Primary School</u></p> <ul style="list-style-type: none">• Access assigned cubbies only during scheduled time provided by the classroom teacher. <p><u>Monroe Elementary School</u></p> <ul style="list-style-type: none">• Access assigned cubbies only during scheduled time provided by the classroom teacher.• Alternate class changes to limit hallway congestion. <p><u>Monroe Junior High School/Monroe High School:</u></p> <ul style="list-style-type: none">• Students will not utilize lockers.• Students will be provided a clear backpack to carry items throughout the day and from class to class.• Students may bring their own clear backpack if they do not wish to utilize the one provided by the building.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Train students on how to safely take an individual mask break. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways and common areas.• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.• Implement staggered dismissal times if necessary to maximize physical distancing and student safety. <p><u>Monroe Junior High School/Monroe High School:</u></p> <ul style="list-style-type: none">• Provide clear backpacks for all students.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Arrival and Dismissal

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="111 277 359 305"><u>Parents/Caregivers</u></p> <ul data-bbox="159 313 821 881" style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Parents that do not have the resources to complete a temperature check please contact the nurse.• If your student exhibits any symptoms for a self assessment (example) then do not send your student to school.• Provide a mask for your student to wear.• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms• Follow posted guidelines and read all signage whenever entering the building.• Wearing a mask is required while in the building. <p data-bbox="111 914 222 941"><u>Students</u></p> <ul data-bbox="159 950 764 1263" style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed.• Report directly to your assigned classroom/area upon arrival to school.• Maintain maximum physical distance from peers whenever possible in hallways, arrival and pick up areas, common areas, offices, etc.	<p data-bbox="842 277 1098 305"><u>Teachers/Assistants</u></p> <ul data-bbox="890 313 2009 626" style="list-style-type: none">• Supervise hallways and common areas to ensure students are reporting immediately to assigned class or pick up areas and not congregating in hallways or common areas.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Ensure designated doors are propped open at arrival and dismissal and supervised during these times.• Ensure designated doors are closed after arrival and dismissal and supervised during these times.• Train students on how to safely take an individual mask break. <p data-bbox="842 659 993 686"><u>Custodians</u></p> <ul data-bbox="890 695 1948 784" style="list-style-type: none">• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks. <p data-bbox="842 816 909 844"><u>SRO:</u></p> <ul data-bbox="890 852 1969 881" style="list-style-type: none">• Check all exterior doors after arrival and dismissal to ensure the building is secure. <p data-bbox="842 914 1035 941"><u>Administration</u></p> <ul data-bbox="890 950 1944 1360" style="list-style-type: none">• Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.• Ensure proper signage is installed in hallways and common areas.• Ensure supplies are readily available for custodians.• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.• Ensure designated doors are propped open at arrival and dismissal.• Ensure designated doors are closed after arrival and dismissal.• Community and parent volunteers are not permitted at this time to ensure the safety of all students.• Implement staggered dismissal times if necessary to maximize physical distancing and student safety.• Ensure hand sanitizer stations are at all exits and entry points to the building. <p data-bbox="842 1393 1220 1421"><u>Building differences as noted</u></p> <p data-bbox="842 1425 1152 1453"><u>Monroe Primary School:</u></p> <ul data-bbox="890 1458 1860 1581" style="list-style-type: none">• Due to preschool guidelines, assigned staff must check temperatures of preschool students upon arrival.• All preschool operating safety protocols will be followed per the state guidance and licensing.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="111 280 352 310"><u>Parents/Caregivers</u></p> <ul data-bbox="159 313 1024 532" style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Parents that do not have the resources to complete a temperature check please contact the nurse.• If your student exhibits any symptoms for a self assessment (example) then do not send your student to school.• Provide a mask for your student to wear. <p data-bbox="111 565 218 594"><u>Students</u></p> <ul data-bbox="159 597 993 792" style="list-style-type: none">• Maintain appropriate physical distances while at the bus stop place of safety, on bus lots, and while entering the building.• Sit in your assigned seat.• Wear a mask at the bus stop and while riding the bus.• Remain seated, facing forward while riding the bus.• Fill the bus as directed by the driver.	<p data-bbox="1062 280 1150 310"><u>Drivers</u></p> <ul data-bbox="1110 313 1997 857" style="list-style-type: none">• Wear a mask or face shield while students are on the bus.• Provide reminders to students of bus expectations wearing masks and seated facing forward.• Morning pick up will be the bus loading from back to front and dismissing at school from front to back.• All efforts will be made to ensure 2 students per seat, but 3 students per seat may be necessary to accommodate all families.• Ensure all students sit in their assigned seat and maintain an accurate and up-to-date seating chart for all routes.• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.• Increase ventilation on the bus (weather permitting) using windows and roof hatch.• Ensure the bus is cleaned between routes and evenings following outlined safety protocols.• Staggered dismissal of students to and from buses each day. <p data-bbox="1062 889 1247 919"><u>Administration</u></p> <ul data-bbox="1110 922 1877 1008" style="list-style-type: none">• Monitor drop off and dismissal to ensure students do not congregate in groups and are staggered to allow for social distancing to the greatest extent possible.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Meetings

