

# Springboro Schools

## 2020-2021 School Year

### Framework Parent Guide


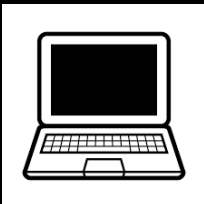


Last updated: Oct. 2020

#### **Our framework is based on the following guiding principles:**

- 1) Protect the health and safety of students and staff
- 2) Follow the guidance set out by the State of Ohio, Warren County Health Dept., & Ohio Dept. of Ed. (ODE)
- 3) Provide students with familiarity of school routines to foster social/emotional and academic learning
- 4) Provide clear expectations to students, teachers, staff, and parents for the return to school
- 5) Respond with flexibility to changing circumstances & operate with various instructional models

**Within the framework, district families will choose either Model A or Model B:**

<p><b><u>MODEL A</u></b></p> 	<p><b>IN-PERSON &amp; IN-SCHOOL LEARNING MODEL</b></p> <p><b>STUDENTS LEARN IN-PERSON/IN-SCHOOL SHORTENED CLASS DAY (GRADES 6-12 ONLY) TO ACCOMMODATE MODEL B STUDENTS.</b></p> <p><b>SEE BUILDING (GRADES 6-12) FOR DISMISSAL TIMES</b></p> <p><b>(IF DISTRICT IS FORCED TO CLOSE OR REDUCE STUDENTS BY 50%, MODEL A STUDENTS WOULD MOVE TO A REMOTE/VIRTUAL SCHEDULE</b></p> <p><b>DISTRICT SAFETY PROTOCOLS IN PLACE</b></p>	<p>pg. 1-5</p>
<p><b><u>MODEL B</u></b></p> 	<p><b>AT-HOME/VIRTUAL LEARNING MODEL</b></p> <p><b>STUDENTS LEARN AT-HOME IN ONLINE ENVIRONMENT WITH SPRINGBORO TEACHER-LED INSTRUCTION</b></p> <p><b>SPRINGBORO TEACHERS FACILITATE/MONITOR/SUPPORT</b></p>	<p>pg. 6-7</p>

- ★ This document was developed in collaboration with the Warren Co. Health District/Other Warren Co. School Districts.
- ★ This is a working document. All future changes made in accordance to changing health recommendations, state guidelines, the [Ohio Public Health Advisory Alert System](#), or district needs will be indicated throughout the document.
- ★ This working document is the district's plan to reduce risk, however all risk of exposure to COVID-19 cannot be eliminated.
- ★ Families Changing Models Must Notify the District (Deadline for Quarter 2 was Oct. 14)
- ★ School start times remain the same. Dismissal times (Grades 6-12) will vary.
- ★ Click Here to View [Warren County Schools' Common Agreement](#).
- ★ Click Here to View [COVID-19 Health & Prevention Guidance for Ohio K-12 Schools](#).

# MODEL A



## IN-PERSON & IN-SCHOOL LEARNING MODEL

STUDENTS LEARN IN-PERSON/IN-SCHOOL

SHORTENED CLASS DAY (GRADES 6-12 ONLY) TO ACCOMMODATE MODEL B STUDENTS. SEE BUILDING (GRADES 6-12) FOR DISMISSAL TIMES.

(IF DISTRICT IS FORCED TO CLOSE OR REDUCE STUDENTS BY 50%, MODEL A STUDENTS WOULD MOVE TO A REMOTE/VIRTUAL SCHEDULE DURING THE DAY)

### General Expectations

In partnership with the Warren County Department of Health, Springboro Schools has determined the following protocols to promote a safe return to school. Risk of exposure to COVID-19 cannot be fully eliminated. While Springboro Schools will have the most current recommended State/County health protocols in place, as well as what is listed below, please understand by electing to choose Model A, parents and students accept a certain amount of risk, as it relates to the exposure of COVID-19.

**Grades PreK - 5:** Regular Start/Dismissal Times (No Change)

**Grades 6 - 12:** Shortened Class Day to Accommodate Model B Schedule

Dismissal times will mirror the district 1-Hr. Early Release Schedule

#### Parent/Guardian Expectations

- Conduct a student wellness check (at home) daily with temperature prior to sending student in. Students with temps over 100°F should stay home.
- Provide a face covering for your student to wear when needed. Face coverings include: Face Mask or Gaiter - covering both mouth & nose.
- Provide your student with a water bottle daily, as water fountains will not be available for use.
- Limit visits to school as much as possible, including visits to drop off forgotten items.
- Conduct a personal health screening prior to coming to a school building. Do not come if you are running a fever higher than 100°F or showing symptoms.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a face covering is required for visitors when entering district facilities.
- 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.

