



Plan developed in collaboration with Hancock
Health Department and Hancock County Schools

Board Approved: August 10, 2020

Vanlue Local School

Fall Reopening Plan

2020-21

OHIO COVID RISK LEVEL GUIDELINE

Hancock County

Level 1	Level 2	Level 3	Level 4
Vanlue School will have school 5 days a week with safety precautions	Vanlue School will have school: K-5 Mon and Tues in school, Weds, Thurs and Fri remote learning 6-12 Mon, Tues, Weds remote learning, Thurs and Fri in school Preschool- Mon-Thurs in school	Vanlue School will have school remotely Students at home Teachers in school building Special considerations will be made to bring in students on an individual basis or small group.	Vanlue School will have school remotely Students at home Teachers at home

Parents Choice

Option 1	<p>Student will follow the Ohio Alert Level System. Vanlue will remain at the declared level for the duration of that risk level plus two additional weeks. When the risk level drops, schools will reassess the possibility of returning to school at the end of those two additional weeks as appropriate with the current risk level in the county.</p>
Option 2	<p>Student will work at home daily with online curriculum using Vanlue Virtual Classroom. In this virtual learning setting the student will remain on Vanlue Virtual for a semester. Near the end of the semester if the student chooses then they may switch to Option 1.</p>

Option 2 Expectations

Student and Parent/Guardian Vanlue Virtual Classroom Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Monitor your child's progress • Develop a school schedule to keep routines in place for students while working at home. • Student cannot go back and forth from in-person to online. They must stay on the online platform for a semester • Communicate questions and concerns to the assigned teacher(s) • All required state assessments will be scheduled and in person. <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 VVC, an online curriculum and platform designed by an outside company. Students will have Vanlue teachers assigned to them to assist them • Students will not come to a school building for instruction • Students will be required to work daily on their classwork in order to meet the state requirement of attendance. Students will meet weekly with their assigned teacher for assistance and to discuss progress • Students will have access to courses in all core areas and electives • Communicate questions and concerns immediately to teachers. • 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/Paraprofessionals</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 weekly check-in meetings designed to support student course progress and provide assistance • Teachers will be available for office hours. • Teachers will grade work in a timely manner. <p><u>Administration</u></p> <ul style="list-style-type: none"> • The district will provide a device for each student to use at home; • Provide assistance when technology issues occur • Monitor and assist teachers in the delivery of content • Provide PD on Virtual Classroom • Implement appropriate expectations and procedures for teachers

Student and Parent/Guardian Wellness /Safety Expectations for level 1 and level 2

Parents/Guardians

- **Conduct a self screener including temperature prior to sending a student to school daily.**
https://docs.google.com/document/d/e/2PACX-1vRT6_6mofI9ZIS1fKr6Q1zspALC-43LTHLO7kaARQq3QsVPvyEmqnfqDrhjkskHaDXId01Hw-2yJm/pub
- **Students who are sick and Covid like symptoms should stay home.**
- **Please follow flow charts (next 3 slides) to help guide you through the process if your child is sick.....**
- **Report all attendance (provide self screener results) and any medical diagnosis results to our Attendance Officer**
(thomass@vanlueschool.org)
- Provide a mask/gaiter for your student to wear
- Masks/gaiters will be required grades Pre K-12
- Educate students on proper hygiene routines in regards to face masks wear, handwashing, social distancing
- Provide students personal box of tissues for their desks (K-5)

Students

- Mask or gaiter is required in the school building for grades PreK-12,
- Mask or gaiter is required for all grades when working directly with others(i.e.- one-on-one, small group instruction, etc.) in classrooms
- Maintain 6ft. distance from peers whenever possible
- Use the hand sanitizer stations upon entering building and throughout the building during the day.

Teacher Expectations

Teachers/Paraprofessionals

- **Conduct a self screener each morning before you report to school**
- Use flowchart(slide 6) to determine what to do if you are sick.
- **Call office when a child is sick , do not send child to office**
- Ensure classroom setup of desks provides appropriate distancing for students every day
- Wear a mask or gaiter (compliance with state requirement)
- Use voice mics/amplifier in classrooms daily
- Ensure students maintain physical distancing
- Issue warnings and report repeated expectation violators to the office
- Reduce shared classroom materials as much as possible
- Maintain ventilation by the use of windows and doors as much as possible
- Use supplies provided to clean any common materials
- Assist in cleaning of desks, chairs, etc. when necessary outside of custodian scheduled cleanings
- Educate and reinforce students on proper hygiene, hand washings, mask wear, social distancing, Please see attached resources for videos
https://docs.google.com/document/d/e/2PACX-1vRXQ8OFYxM7K_EM6iMT0ixNAJNRJ-BHnaWax5OpPNXCnu4vTiIFY4V9K2IDb8mj9ZR-6vr_u_3d69ITD/pub
- Computer lab/ Art Computer and other shared technology must be disinfected after each usage
- Any food provided to students in classrooms must be prepackaged
- Teachers will be provided PD on Covid -19