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.• In person meetings should follow appropriate physical distancing protocols and masks must be worn when entering, exiting, and moving around the building.• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed.• Participate in meetings as requested by parents/caregivers or school staff.• Follow physical distancing protocols to the greatest extent possible.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• When possible, attend meetings from the classroom or another private area of the building using video technology.• Train students on how to safely take an individual mask break. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide parents/caregivers with options for in-person, phone, or video conferencing.• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.• Ensure physical space used for meetings allows for distancing guidelines to the greatest extent possible.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Clinic

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Parents that do not have the resources to complete a temperature check please contact the nurse.• If your student exhibits any symptoms for a self assessment (example) then do not send your student to school.• Provide a mask for your student to wear.• Ensure contact information is up to date in the event the nurse needs to contact home.• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.• If contacted by the school due to illness make arrangements to pick up students as quickly as possible. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed.• Following physical distancing protocols as much as possible when in the clinic.	<p><u>Nurse</u></p> <ul style="list-style-type: none">• Wear a mask at all times..• Ensure the workspace is kept clean and sanitized.• Ensure physical distancing protocols are followed whenever possible.• Isolate students who are showing symptoms to a separate area away from other students.• Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.• Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.• Train students on how to safely take an individual mask break. <p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Ensure supplies of band-aids are in class, cafeteria, recess and other common areas to limit visits to the clinic. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.• Disinfect the isolation area after students who utilize the area have left the building. <p><u>Administration</u></p> <ul style="list-style-type: none">• Install barriers as needed to protect employees working in the nurse's office.• Ensure proper signage is installed.• Ensure regular cleaning and disinfecting takes place in the clinic area.• Ensure seating areas are properly physically distanced.• Ensure the student isolation area is properly supervised when in use.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a mask for your student to wear. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed.• Follow all signage in the restrooms.• When possible, stay to the right when traveling down hallways to get to restrooms.• If all restroom stalls are in use, students wait outside the restroom entrance.• Do not use a faucet or urinal that has been closed or marked for no use. <p><u>Building differences as noted:</u></p> <p>Monroe Junior High School/Monroe High School:</p> <ul style="list-style-type: none">• Follow established procedures concerning restroom use.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Assist in supervision of restrooms following building procedures.• Train students on how to safely take an individual mask break. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in hallways, common areas and restrooms.• Ensure supplies are readily available for custodians.• Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.• Establish procedures for restroom use.• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing to the greatest extent possible.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Lunch and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a mask for your student to wear.• Limit visits to school as much as possible including visits to drop off forgotten items. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed. Masks not required while eating or drinking.• When possible, stay to the right when traveling down hallways.• Clean hands before and after eating.• Sit in designated seats.• Follow guidelines for restroom use during lunch periods.• If bringing a packed lunch, report immediately to your designated seating area.• Follow physical distancing guidelines as much as possible when in line and in the serving areas.• Students will pick items already prepared and will no longer self serve. <p><u>Building differences as noted:</u></p> <p>Monroe Elementary/Monroe Junior High/Monroe High School:</p> <ul style="list-style-type: none">• Outside seating will be utilized weather permitting.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise designated eating areas to ensure students are properly physically distanced to the greatest extent possible.• Wear a mask when circulating around designated eating areas.• Monitor and issue passes for bathroom use during lunch time.• Use staggered dismissal to ensure physical distancing at the end of lunch.• Train students on how to safely take an individual mask break. <p><u>Primary/Elementary:</u></p> <ul style="list-style-type: none">• Ensure homeroom classes are seated together at their assigned table and no other homeroom students are seated at those tables. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect all table tops and seats before and after each lunch.• Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none">• Wearing masks is mandatory while in the building and kitchen.• 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.) <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in designated eating areas.• Ensure enough seating is provided to ensure proper physical distancing to the greatest extent possible.• Utilize additional seating areas on stage, outside, and in the gym to ensure proper physical distancing to the greatest extent possible.• Ensure supplies are readily available for custodians.• Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms.• Provide a mask for your student to wear.• In-person office visits should follow appropriate physical distancing protocols and masks are required. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a mask is required, but mask breaks will be provided throughout the day. Take individual mask breaks as needed..• Use designated entrances and exits to the office.• Following physical distancing protocols as much as possible when in office.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Wearing a mask is required when moving around the office area.• Follow physical distancing protocols.• Place notes/attendance folder in designated area, which will be picked up by office staff.• Do not send students to the office unless absolutely necessary.• Limit visits to the office unless absolutely necessary.• Follow all posted occupancy for teacher workrooms, staff lunch areas and office.• Train students on how to safely take an individual mask break. <p><u>Office Staff</u></p> <ul style="list-style-type: none">• Monitor and control the number of people in the office at any one time per the maximum occupancy.• High touch items are regularly disinfected (sub keys/cards, phones, pens, clipboards).• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. <p><u>Administration</u></p> <ul style="list-style-type: none">• Install barriers to protect the main office from public entry areas.• Community and parent volunteers are not permitted at this time to ensure the safety of all students.• Ensure proper signage is installed in the office and leading into the office.• Ensure regular cleaning and disinfecting takes place in the office area.• Ensure seating areas are properly physically distanced.

