

# **2020-2021**

# **Tipp City Schools**

# ***Responsible Restart***



**UPDATED 10/2/2020**

## **INTRODUCTION**

This plan was created in order to navigate the re-opening of our schools due to the COVID-19 pandemic. Our goal is to establish a plan where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Ohio Department of Health, Miami County Public Health, and Ohio Department of Education. Regular updates will be made to this plan based on information provided by federal, state, and local agencies.

## **GUIDING PRINCIPLES**

These general principles will guide our school district as we move forward with re-opening our schools:

1. Implement recommended safety protocols to the highest degree possible;
2. Work closely with the local health department to promote safety in each school building;
3. Maintain transparency with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities;
4. Promote consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.

## **INSTRUCTIONAL MODELS**

### **In-Person Instruction**

In-person instruction would include a five day school week for all students, enhanced cleaning protocols, a degree of physical distancing among students, masks for students and all K-12 staff, adjustments to how students enter and exit buildings, and changes to how we manage transitions between classrooms. If the county conditions worsen, Tipp City Schools will consult with Miami County Public Health officials about moving to Remote Learning 2.0 for the safety of staff and students. More details regarding Remote Learning 2.0 can be found in this document, including staff and student expectations.

### **Full-Time Online Instruction**

Students enrolled in our full-time online program will receive instruction from an outside vendor, SchoolsPLP. The online virtual program will mirror the course offerings and curriculum of Tipp City Schools. Teacher feedback and support will be provided within this platform by the vendor's instructors. Students remain enrolled as Tipp City Schools students. The district will provide a Tipp City Schools teacher to serve as a Point of Contact. The POC will not provide instruction, but will serve as an added level of local support. Enrollment in this option can be re-evaluated at the end of each semester.

## **Remote Learning 2.0**

Last spring, school districts were required to utilize remote learning due to the state mandated closure of schools. This unplanned, emergency form of instruction was utilized to provide students with learning opportunities for the remainder of the 2019-2020 school year. In the event Tipp City Schools must utilize remote learning in the 2020-2021 school year, planning and professional development were designed to prepare staff to execute an improved remote learning experience. This planned remote learning is being referred to by Tipp City Schools as Remote Learning 2.0.

In the event Remote Learning 2.0 is implemented, student attendance will be recorded and documented in accordance with the virtual learning attendance requirements established by the Ohio Department of Education for any virtual learning that takes place. Student work will be assessed, and students will be graded according to their performance on assignments and assessments.

The following are general descriptions of staff and student expectations for Remote Learning 2.0 (more specific information will be communicated if we have to use this model):

- Kindergarten - 3rd Grade
  - Utilization of Google Classroom
  - 2 hours of online instruction and/or contact with teachers 4 days a week
    - Monday, Tuesday, Thursday, Friday
    - All subjects will provide instruction
  - One day per week for designated parent/student support, team meetings for collaboration and planning, student feedback, and small group work
    - Wednesday
  - Make-up opportunities will be afforded for students who are unable to attend live sessions. Teachers will also have office hours set up in the afternoons and on Wednesday.
- 4th & 5th Grade
  - Utilization of Google Classroom
  - 3 hours of online instruction and/or contact with teachers 4 days a week
    - Monday, Tuesday, Thursday, Friday
    - 30-minute live classes via Zoom throughout the day with a break for lunch
    - All subjects will provide instruction
  - One day per week for designated parent/student support, team meetings for collaboration and planning, student feedback, and small group work
    - Wednesday
  - Make-up opportunities will be afforded for students who are unable to attend live sessions. Teachers will also have office hours set up in the afternoons and on Wednesday.
- 6th Grade - 8th Grade
  - Online instruction and/or contact with teachers 4 days a week
    - Monday, Tuesday, Thursday, Friday
    - 30-minute live classes via Zoom throughout the day with a break for lunch
      - 1st Period 8:30 – 9:00
      - 2nd Period 9:15 – 9:45
      - 3rd Period 10:00 – 10:30
      - 4th Period 10:45 – 11:15