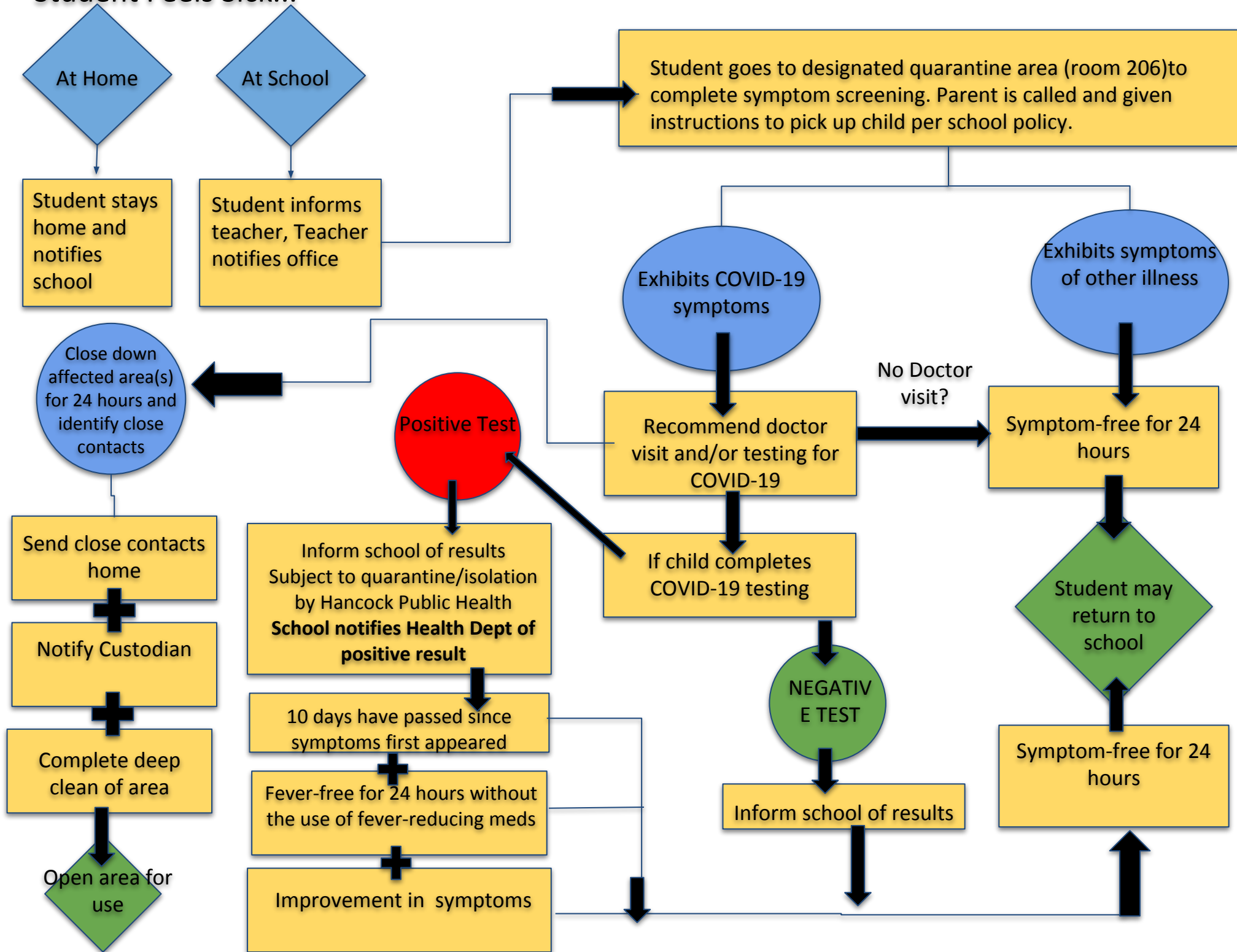
Custodial Staff

- Make sure teachers are provided with all supplies needed daily including cleaner/disinfectant and rags
- Disinfect classrooms/floors /high contact areas on a routine schedule or as necessary