OPTION A-STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Recess (Primary & Elementary Buildings ONLY)

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms.• Provide a mask for your student to wear. <p><u>Students</u></p> <ul style="list-style-type: none">• Students must wear masks in areas of possible congregation.• Students who choose individual or socially distanced activities not on the playground equipment may remove their masks.• Following physical distancing protocols as much as possible when on the playground.• All students will use hand sanitizer on the way out of the building to recess.• The playground equipment will be able to be used.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Wearing a mask is required.• Follow physical distancing protocols.• Train students on how to safely take an individual mask break.• Train students on recess expectations and reinforce those expectations.• Stay active on duty to remind students to stay 6 feet apart.• Teachers will ensure competition games that require close contact are not played during recess.• Homeroom teachers will be keeping a classroom set of balls for use on the playground, and they will keep them on a regular sanitation schedule. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Provide spray to be used as assigned by school administration. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage is installed in all areas needed.• Provide supervision of recess to ensure all expectations are followed.

**OPTION A1- VIRTUAL LEARNING ACADEMY-PARENT CHOICE BASED ON SEMESTER COMMITMENT - STUDENTS AT HOME DAILY
INDIVIDUAL ONLINE LEARNING PLATFORM (SchoolsPLP) WITH SUPPORT**

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Attend the required parent orientation meeting. • Ensure your student has the necessary environment to have success in a Virtual Learning Academy. • Developing a "school schedule" is recommended to keep routines in place for students while working from home. • Ensure all learning modules and assessments are completed by your student without the aid of others. • Guide the student through the lessons as needed. • Discuss concepts being taught. • Assist with interactive tools and games. • Oversee assignments. • Help facilitate hands on learning that may be in the course. • Check for understanding on assignments. • Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information. • Keep the student on schedule and on pace. • Ensure all components of the course are being done with fidelity (independent reading, novel studies, practice activities, etc) • Encourage your student to seek assistance when frustrated. • Communicate questions and concerns to staff during designated office hours. <p><u>Students</u></p> <ul style="list-style-type: none"> • This option is different from what students experienced during remote learning last spring. • Students participating in this option will be using an online curriculum and platform designed by an outside company (SchoolsPLP) that specializes in virtual learning. • Students will not come to a school building for instruction and will not be in the same classes. • It is recommended students follow a schedule to complete virtual learning, assignments, and assessments. • The online curriculum will meet the same standards as our Monroe Local Schools curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings. • Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies) • Students and teachers will participate in periodic virtual check-in 	<p><u>Teachers</u></p> <ul style="list-style-type: none"> • Support students by assisting with use of the online platform, pacing, and providing feedback. • Participate in periodic virtual check-in meetings designed to support student course progress. • Interact with students on a regular basis in order to support instruction and guidance in the student learning process. • Retain "office hours" for students for individual support. • Give feedback on student assignments and assessments. • Communicate with parents/guardians. • Track attendance. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Provide help desk assistance when technology issues occur. Please use the ithelp@monroelocalschools.com email for any issues. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Implement appropriate grading procedures and work from home guidelines for teachers.