- 6th Period 12:00 – 12:30
  - 7th Period 12:45 – 1:15
  - 8th Period 1:30 – 2:00
  - All subjects will provide instruction
  - One day per week for designated student support, team meetings for collaboration and planning, student feedback and small group work
    - Wednesday
  - Make-up opportunities will be afforded for students who are unable to attend live sessions
  - Similar to homework in the in-person setting, students will also have assignments and independent work outside of the 30 minute time periods (including teacher-created assignments, extension activities, online assignments, assessments, etc.). For advanced classes, there could be additional Zoom or online lessons. Teachers will also have office hours set up in the afternoons and on Wednesday.
- High School
  - Online instruction and/or contact with teachers 4 days a week
    - Monday, Tuesday, Thursday, Friday
  - 30-minute live classes via Zoom throughout the day with a break for lunch
    - 1st Period 9:00 – 9:30
    - 2nd Period 9:45 – 10:15
    - 3rd Period 10:30 – 11:00
    - 4th Period 11:15 – 11:45
    - 5th Period 12:30 – 1:00
    - 6th Period 1:15 – 1:45
    - 7th Period 2:00 – 2:30
  - All subjects will provide instruction
  - One day per week for designated student support, team meetings for collaboration and planning, and student feedback
    - Wednesday
  - Make-up opportunities will be afforded for students who are unable to attend live sessions
  - Similar to homework in the in-person setting, students will also have assignments and independent work outside of the 30 minute time periods (including teacher-created assignments, extension activities, online assignments, assessments, etc.). For advanced classes, there could be additional Zoom or online lessons. Teachers will also have office hours set up in the afternoons and on Wednesday.

Students who enrolled in the full-time online instruction model through SchoolsPLP will remain in the program during any Remote Learning 2.0 implementation. Remote Learning 2.0 will be for those students who selected in-person instruction and will continue to receive instruction from staff members of Tipp City Schools.

## **EMPLOYEE & STUDENT SAFETY**

### **Daily Self-Monitoring**

Staff and Students' temperature and health should be monitored on a daily basis before coming to school. Please refer to the Tipp City Schools "When to Stay Home" flowchart on page 10. This document can also be found on our website, [www.tippcityschools.com](http://www.tippcityschools.com).

### **Staff & Student Illnesses**

Staff and Students with **one** of the following symptoms should stay home:

- Shortness of breath / difficulty breathing
- Loss of taste or smell
- Cough
- A fever >99.9F or higher / chills

Staff and Students with **two or more** of the following symptoms should stay home:

- Muscle or body aches
- Sore throat
- Vomiting
- Congestion
- Headache
- Chills
- Nausea
- Diarrhea
- Runny nose
- Fatigue

Staff and Students who have the following **exposures** should also stay home:

- An epidemiological link to a case of COVID-19
- Have been within 6 feet of someone diagnosed with Covid-19 for 15 minutes or longer

If you have any questions or concerns regarding these guidelines, please contact your school's clinic. Staff with fevers may return when they have been fever-free for 24hrs without fever-reducing medication AND symptom(s) improve. Staff must consider any possible exposure to Covid-19 and act accordingly based on self-monitoring.

Students may return to school:

- Fever-free 24 hours without the use of fever-reducing medication **AND**
- Symptoms are improving **AND**

- 10 days after symptoms first appeared **AND**
- Physician note to return to school
- If applicable, a copy of any Covid-19 testing results (positive or negative)
- **ALL students absent due to illness (regardless of diagnosis) will not be permitted to ride the bus to school until evaluated by the school nurse. Students **MUST** be dropped off at school by a parent/guardian for evaluation in the clinic upon return to school after illness.**

If you have any questions or concerns regarding these guidelines, please contact your school's clinic.

## Staff & Student Illness at School

Students exhibiting one or more of the symptoms listed in the Covid-19 guidelines at school will be sent home. **Due to the isolation requirements and limited space in the clinic/isolation areas, students MUST be picked up as soon as possible.** Please have emergency contacts available that can pick up your student.

Any staff or student sent home with illness symptoms will follow state and local health department guidelines and may be out of school for 10 or more calendar days. Staff and students who are ill will be moved to an isolation area that meets current guidelines from the Center for Disease Control (CDC) and Miami County Public Health Department (MCHD).

*(These protocols may change as determined by Miami County Health Department)*

## Returning to School after diagnosed COVID Illness

If staff or a student is diagnosed with COVID-19, the following must be met to return to school:

- Fever-free 24 hours without the use of fever-reducing medication **AND**
- Symptoms are improving **AND**
- 10 days after symptoms first appeared **AND**
- Physician note to return to school
- Return date documentation from the Miami County Health Department
- Copy of Covid-19 testing result
- **ALL students absent due to illness (regardless of diagnosis) will not be permitted to ride the bus to school until evaluated by the school nurse. Students **MUST** be dropped off at school by a parent/guardian for evaluation in the clinic upon return to school after illness.**

Please see the TCS Covid-19 Guidelines Algorithm on page \_\_\_\_

If you have any questions or concerns regarding these guidelines, please contact your school's clinic.