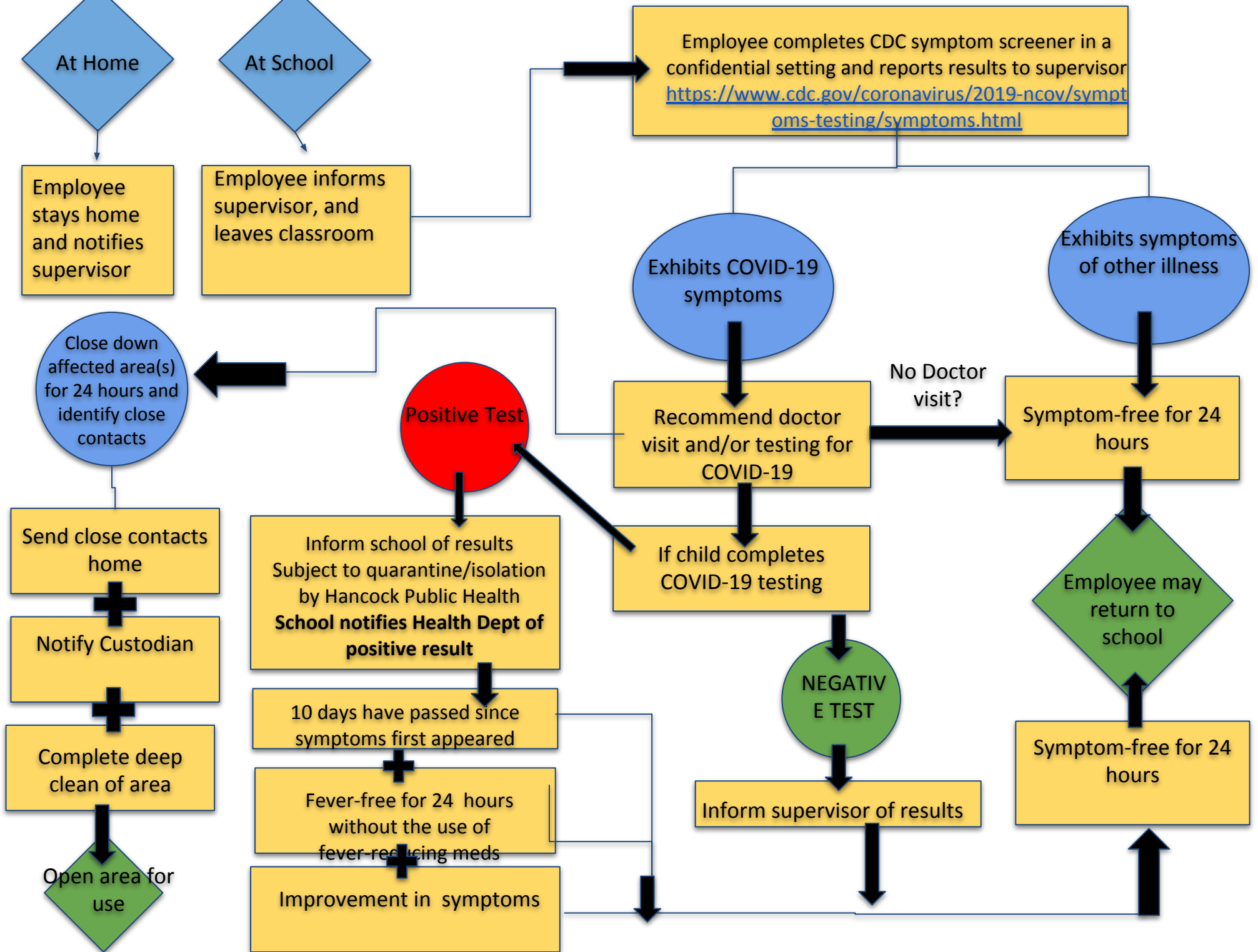
Administration

- Provide supplies as needed for custodians and teaching staff
- Ensure classrooms are physically distanced
- Ensure classrooms are disinfected on a routine schedule
- Separate sick room (206) for isolation of sick student/monitored
- Communicate with community and parents by Website and Final Forms

Student Feels Sick...