#### Student Expectations

- Students are expected to maintain physical distancing of at least six (6) feet where possible, minimize contact with large groups, and avoid common areas.
- Students are required to wear masks on buses, when entering/exiting the building, in hallways, in lunch lines, and in classrooms with designated mask breaks (teacher discretion) scheduled during the school day.
- See District [Face Coverings Policy](#)
- Students will be required to wear face coverings when using school transportation. Face coverings include: Face Mask or Gaiter – covering both mouth & nose.
- Wash hands/use hand sanitizer regularly.
- Follow coughing and sneezing etiquette.
- Assist in assuring your school areas remain clean.
- Follow specific health/safety protocols communicated by district staff.
- Grades K-5 Start/Dismissal times remain the same.
- Grades 6-12 Start time is the same. Dismissal times will mirror 1-Hr. Early Release Schedule.

#### Staff Expectations

- Springboro Schools' staff members are expected to maintain physical distance of at least six (6) feet where possible, minimize contact with large groups, and avoid common areas as appropriate.
- Staff are required to wear face coverings.
- Wash hands/use hand sanitizer regularly. Follow coughing and sneezing etiquette.
- Assist in assuring surfaces within classrooms and common areas are cleaned frequently (especially high-touch areas).
- Follow specific health and safety protocols communicated by district.
- Custodial staff will follow all cleaning protocols in accordance with the Warren Co. Health District.
- All school buildings and buses will be cleaned on a routine schedule with hydrostatic sterilizer equipment.

## Classrooms

### General Information:

- Classrooms reconfigured to maximize distancing, with an intent to maintain social distancing where possible.
- All excess furniture will be removed from the classrooms.
- Students assigned to seats within classrooms.
- Desks will NOT always be 6 feet apart; however, we will make every effort to maintain social distancing where possible.
- All classrooms will have hand sanitizers.
- Students are required to wear face coverings if within six (6) feet of peers/teachers/staff.
- Teachers/Staff are required to wear face coverings (Unless teacher/staff is in a classroom/office by him/herself).
- All grade levels - face coverings will be required if within six (6) feet of peers/teachers/staff.
- Reduce/eliminate small group work.
- Limit or eliminate shared supplies.
- School supplies will not be shared.

### Student Expectations

- Wearing a face covering is required when entering/exiting, moving around the classroom, or at desk (if w/in 6 feet).
- Wearing a face covering is required when working directly with staff (i.e. one-on-one, small group instruction, etc.) when social distancing cannot be maintained.
- Wearing a face covering is required when working closely with other students in small groups or lab settings.
- Maintain maximum physical distance from peers whenever possible.
- Follow cleaning protocols as communicated by building staff.

## Hallways, Lockers, and Common Areas

### General Information:

- Two-way traffic will occur and face coverings are required in all hallways, at lockers, and common areas.
- Water fountains will not be available for use. You may bring in your own water bottle.
- Lockers will be assigned/used, and buildings will communicate details about locker usage.

### Student Expectations

- Wearing a face covering is required when in hallways or at lockers.
- Report immediately to classroom or assigned area upon arrival to school.
- Carry a water bottle as water fountains will not be available for use.
- Follow all signage and staff directions in the hallways and common areas.
- When possible stay to the right when traveling down hallways and/or using stairwells.
- Follow locker use procedures as provided by staff for buildings that utilize student lockers.

## Dropoff, Pick Up, and Visitors

### General Information:

- Outside visitors are discouraged from entering district facilities.
- Safety protocols such as taking temperatures will be implemented for all visitors entering district facilities.
- Waiting areas will be eliminated.
- Visitors/Parents are required to call the school building office upon arrival (ex. If picking-up a student).

### Student Expectations

- Wearing a face covering is required when entering/exiting or moving around the building.
- Students will report directly to their assigned classroom/area upon arrival to school.
- Students will maintain physical distancing from peers whenever possible in hallways, common areas, offices, etc.

## Transportation

### General Information:

- Students will have assigned seats. Family/sibling groupings of students will be encouraged.
- Family carpooling is encouraged.
- Face coverings are required for both drivers and students, while riding the bus. Medical (doctor's note) or ADA exemptions will be made for bus drivers.
- Students can be denied transportation if not wearing face coverings, while riding the bus. This will not excuse the student from school attendance.
- All buses will be cleaned with a hydrostatic sterilizer, wiped down routinely, and have hand sanitizer dispensers.

### Student Expectations

- Maintain appropriate physical distancing while at the bus stop and while entering/exiting the school building.
- Sit in your assigned seat.
- Students are required to wear a face covering while riding the bus.
- Remain seated, facing forward while riding the bus.