<p>meetings designed to support student course progress.</p> <ul style="list-style-type: none">• Students will earn grades for their work.• Students will adhere to the district code of conduct and behave in an appropriate manner.• Read and acknowledge the district 'Acceptable Use Policy' (AUP) regarding technology and the internet.• Attend mandatory meetings; such days may include orientation, conference evenings, or assessments and exams.• Complete coursework in a timely manner.• Acknowledge that Monroe Local Schools has full and complete access to the work submitted or comments posted.• Communicate questions and concerns immediately to teachers and seek assistance as needed.• Communicate with your virtual learning instructor/administrator in a professional and respectful manner.• Students may continue to participate in after-school activities at their school building, including extra-curricular activities.• If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform.	
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OPTION B-HYBRID MODEL WHICH COMBINES IN-PERSON LEARNING WITH ONLINE LEARNING If state or local regulations determine we require additional social distancing, we will shift to a Hybrid Model.

This model will allow for a reduced number of students in the building while providing a combination of in-person and online learning. All students will be in-person 2 days a week. When at home, students will work on online assignments and tasks assigned during the in-person days. The following schedule will be utilized:

- Monday & Tuesday: Families with students' last name beginning with A-K will attend in person at school. (Remote: Wednesday-Friday)
- Wednesday: All buildings will be disinfected prior to the Thursday/Friday group attending in person. All students will attend remotely and teachers will be available during office hours.
- Thursday & Friday: Families with students' last name beginning with L-Z will attend in person at school. (Remote: Monday-Wednesday)

*It is our intention that families will attend in person on the same days even if last names may differ. Some special education students may be asked to attend all four days (Monday, Tuesday, Thursday & Friday), but this decision would be based on their needs and parents would be contacted to give consent.

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Ensure students attend school on the appropriate day. • Developing a "school schedule" is recommended to keep routines in place for students while working from home. • Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Parents that do not have the resources to complete a temperature check please contact the nurse. • If your student exhibits any symptoms for a self assessment (example) then do not send your student to school. • Provide a mask for your student to wear. <p><u>Students</u></p> <ul style="list-style-type: none"> • Wearing a mask may be required when at school, but mask breaks will be provided throughout the day. Take individual mask breaks as needed. • Follow all physical distancing protocols, which will increase based on limited occupancy in this model. • While in the building follow all traffic flow requirements in hallways, cafeteria and other locations in the building. • Sit in your assigned seat on the bus which should increase physical distancing based on the limited occupancy in this model. • Lunchroom physical distancing increased based on limited occupancy in this model. • Following a regular "school schedule" is recommended to help keep routines in place for students while working from home. • Watch lessons provided by teachers and complete assignments according to timelines. • Follow all Remote Learning Expectations and district technology usage guidelines. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Follow all safety protocols included in option A with increased physical distancing in all settings. • Ensure students are physically distanced while in the building including classrooms, hallways and other locations throughout the building. • Create lessons that are engaging for students using a variety of strategies. • Be available for office hours on Wednesday. • Use Google Classroom as the platform for all assignments, links to resources, etc. • Grade work in a timely manner and provide feedback to students on assignments. • Follow all instructional expectations and communication expectations as outlined in the MLS Remote Learning plan. • Train students on how to safely take an individual mask break. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure all safety protocols in Option A are followed and posted signage and cleaning materials are provided. • Ensure each student has a device at home. • Monitor and assist teachers in the delivery of content for students. • Implement appropriate grading procedures and work from home guidelines for teachers.

OPTION C- STUDENTS AT HOME DAILY FOR REMOTE LEARNING
DUE TO REQUIRED SCHOOL CLOSING BASED ON STATE OR LOCAL REGULATIONS

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Monitor student progress on coursework. • Developing a "school schedule" is recommended to keep routines in place for students while working from home. • Ensure student follows Remote Learning Expectations and district technology usage guidelines. • Communicate questions and concerns immediately to staff. <p><u>Students</u></p> <ul style="list-style-type: none"> • Following a regular "school schedule" is recommended to help keep routines in place for students while working from home. • Communicate questions and concerns immediately to teachers. • Participate in virtual sessions with teachers as scheduled. • Watch lessons provided by teachers and complete assignments according to timelines. • Follow all Remote Learning Expectations and district technology usage guidelines. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Create lessons that are engaging for students using a variety of strategies. • Be available for office hours each day. • Use Google Classroom as the platform for all assignments, links to resources, etc. • Grade work in a timely manner and provide feedback to students on assignments. • Follow all instructional expectations and communication expectations as outlined in the MLS Remote Learning plan. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • Provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure each student has a device at home. • Monitor and assist teachers in the delivery of content for students. • Implement appropriate grading procedures and work from home guidelines for teachers.