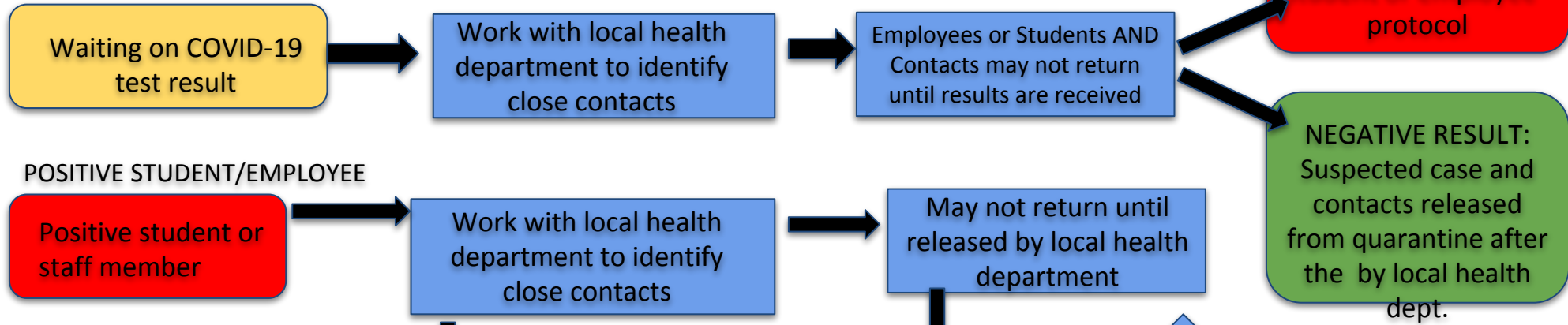


Employee Feels Sick...