## Communications when a student/staff member has been diagnosed with a COVID-19 positive case

Communication will be developed by the Miami County Health Department (MCHD), not the school district. A common template will be developed to include the following:

- Specify to parents/guardians which classroom/bus/school/other activity where the confirmed case was found (ex. Mr. Smith's class). Necessary and appropriate information will be shared with staff within current Board Policy and HIPAA guidelines.
- The school district will cooperate with the Health Department's work in social tracing.

- A 14-day quarantine will be required of any student who tests positive with COVID-19 and anyone who is determined to have “exposure” as determined by the Health Department.

## **Staff & Student Health Issues (Non-COVID-19)**

Non-COVID-19 related medical needs will be treated utilizing current school guidelines and procedures for clinic care and emergency treatment. Visits to the clinic should be minimized as much as possible. Any non-emergency clinic needs from staff or students should be discouraged, and will be managed by appointment or phone. Every effort should be made to call the clinic prior to sending a student for care, to avoid exceeding the number of students allowed in this area, as well as unnecessary exposure to others who may be ill.

Medication administration, assessments, wound care, and procedures will be performed in a manner that adheres to the current recommendations from the MCHD and CDC to prevent unnecessary exposures. Medication administration will occur in an area separate from the isolation area. Students will still come to the clinic for medication administration. No non-emergency medication will be administered in the classroom. Per CDC and MCHD guidelines, NO nebulized medications will be administered due to the aerosol produced in a closed environment. Metered-dose inhalers with a spacer can be administered.

## **Face Masks & Face Shields**

All staff and students will be required to wear a face mask unless they are unable to do so due to health reasons. Cloth face coverings/masks should:

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

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to cloth face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

- when interacting with students, such as those with disabilities, where communication could be impacted;
- when interacting with English-language learners or when teaching a foreign language;
- settings where cloth masks might present a safety hazard (i.e. science labs); or
- for individuals who have difficulty wearing a cloth face covering.

## **Enhanced Cleaning**

Health, hygiene, and safety lead the way in our planning on returning to school. We are constantly working with vendors on cleaning supplies and PPE, HVAC partners on air ventilation, filtration, and disinfection. High touch surface areas, such as door handles and handrails, will be consistently and regularly sanitized with approved sanitizers and cleaners. Hand sanitizers will be accessible throughout the buildings. Water fountains will not be accessible. Students and staff will bring their own water to school to minimize the use and touching of water fountains. Water bottle fill stations have been installed at Tippecanoe High School and LT Ball Intermediate School. The district is looking into the installation of similar stations at Tippecanoe Middle School, Broadway Elementary, and Nevin Coppock Elementary.

## **Travel Restrictions**

Tipp City Schools will discontinue field trips and staff travel to conferences and workshops until further notice unless pre-approved by Administration.

## **Social Distancing**

Social distancing is an effective way to prevent potential infection. Tipp City Schools' employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others. Additional measures that may be taken to promote social distancing include:

- Traffic Flow Restrictions – One-way hallways, stairwells, and doors
- Non-essential/informal meetups and visiting should be avoided
- Virtual meetings for staff and district personnel when meeting space does not provide for appropriate distancing
- Student desks placed 3-6 feet apart
- Staggered or virtual meeting dates/times for parent events such as Open House, Back to School Night, etc.

## **Visitors/Volunteers:**

To limit building capacity and reduce exposure, unscheduled visitors are discouraged from being in school buildings. All visitors to the building must have appointments. Safety protocols such as taking temperatures and health screening questions will be implemented for all visitors.

## **Recess**

Tipp City Schools will make every effort to maintain consistency with other safety procedures. Student access may be limited to certain pieces of playground equipment and activities may be restricted if they are "high touch" or create difficulties with social distancing. We will work toward "structured" recess activities that limit students' physical contact with others. When outdoors and social distancing is maintained, recess can be a mask-break time for students. Students must sanitize their hands after recess.

# **STUDENT SERVICES**

## **Transportation**

Tipp City Schools will transport students to and from school that fall within the current transportation guidelines. Each route will allow two students per seat and will also attempt to seat children from the same household together. Seating charts will be required and will be available to assist with contact tracing if needed. Face masks will be required of all students and bus drivers. Some bus drivers may utilize a face shield due to medical reasons or the use of eyeglasses.