HEALTH PROTOCOL Follow all guidelines from CDC [Screening, Isolating & Excluding Students & Staff During a Pandemic](#)

Student	Staff
<p>Temperature over 100° F: Student with temperature will..</p> <ul style="list-style-type: none">• Be sent home or stay home until they are 24 hours fever free without use of fever reducing medication. <p>Temperature over 100° F and/or COVID symptoms: Student with temperature and/or symptoms will...</p> <ul style="list-style-type: none">• Be sent home or stay home until they are 24 hours fever free without use of fever reducing medication and no symptoms present.	<p>Temperature over 100° F: Staff with temperature will..</p> <ul style="list-style-type: none">• Be sent home or stay home until they are 24 hours fever free without use of fever reducing medication. <p>Temperature over 100° F and/or COVID symptoms: Staff with temperature and/or symptoms will...</p> <ul style="list-style-type: none">• Be sent home or stay home until they are 24 hours fever free without use of fever reducing medication and no symptoms present.
<p>Positive COVID test: Student who tested positive will...</p> <ul style="list-style-type: none">• Stay home and heed advice from Butler County Health Department until cleared.• not return to school until they are at least 10 days from onset of symptoms AND over 24 hours with no respiratory/fever symptoms and no use of fever reducing medication. <p>Student/staff in contact with a positive case will...</p> <ul style="list-style-type: none">• not return to school until 14 days after their exposure of the positive case EVEN IF THEY HAVE RECEIVED A NEGATIVE TEST RESULT. The entire 14 days from the exposure must be spent in quarantine at home. <p>School will...</p> <ul style="list-style-type: none">• Prepare a list of fellow students or staff members who were within 6 feet or less.• Gather family contact information.• Send a prepared list of contacts via email to Butler County Health Department.• If not already in place, establish a mask and social distancing policies for the facility.• Call local Butler County Health Department.• Send a letter home to all impacted students and staff. No identifying information will be shared.• Clean all affected rooms and areas.• Continue to monitor and report any staff or student that develops symptoms. <p>NOTE: Each situation is unique and should be discussed with the Butler County Health Department as variations may be recommended.</p>	<p>Positive COVID test: Staff who tested positive will...</p> <ul style="list-style-type: none">• Stay home and heed advice from Butler County Health Department until cleared.• not return to school until they are at least 10 days from onset of symptoms AND over 24 hours with no respiratory/fever symptoms and no use of fever reducing medication. <p>Student/staff in contact with a positive case will...</p> <ul style="list-style-type: none">• not return to school until 14 days after their exposure of the positive case EVEN IF THEY HAVE RECEIVED A NEGATIVE TEST RESULT. The entire 14 days from the exposure must be spent in quarantine at home. <p>School will...</p> <ul style="list-style-type: none">• Prepare a list of fellow students or staff members who were within 6 feet or less.• Gather family contact information.• Send a prepared list of contacts via email to Butler County Health Department.• If not already in place, establish a mask and social distancing policies for the facility.• Call local Butler County Health Department.• Send a letter home to all impacted students and staff. No identifying information will be shared.• Clean all affected rooms and areas.• Continue to monitor and report any staff or student that develops symptoms. <p>NOTE: Each situation is unique and should be discussed with the Butler County Health Department as variations may be recommended.</p>

ADDITIONAL INFORMATION

- LINK TO: [Butler County Health Department](#)
- LINK TO: [K-12 Schools Health & Prevention Guidance, Ohio Dept. of Health Collaborative](#)
- LINK TO: [ODE Reset and Restart Planning Guide for Ohio Schools and Districts](#)
- LINK TO: [CDC School Settings Information](#)
- LINK TO: [Screening, Isolating & Excluding Students & Staff During a Pandemic](#)

UPDATES MADE TO THIS DOCUMENT

Date	Description of update
July 13, 2020	No changes to date
July 17, 2020	Option A1 Updated to Virtual Learning Academy: Page 1 Option A1 Updated to Virtual Learning Academy: Pages 13 & 14 Option A1 Included SchoolsPLP link: Page 13
July 20, 2020	Mask Information: Page 2 Option B- Hybrid Model: Page 15
July 27, 2020	Removed Check student temperature as they enter the classroom. per the Butler County Health Department recommendation.: Page 2 Included Take individual mask breaks as needed. (student) & teacher training on breaks: Pages 2-12 & Page 15 Jr./Sr. High locker update: Page 4 Virtual Learning Academy updated bullets: Pages 13-14 Add Link to Screening, Isolating & Excluding Students & Staff During a Pandemic: Page 17 & 18
August 3, 2020	Removed face shield for staff: Pages 2-12
August 10, 2020	Included Health Protocol: Page Page 17
August 17, 2020	Included Recess Expectations for Primary & Elementary: Page 12