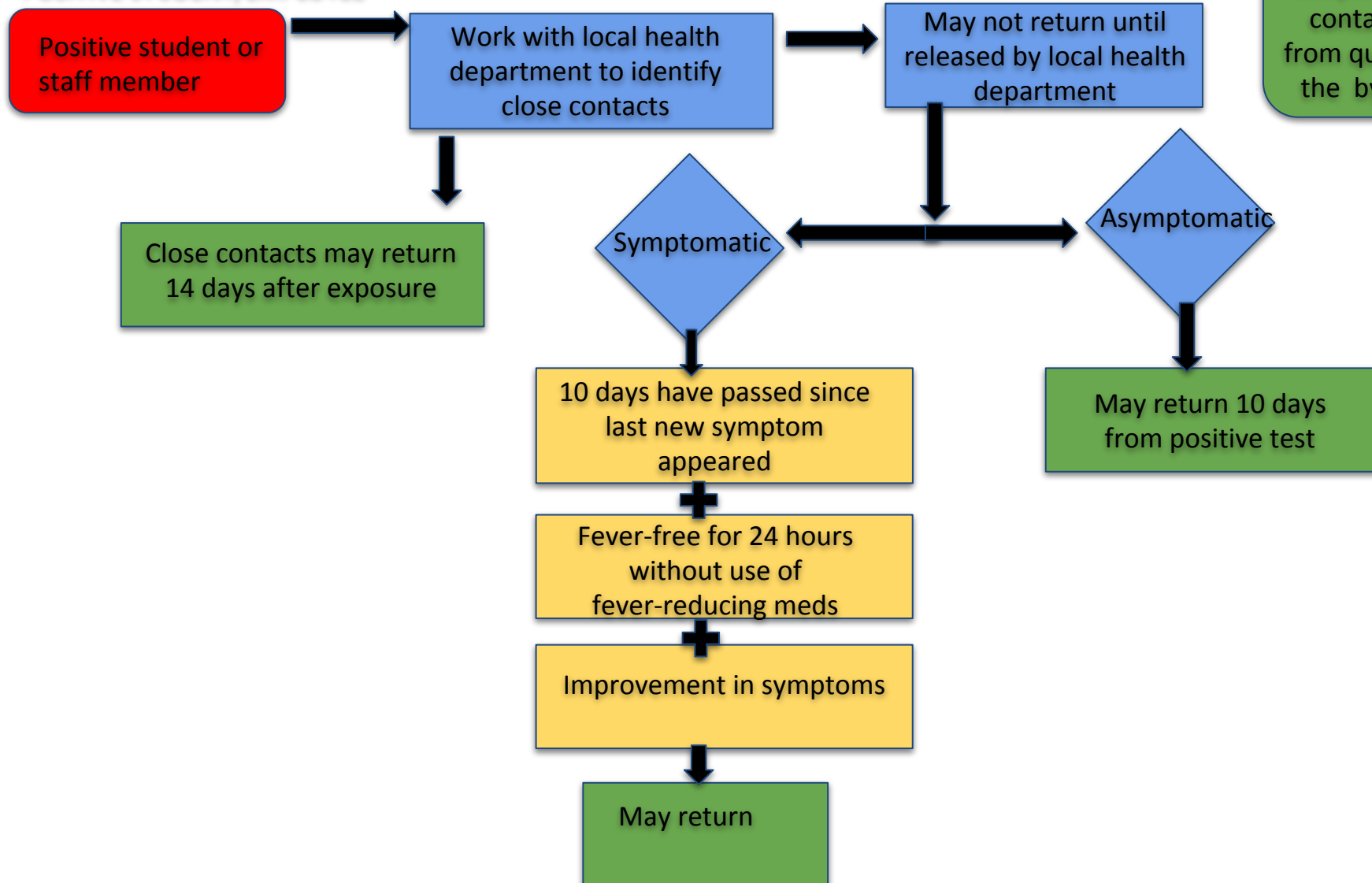


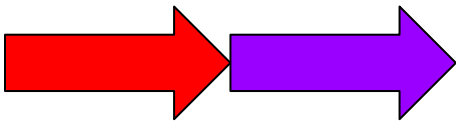
Process for Suspect/Positive Case

SUSPECTED STUDENT/EMPLOYEE

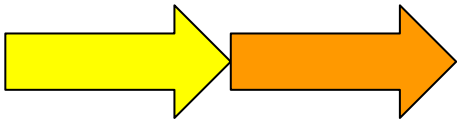


POSITIVE STUDENT/EMPLOYEE

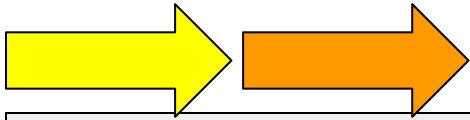




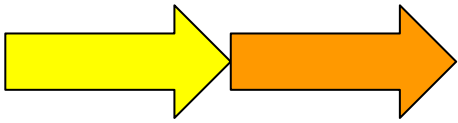
Student and Parent/Guardian Remote learning Expectations (if state or local regulations require school to close for a period of time)	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Check Website/social Media for updated Covid information • Check that your child is doing the required daily work/ check emails weekly from teachers/ communicate to teachers if there's any concerns • Be active in Google Classroom to stay informed • Provide your child with a quiet location for online instruction • Communicate during the teachers office hours • if your child is sick and cannot do online class that day than you call the attendance line and report them as sick or send an email to thomass@vanlueschool.org • If you are having internet issues and your child cannot get online, please send an email to thomass@vanlueschool.org • Students active participation will count as their attendance requirement. <p><u>Students</u></p> <ul style="list-style-type: none"> • Follow schedule • Communicate frequently with teachers • Participate in all virtual sessions with teachers • Complete assignments according to deadlines • Attendance will be taken and will count towards your daily attendance hours 	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none"> • See Vanlue Online Expectation for Remote Class expectations • Communicate clearly with parents during office hours • Have due dates for assignments • <p><u>Administration</u></p> <ul style="list-style-type: none"> • Develop appropriate expectations and procedures for remote learning • Offer assistance for any tech issues • Be timely with technology requests • Monitor progress to ensure expectations are being met



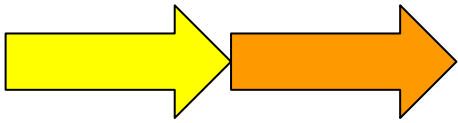
Student and Parent/Guardian Common Areas Expectations	Staff Common Areas Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Provide a mask or gaiter for student to wear • Provide a bottle for water <p><u>Students</u></p> <ul style="list-style-type: none"> • Mask or gaiter worn when in hallways or at lockers for all grades • Upon arrival go to your locker than directly to your first period. No gathering in the hallway. • Carry a water bottle as water fountains will not be available for use. Filler stations will be utilized • Adhere to all signage in the hallways and other school spaces • Use locker schedules provided by school staff • Students will be dismissed from classrooms as followed: First Bell- HS dismissal Second Bell - JH Dismissal 	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none"> • Be visible at your doorway, do not gather with other teachers. • Make sure student are not gathering in the hallways. • Issue warnings and report repeated expectation violators to the office • Assist with locker use supervision <p><u>Custodial Staff</u></p> <ul style="list-style-type: none"> • Clean all common areas on a routine schedule including: handles, railings, sinks, stalls, toilets, etc. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide all appropriate signage • Issue reminders/warnings, contact parents/guardians, and issue consequences to repeated expectation violators • Assign lockers to students utilizing every other one. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety



