



LEBANON CITY SCHOOLS

Fall 2020 Reopening Plans

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This plan was developed in collaboration with the Warren County Health District and other Warren County school districts.

OPTION 1- 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. Students with <u>any</u> of these symptoms should stay home: headache, sore throat, persistent cough, difficulty breathing, loss of smell, loss of taste, digestive issues.● Provide a face covering for your student to wear on the bus and at school. Plastic face shields are not approved.● Provide a water bottle for your student to use throughout the day.● Students should stay home if waiting on COVID test results. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a face covering is required most of the time at school. Plastic face shields are not approved.● Wearing a face covering is required when entering, exiting, or moving around the room.● Wearing a face covering is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained.● Wearing a face covering is required when working closely with other students in small groups or lab settings.● Students will be provided opportunities to remove their face coverings throughout the day.● Opportunities to remove face coverings will include recess, lunch, outdoor instruction, and scheduled times throughout the day for teachers to take classes outside or to larger space areas in the school where students can distance and remove face coverings.● Maintain maximum physical distance from peers whenever possible.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Ensure classroom setup of desks provides physical distancing for students.● Wear a face covering when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained.● Ensure students maintain physical distance whenever possible.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.● Eliminate shared classroom materials.● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.● Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.● Disinfect classrooms during teacher plan bell, during lunch, and after school. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure classrooms are physically distanced.● Ensure classrooms are disinfected between classes, during plan bells, lunch, and after school.● Ensure supplies are readily available for custodians and teaching staff.

OPTION 1- 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 face covering for your student to wear when in hallways or at lockers. Plastic face shields are not approved. ● 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 face covering is required when in hallways or at lockers. Plastic face shields are not approved. ● 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. ● Follow locker use schedules as provided by staff for buildings who issue lockers. <p><u>Building differences as noted</u></p> <p>Bowman Primary School</p> <ul style="list-style-type: none"> ● Access assigned cubbies only during scheduled time provided by the classroom teacher. ● When standing in hallways, students must stand on white markings/dots on the floor to ensure safe social distancing. <p>Donovan Elementary School</p> <ul style="list-style-type: none"> ● Locker use will be directed by the homeroom teacher. <p>Berry Intermediate School</p> <ul style="list-style-type: none"> ● Locker use will be directed by the homeroom teacher. <p>Lebanon Junior High School</p> <ul style="list-style-type: none"> ● Locker use will be during ETEH with teacher permission, before/after lunch, and at the end of the school day with teacher permission. <p>Lebanon High School</p> <ul style="list-style-type: none"> ● Follow established procedures concerning locker use. 	<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. ● Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers. <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. ● Develop and implement locker use schedules for buildings where lockers are issued to students. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety. <p><u>Building differences as noted</u></p> <p>Bowman Primary School</p> <ul style="list-style-type: none"> ● Provide and monitor cubby use schedules to minimize congestion at the cubbies during arrival and dismissal. ● When standing in the hallway or playground, ensure students are maintaining safe social distance by standing on white floor markings/dots.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Dropoff, Pick Up, and Visitors

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.● Students should stay home if waiting on COVID test results.● Provide a face covering for your student to wear on the bus and while at school. Plastic face shields are not approved.● Limit visits to school as much as possible.● 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 face covering is required when entering or exiting the building. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a face covering is required most of the time at school. Plastic face shields are not approved.● Wearing a face covering is required when entering, exiting, or moving around the room.● Report directly to your assigned classroom/area upon arrival to school.● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <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, counters, and sinks.● Ensure designated doors are propped open at arrival and dismissal.● Ensure designated doors are closed after arrival and dismissal. <p><u>Administration</u></p> <ul 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.● Eliminate parent and community volunteers to ensure safety and health of students and staff.● Implement staggered dismissal times if necessary to maximize physical distancing and student safety. <p><u>Building differences as noted</u></p> <p><u>Bowman Primary School:</u></p> <ul style="list-style-type: none">● Due to preschool guidelines, assigned staff must check temperatures of preschool students upon arrival.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Transportation

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. ● Students should stay home if waiting on COVID test results. ● Provide a face covering for your student to wear on the bus and while at school. If you cannot provide a face covering, the school will provide one. Plastic face shields are not approved. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building. ● Sit two per seat on the bus and sit in your assigned seat. ● Wear a face covering while riding the bus and while boarding or exiting the bus. Plastic face shields are not approved. ● Remain seated, facing forward while riding the bus. 	<p><u>Drivers</u></p> <ul style="list-style-type: none"> ● Wear a face covering while students are on the bus. ● Provide reminders to students of bus expectations- 2 per seat, wearing face coverings, seated facing forward. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Ensure the bus is disinfected following outlined safety protocols. <p><u>School/District Administration</u></p> <ul style="list-style-type: none"> ● Reduce the number of transfers and overall time on buses for students. ● Monitor drop off and dismissal to ensure students do not congregate in groups. ● Provide consequences, including loss of privilege to ride the bus to those who violate rules.

Meetings and Conferences

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 it is required that face coverings be worn at all times. ● 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. ● Students should stay home if waiting on COVID test results. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/caregivers or school staff. ● Follow physical distancing protocols. ● Wearing a face covering is required at all times. Plastic face shields are not approved. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● When possible, attend meetings from the classroom using video technology. <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

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Health Services

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.● Students should stay home if waiting on COVID test results.● Provide a face covering for your student to wear on the bus and while at school. Plastic face shields are not approved.● 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. <p><u>Students</u></p> <ul style="list-style-type: none">● Use designated entrances and exits to the office.● Following physical distancing protocols as much as possible when in office.● Wearing a face covering is required when in or moving around the clinic. Plastic face shields are not approved.	<p><u>Nurse</u></p> <ul style="list-style-type: none">● Wear a face covering when working with students.● 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 already in the clinic.● 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. <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 office area.● Ensure seating areas are properly physically distanced.● Ensure the student isolation area is properly supervised when in use.