## Lunches and Cafeteria

### General Information:

- All district buildings will offer food service.
- Logistics will be determined by each building in compliance with WC Health Department based on current requirements:
  - Reduced capacity/occupancy within school cafeterias
  - Limited food offerings
  - Additional locations will be utilized depending on building (ex. gyms, classrooms)
  - No self-service of food items permitted
  - Face coverings will be required for cafeteria staff
  - Face coverings will be required for students in food service line and at table (not while eating/drinking)
  - Individual condiments will be used

### Student Expectations

- Wearing a face covering is required when in line, moving around, and at the table (not while eating/drinking).
- Follow guidelines for restroom use during lunch periods. Follow all directions and protocols communicated by school staff.
- Sit in designated seats.

## Meetings/Conferences

### General Information:

- No physical assemblies or large student meetings will be held.
- No physical field trips will be held during the school year, as determined on a quarter-by-quarter basis.
- Meetings will be held virtually where possible and when agreeable to all team members.

### Parent/Guardian Expectations

- 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 to wear face coverings when entering, exiting, and moving around the school building. Temperature checks will be required.
- 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°F or showing other symptoms.

### Student Expectations

- Participate in meetings as requested by parents/guardians or school staff.
- Follow physical distancing protocols.
- Wearing a facing covering is required when entering and exiting a meeting, or when moving around the building to attend a meeting.

## Illness & COVID-19 Protocols

### Parents/Guardians

- Conduct a student wellness check, including temperature, prior to sending a student to school.
- Students with temperatures over 100°F should stay home.
- Provide a face covering for your student to wear on the bus and while at school (when necessary).
- 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.

<u>Nurse's Offices</u>	<ul style="list-style-type: none"> <li>● School buildings will have separated areas for a well clinic (nurse's office) and an ill clinic. Students who are injured during the school day or students with special health care needs, such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - daily medication, tube feeding, or nebulizers), and those with individual health plans, will be seen in the well clinic.</li> </ul>
<u>Symptoms</u>	<ul style="list-style-type: none"> <li>● Staff &amp; students presenting symptoms will report to the ill clinic.</li> <li>● Face coverings mandated for individuals displaying symptoms.</li> <li>● Individuals sent home will follow <a href="#">protocols established by the Warren County Health Department</a>.</li> </ul>
<u>Student Illness</u>	<ul style="list-style-type: none"> <li>● Any student with a fever over 100°F must stay home.</li> <li>● Any student who has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:  Any of the following symptoms: cough, shortness of breath, or difficulty breathing  <b><u>OR</u></b>  Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea)  <b><u>OR</u></b>  Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea) <b><u>AND</u></b> an epidemiological link to a case of COVID-19.</li> </ul>
<u>Confirmed Cases</u>	<p>Families &amp; staff must notify the school if they have been exposed or diagnosed with COVID-19 and quarantine for 14 days:</p> <ul style="list-style-type: none"> <li>● Individual (staff/student) stays home.</li> <li>● At-home/virtual learning occurs (Model B - Check Grade Level Specifics).</li> <li>● Return to school (Model A) dictated by ODH and <a href="#">Warren County Health department requirements</a>.</li> </ul> <p>Communications when a student/staff member has been diagnosed with COVID-19:</p> <ul style="list-style-type: none"> <li>● Communication will come from the Health Department and/or the school district.</li> <li>● The school district will cooperate with the Health Department's work in social tracing.</li> <li>● 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.</li> <li>● The school district will utilize communication from the Warren County Health Department explaining/defining "exposure" to COVID-19 that would necessitate quarantine. Exposure is defined as "unprotected contact (without a face covering) within 6 feet for 15 minutes or greater.</li> </ul>

Returning to School After Illness

- If a student is diagnosed as having COVID-19, they must meet the following criteria to return to school:
  - 24 hours with no fever (without using fever reducing medication) **AND**
  - Other symptoms improved **AND**
  - 10 days since symptoms first appeared
- Any other illnesses will be handled in the routine manner according to district policies
- To return to school the child must be transported by the parent and must be checked by the school nurse.

## MODEL B



### AT-HOME/VIRTUAL LEARNING MODEL STUDENTS LEARN AT-HOME IN ONLINE ENVIRONMENT WITH SPRINGBORO TEACHER-LED INSTRUCTION SPRINGBORO TEACHERS FACILITATE/MONITOR/SUPPORT