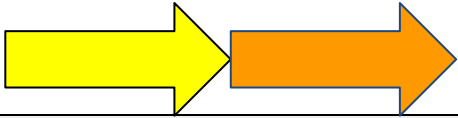
Student and Parent/Guardian Transportation /Pickup Expectations	Staff Transportation Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> Perform a student self screener before student goes on a bus https://docs.google.com/document/d/e/2PACX-1vRT6_6mofI9ZIS1fKr6Q1zspALC-43LTHLO7kaAROq3QsVPvyEmqnfqDrhjkskHaDXId01Hw-2yJm/pub Provide a mask or gaiter for your student to wear on the bus and while at school when needed Parents who are picking up students cannot gather at our door entrances. There will be a location marked for pickup Maintain your 6 feet distance while waiting. Please leave area once your child is present. Students will not be able to enter the building early to wait. Main doors will open at 7:45 There will be no bus passes issues to ride a different bus home . If you can transport your child to school , it is highly recommend <p>Students</p> <ul style="list-style-type: none"> Practice six foot social distancing while entering the building. Enter/Exit in the appropriate doorway HS- Old building entry, up stairs JH- Main doors , down the ramp Elem- Main door, to elem hall Use provided hand sanitizer upon entering and leaving the bus and building Face mask or gaiter is required while riding the bus for all grades Sit two per seat on the bus and sit in your assigned seat Remain seated, facing forward while riding the bus, bus driver will dismiss you once at school. Listen for announced dismissal for leaving at the end of the day and only leave when you are supposed to. <p>Walkers Bus 4 Bus 1 Bus 2 Drivers/In season Athletes</p>	<p>Drivers</p> <ul style="list-style-type: none"> Wear a mask or face covering (compliance with state requirement) Buses will dismiss/pickup one at a time Remind students about all bus riding guidelines Issue warnings and report repeated expectation violators to the office Follow district protocols and routine schedule for bus cleaning Assign seats, utilizing seats back to front, leave seat behind bus driver free. Dismiss front to back. Bus drivers should crack windows for ventilations <p>Teachers</p> <ul style="list-style-type: none"> Teachers will be visible in hallways by doors to ensure no gatherings in the mornings Teachers are to remain in classroom until all students are out. Teachers cannot have groups of more than 5 students gathering in their classrooms after school. If a child is with you after school than they must remain in your classroom, they can not wonder throughout the school building. Issue warnings and report repeated expectation violators to the office <p>School/District Administration</p> <ul style="list-style-type: none"> Minimize number of students on buses as best as we can Ensure students do not gather at Pickup/Drop off Consequences such as loss of ridership are possible for refusal to comply with reasonable bus expectations Provide Bus roster to teachers. Provide reminders, issue warnings, contact parents/Guardians, and issue consequences to repeated expectation violators



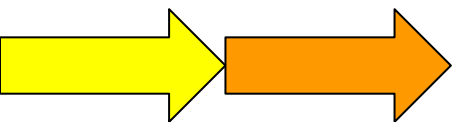
Student and Parent/Guardian Restroom Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Provide a mask or gaiter for your student to wear when in hallways and in restrooms. <p><u>Students</u></p> <ul style="list-style-type: none"> • Facemask or gaiter at all times when in hallways and in the restroom for all grades • Follow all signage in restrooms. • Middle sinks will not be available for use. • If all stalls in restrooms are occupied wait in the hallway using appropriate social distancing • Wash your hands before leaving the restroom 	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none"> • Issue warnings and report repeated expectation violators to the office • Only send one students at a time to restroom <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Clean all common areas on a routine schedule including: handles, railings, sinks, stalls, toilets, etc. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide all appropriate signage • Supply custodians with all necessary cleaning products • Issue reminders/warnings, contact parents/guardians, and issue consequences to repeated expectation violators • Provide supervision of restrooms when possible to ensure social distance practices • Close sinks or urinals when necessary to allow for appropriate physical distancing