## **Food Service**

Tipp City Schools will offer food service. Food Service will be provided 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

Lunches will be pre-packed by cafeteria staff w/ limited options. These limited options will include some hot items. Trays, boxes, or bags will be used to hold lunches. Students will space out 6 ft, go through the line, sanitize their hands before and after putting their pin # in (or manager will do this for them), and will exit after their lunch is handed to them.

Tables and chairs will need to be spaced out as much as possible, maximizing the space within each room. Every other seating location will be marked off-limits. Every table group will be separated by 6 feet. All seating will be assigned.

Additional sanitizing measures will be taken after each lunch period prior to the next group of students entering the area. Soap and water will be used to remove grease and large food items. Food-safe sanitizers will be utilized.

During an extended school closure, all cafeteria managers will continue working. A plan will be developed to provide lunch service to our students. The downtown location that was utilized during the Spring 2020 closure would be utilized as a pick-up location. If permitted, various serving locations will be provided at respective schools.

## **Extracurricular Activities**

Tipp City Schools believe extracurricular activities are a vital part of the school experience. Students will be able to participate in clubs, athletics, band, and choir. Tipp City Schools will follow the current guidelines from OHSAA, the county, and state health departments, in consultation with our health partners at Premier Health. In the event an athletic season is cancelled, a portion of the Pay-to-Participate fee will be reimbursed. If 50% or more of the season is completed, no refunds will be issued. If an athletic season is cancelled or postponed, in-season coaches will need to hold weekly online meetings with team members and provide at-home workout opportunities. If Remote Learning is instituted, club advisors and music directors will also hold online meetings and activities.

## **Special Education, Gifted, & 504 Services**

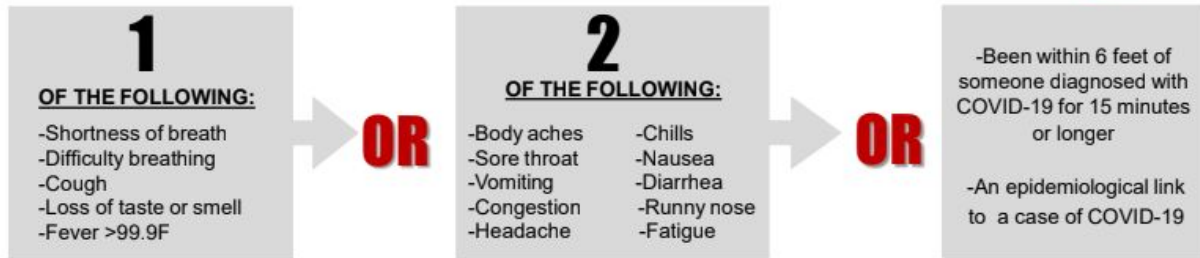
Whether services are provided in-person or remotely, Tipp City Schools is prepared to provide appropriate instruction and to ensure the health and safety of students with disabilities and those receiving special education and gifted services. We will continue to monitor ever-changing state and federal guidelines in these areas. Students who enroll in the full-time online instructional model with SchoolsPLP will receive accommodations and services from staff members of Tipp City Schools. A team meeting will be scheduled for all full-time online students who receive services to discuss individual needs and how services will be provided.

## ADDITIONAL RESOURCES

# Tipp City Schools COVID-19 Guidelines



**YOU NEED TO GO HOME / STAY HOME IF YOU HAVE:**



### **WHEN CAN I RETURN TO SCHOOL AFTER ILLNESS OR QUARANTINE?**

<b>Positive COVID-19</b>	<b>Negative COVID-19</b>	<b>No COVID-19 Test Differential Diagnosis</b>	<b>Exposure to COVID19/Quarantine</b>
<p>May return when fever-free 24 hours without the use of fever-reducing medication, <b>AND</b> other symptoms are improving, <b>AND</b> 10 days after symptoms first appeared. Must provide copy of test result, return date from health department, and physician note permitting return to school.</p>	<p>May return after 10 days OR BEFORE with medical evaluation, <b>AND</b> fever-free 24 hours without the use of fever-reducing medication, <b>AND</b> symptoms have improved. Must provide copy of test result and physician note permitting return to school.</p>	<p>May return when fever-free 24 hours without the use of fever-reducing medication, <b>AND</b> symptoms have improved. Must provide physician note permitting return to school.</p>	<p><b>QUARANTINE:</b> 14 days after last contact unless symptoms develop.</p>

If fever is the **ONLY** symptom, you may return when fever-free 24 hours without the use of fever-reducing medication.

**(Students MUST be dropped off by parent & check in with clinic-NO BUS)**

QUESTIONS? CALL THE SCHOOL AND ASK TO SPEAK TO THE CLINIC

9/28/2020