#### GENERAL INFORMATION

- All K-12 students will be offered an online option that allows them to virtually view lessons/assignments from home. These lessons will be posted by their Springboro teacher. All virtual lessons will be taught by Springboro teachers, following the same Springboro-led instruction that Model A students receive. Model A & B students will be following the same instruction, allowing the district to provide our full offering of courses/curriculum across all grade levels.
- For Grades K-5 (Clearcreek, Five Points, and Dennis Elementary), virtual classrooms will be assigned per grade level. A dedicated Springboro teacher will virtually instruct and post assignments for all students from one specific grade level at each building (IE, a Springboro teacher at Dennis Elementary will instruct all 3<sup>rd</sup> grade students from Dennis Elementary who elected to choose Model B). If student numbers for at-home/virtual learning (Model B) are low, grade levels and school buildings could be combined for at-home/virtual students.
- For Grades K-5, there will be no specials taught virtually.
- For Grades 6-12 (Springboro Intermediate, SJHS, and SHS) students will be taught virtually by Springboro teachers. Students will have the same teachers they would've had, per their schedule, if they were in-person. Teachers will offer live instruction, and record lessons/assignments for students, while also making time during the day to be available for questions. This will NOT be a live-stream of the classroom, but students will have live instruction daily, as well as recorded lessons. This will be virtual instruction using Google Meet/Classroom of the teacher, teaching their lesson, and posting assignments/recorded lessons.
- In Model A, the in-person classes (For Grades 6-12 Only) will be shortened by 7-9 minutes each. In doing so, this will allow for an extra teaching period, a "virtual period," at the end of the day for Model B (Grades 6-12 Only) instruction. This virtual period (along with a teacher's existing planning period) will be used to create, post and interact with our virtual students choosing Model B (Grades 6-12 Only). Students in the Model B option (Grades 6-12) will get their lessons daily from all their classes during the virtual period. These lessons will be live on Google Meet/Classroom during the virtual period, and recorded to be posted for those students needing to view later in the day. Students in Model A (Grades 6-12 Only) will have a shortened day and be dismissed from the building before the "virtual period."
- During the virtual period (Grades 6-12 Only), specific times for each class will be communicated by the school building and/or teacher, as to when the specific class lessons will take place during the day.
- In the virtual period, students (Grades 6-12 Only) will not be able to view all of their class lessons live, at the same time. Each lesson will be recorded for students to choose which class lessons they'll want to view live during that day, and which ones they'll want to view the recorded lesson that day.
- Families choosing Model B (Grades K-12) must commit to participate for an entire quarter, at a minimum.
- Students will not be permitted to transition between Model A and Model B within a quarter unless there is a health concern identified by a physician for an extended period of time.
- Students will earn percentage grading points (where applicable) as if they were on site and in the classroom.
- Grades K-12 student attendance is mandatory on a daily basis either through virtual attendance and/or completion of daily assignments, as issued by the teacher. Virtual lessons will occur through Google Meet/Classroom.
- Student dress code is expected to be followed while on Google Meet.
- Student participation and interaction is expected, when applicable.
- Parents must assume responsibility for equipment required for this model, including access to the Internet and a Chromebook, tablet/computer. The district can provide Chromebooks/internet hot spots for families in financial hardship. If you need a device/internet hot spot, please fill our [Device & Internet Accessibility Financial Hardship Form](#).
- Families Changing Models Must Notify the District (Deadline for Quarter 2 was Oct. 14).

<u>Parent/Guardian Expectations</u>	<u>Student Expectations</u>
<ul style="list-style-type: none"> <li>● Monitor student daily attendance and progress on assignments through Progress Book.</li> <li>● Make certain to establish a routine for the student's daily participation/completion of assignments.</li> <li>● Communicate questions and concerns immediately to assigned teachers.</li> <li>● Provide needed infrastructure for at-home learning (ex: device and internet access).</li> <li>● Parents will be expected to sign documentation outlining the use of at-home learning and virtual online conduct.</li> </ul>	<ul style="list-style-type: none"> <li>● Students will work from home, not the building.</li> <li>● Students will virtually view lessons and complete assignments.</li> <li>● Students will participate while online.</li> <li>● Students will log on to Google Meet/Classroom.</li> <li>● Students will need to complete assignments daily.</li> <li>● Students will communicate questions and concerns immediately to their assigned teachers.</li> <li>● Students will earn percentage grades from their teachers (where applicable).</li> <li>● Students will be expected to sign documentation outlining the use of at-home learning/virtual conduct.</li> </ul>
<u>Staff Expectations</u>	
<ul style="list-style-type: none"> <li>● Teachers will share the Google Meet/Classroom information to students who are participating in at-home learning.</li> <li>● Teachers (K-5) will share Google Meet/Classroom instruction times and login information with students/families.</li> <li>● Teachers (K-5) will share Google Meet/Classroom recording/posting information with students/families.</li> <li>● Teachers (6-12) will share Google Meet/Classroom instruction times and login information with students/families.</li> <li>● Teachers (6-12) will share Google Meet/Classroom recording/posting information with students/families.</li> <li>● Teachers will provide assignment details during recorded lessons.</li> <li>● Teachers will update grades via Progress Book.</li> </ul>	