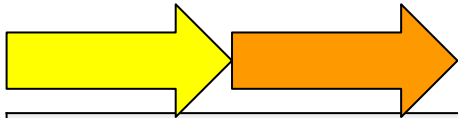
Student and Parent/Guardian Cafeteria/Recess Expectations	Staff Expectations
<p><u>Elementary Lunch 10:45- 11:15</u> K-2 will eat first while 3-5 Recess</p> <p>3-5 will eat second, K-2 Recess</p> <p><u>JH/HS Lunches 11:25-11:55. 12-12:30</u></p> <p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • No visitors during lunch hours • If they pack, Pack easy open items in lunches since staff cannot assist due to social distancing requirements and there will be no access to microwaves • Please utilize our Meals Plus system on our website to put money on student lunch accounts. Checks and cash must be in an envelope with Name and amount and turn in in the morning <p><u>Students</u></p> <ul style="list-style-type: none"> • A mask or gaiter will be required when in line or moving around the cafeteria for all grades • Follow designated seating arrangements • You will be seated and dismissed to go up to get lunches/purchase extras and returning trays • Lunch packers should report directly to their designated area • Practice six foot social distancing in lunch line or when moving about cafeteria as much as possible • No access to microwave 	<p><u>Teachers/Paraprofessional</u></p> <ul style="list-style-type: none"> • Supervise to ensure students ensure social distancing is practiced . • Issue warnings and report repeated expectation violators to the office • Wear a mask or gaiter (compliance with state requirement) • Monitor and issue passes for bathroom during lunch time . 2 students at a time only • Disinfect all table tops and seats before and after each lunch <p><u>Cafeteria</u></p> <ul style="list-style-type: none"> • Wear a mask or gaiter and gloves(compliance with state requirement) • Gloves must be on to handle silverware/ tray for dishwasher • Staff will input all student codes at purchase • No shared commodities, provide individual packets or server places it • Food items must be covered (FRUIT CUPS, COOKIES, ETC) <p><u>Recess</u></p> <ul style="list-style-type: none"> • Recess will be structured games with social distancing • Limited number of students during recess time • Hand sanitized before they leave cafeteria and when entering building after recess • Students must put mask on before re entering building <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide all appropriate signage • Dismissal will be staggered for JH/HS lunches. Elementary will be dismissed from different locations • Arrange cafeteria seating to maximize appropriate distancing • Will use other areas of school including outside space for JH/HS • Supply custodians will all necessary cleaning products • Issue reminders/warnings, contact parents/guardians, and issue consequences to repeated expectation violators



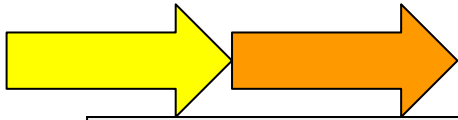
Student and Parent/Guardian Office Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none"> • Conduct a personal health screening prior to coming to the school building and do not come if running a fever higher than 100° or showing other CDC related symptoms • If you want to enter the building, you will be screened before you can enter. • Wearing a mask or gaiter will be required in or moving around the office. • When picking up students, call when in parking lot, office will verify who is picking child up and send them down. <p><u>Students</u></p> <ul style="list-style-type: none"> • if you are feeling sick, alert a teacher, they will call down to the office for you. • Do not come to the office if you are sick , report to room 206 • If you enter office follow physical distancing protocols as much as possible.. • Wearing a mask or face shield is required in the office for everyone • Millstream /sign in/ note drop off is in front of the office door. 	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none"> • Wear a mask or face covering (compliance with state requirement) • Follow physical distancing protocols. • Elementary teachers do not send child to office for anything, email or call the office. Any paperwork that need to go to the office, can be dropped in the clear file on wall in front of office • Elementary teachers if a child is sick, call the office, do not send them to the office. • <p><u>Office Staff</u></p> <ul style="list-style-type: none"> • Limit the number of people in the office at any one time. • Follow social distancing guidelines as much as possible • There will be no social gathering in the office <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"> • Modify office spaces if necessary • Provide all appropriate signage • Schedule frequent cleaning of office areas