OPTION 1- 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 face covering for your student to wear at school. Plastic face shields are not approved. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a face covering is required when in hallways and in restrooms. Plastic face shields are not approved.● Follow all signage in the hallways, common areas and restrooms.● When possible, stay to the right when traveling down hallways to get to restrooms. <p><u>Building differences as noted:</u></p> <p><u>Bowman Primary School</u></p> <ul style="list-style-type: none">● Students should only use the right and left faucet.● If all restroom stalls are in use, students wait on white floor markings outside the restroom entrance.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Assist in supervision of restrooms, hallways, and common areas between classes.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <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 reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.● Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.● Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Provide a face covering for your student to wear while traveling to and from lunch, and while moving around the cafeteria. Plastic face shields are not approved.● 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">● When possible, stay to the right when traveling down hallways.● Wearing a face covering is required when in line or moving around the cafeteria. Plastic face shields are not approved.● 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. <p><u>Building differences as noted:</u></p> <p><u>Lebanon Junior High School</u></p> <ul style="list-style-type: none">● Students will visit lockers prior to and/or after lunch. Students should not cluster with peers during this time.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Supervise designated eating areas to ensure students are properly physically distanced.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.● Wear a face covering at all times.● Monitor and issue passes for bathroom use during lunch time.● Use staggered dismissal to ensure physical distancing at the end of lunch. <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">● Wear face coverings at all times.● 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 and be practiced.● Add additional seating areas on stage, outside, and in the practice/aux gym to ensure proper physical distancing.● 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.

OPTION 1- 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. ● Students should stay home if waiting on COVID test results. ● Wearing a face covering is required. Plastic face shields are not approved. ● In-person office visits should follow appropriate physical distancing protocols. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Use designated entrances and exits to the office. ● Following physical distancing protocols as much as possible when in office. ● Wearing a face covering is required while in or moving around the office. Plastic face shields are not approved. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Wearing a face covering is required when moving around the office area. ● Follow physical distancing protocols. <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. ● 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 employees working in the main office. ● Eliminate community and parent volunteers to ensure 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.

Remote Learning (If state or local regulations require a school closure, we would shift into remote learning.)

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. ● 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 - a schedule can be found here. Watch lessons provided by teachers and complete assignments according to timelines. 	<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, One session will be available in the morning and one in the afternoon. ● 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. <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.

OPTION 2- STUDENTS AT HOME DAILY

INDIVIDUAL ONLINE LEARNING WITH SUPPORT USING VIRTUAL LEARNING ACADEMY (VLA)

Student and Parent/Caregiver Expectations and Additional Information	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.● Communicate questions and concerns immediately to staff.● Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information. <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 VLA, an online curriculum and platform designed by an outside company that specializes in virtual learning.● Students will not come to a school building for instruction and will not be in the same classes or have the same teachers as students participating in Option 1● It is recommended students follow a schedule to complete online learning, assignments, and assessments.● The online curriculum will meet the same standards as our Lebanon City 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 will also have limited access to special area courses (K-6) and elective courses (7-12), Students in grades 7-12 will not have access to their full schedule as planned this past spring.● Communicate questions and concerns immediately to teachers.● Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.● Students will earn grades for their work.● 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.● Students may continue to participate in after-school activities at their school building, including extra-curricular activities	<p><u>Teachers</u></p> <ul style="list-style-type: none">● Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments.● Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.● Teachers will be available for support during office hours, Sessions will be available each morning and afternoon..● Teachers will grade work in a timely manner. <p><u>Technology Department</u></p> <ul style="list-style-type: none">● The district will provide a chromebook for each student to use at home; students will not be asked to share devices.● The district will support families without wi-fi access.● The district will 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.

ADDITIONAL INFORMATION

- [LINK TO:](#) Essential Questions for Review: District staff considered these questions as Reopening Plans were created.
- [LINK TO:](#) Warren County Schools Common Agreements for Reopening Schools
- [LINK TO:](#) Warren County Health District
- [LINK TO:](#) LCSD Policy on Face Coverings

UPDATES MADE TO THIS DOCUMENT

Date	Description of update
June 24, 2020	An update was made to indicate that when masks are required or recommended, face shields may be used instead.
July 21, 2020	Updates were made to reflect implementation of the face coverings policy adopted by the Board of Education July 20, 2020. See link above to view the policy
July 21, 2020	Any references to 'masks' or 'face shields' have been changed to 'face coverings.' Acceptable face coverings include face masks, face shields, and neck gaiters.
July 22, 2020	Added to the Parent/Caregiver section on page 1: <ul style="list-style-type: none">● Students with any of these symptoms should stay home: headache, sore throat, persistent cough, difficulty breathing, loss of smell, loss of taste, digestive issues.● Provide a water bottle for your student to use throughout the day.
August 2, 2020	Added to the remote learning section on page 8. Remote learning is what happens if it's necessary to close school buildings. A link was added to share the schedule that the district will use for scheduled online classes during remote learning.
August 4, 2020	Deleted references to students cleaning desks on page 1. Students will not be cleaning desks.
August 24, 2020	<ul style="list-style-type: none">● Added red text on multiple pages indicating face shields are not permitted.● Added red text indicating students should stay at home while waiting on a COVID test result