Student and Parent/Guardian Meetings and Conference Expectations	Staff Expectations
<p><u>Parents/Guardians</u></p> <ul style="list-style-type: none">• Phone and virtual meetings are preferred• Temperature will be taken prior to entrance of school building and hands sanitized.• If you or someone in your family is feeling ill, please reschedule• Appropriate social distancing will be practiced for all in-person meetings and it will be required to wear a face mask• Check all communications for Covid update on website and Final from alerts• Check teacher communications through google classroom /gmail when we are on remote learning <p><u>Students</u></p> <ul style="list-style-type: none">• Participate in meetings as requested by parents/guardians or school staff• Follow physical distancing protocols• A mask is required for students who attend the meeting• Check all communications for Covid updates on website and Final Forms	<p><u>Teachers/Paraprofessionals</u></p> <ul style="list-style-type: none">• Use video technology to hold meetings as much as possible• In-person meetings follow safety protocols• Teachers will communicate with parents through google classroom/gmail <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect meeting 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/guardians with options for in-person, phone, or video conferencing• Ensure physical distancing guidelines are followed when in-person meetings are held• Communication for all Covid relations will be on website, and through Final Forms



Student and Parent/Guardian Library/Study Hall Expectations	Staff Expectations
<p data-bbox="65 358 352 386"><u>Parents/Guardians</u></p> <ul data-bbox="65 418 978 516" style="list-style-type: none">• If we go to remote learning: a pickup and drop off system for library books will be utilized.• Students or parents can request books by email <p data-bbox="50 613 180 641"><u>Students</u></p> <ul data-bbox="65 646 879 743" style="list-style-type: none">• Follow physical distancing protocols when in the library• A mask will be required for all when in the library• Request books , librarian will retrieve from shelves <p data-bbox="50 865 411 893"><u>Students in SH in library</u></p> <ul data-bbox="65 898 753 1027" style="list-style-type: none">• Student will enter library from the North door• Student will exit library from the South door• One student per table• Assigned seating	<p data-bbox="1052 391 1184 418"><u>Librarian</u></p> <ul data-bbox="1052 423 1974 678" style="list-style-type: none">• Will pull small selection of books from shelves, set out on display, allow elementary students to select from them• JH/HS students can request book, librarian will pull the book• There will be a container for students to leave library books• Returned books must be left in container 72 hours before being handled and placed back in circulation.• If we go to remote learning: a pickup and drop off system will be utilized. Students or parents can request books by email. <p data-bbox="1052 735 1478 763"><u>Teachers/Paraprofessionals</u></p> <ul data-bbox="1052 768 1625 795" style="list-style-type: none">• Send students for books 2 at a time <p data-bbox="1052 865 1222 893"><u>Custodians</u></p> <ul data-bbox="1052 898 1835 963" style="list-style-type: none">• Disinfect meeting rooms after meetings or provide materials for cleaning and disinfecting to take place <p data-bbox="1052 1027 1278 1055"><u>Administration</u></p> <ul data-bbox="1052 1060 1860 1190" style="list-style-type: none">• Provide parents/guardians with options for in-person, phone, or video conferencing• Ensure physical distancing guidelines are followed when in-person meetings are held



Student and Parent/Guardian Band /Choir Expectations	Staff Expectations
<p data-bbox="128 363 436 391"><u>Parents/Guardians</u></p> <ul data-bbox="163 396 1026 488" style="list-style-type: none">• Do not send a child to band practice if they are sick• No carpooling unless its immediate family members to and from band activities <p data-bbox="128 586 264 613"><u>Students</u></p> <ul data-bbox="163 618 1026 1159" style="list-style-type: none">• Do not go to band practice if you are sick• Follow physical distancing protocols of 6 ft at all times• Band -Must practice outside or in gym during 9th period• Choir- (7 students) can maintain safe distancing of 6 ft. in classroom /gym• A mask will be worn for indoor practices• No sharing of music stands or equipment• Brass players need to use "spit" bucket• No congregating in areas in the band room, gym or outside• Masks required for percussion and majorettes, not for woodwinds or brass• No carpooling unless its immediate family members• Avoid handling other students belongings and instruments• Use the hand sanitizer station before and after class /practice	<p data-bbox="1045 396 1467 423"><u>Teachers/Paraprofessionals</u></p> <ul data-bbox="1081 428 1974 521" style="list-style-type: none">• Ensure that students maintain minimum of 6 ft distance• Ensure music stands are disinfected• Ensure that "spit" bucket is dumped and disinfected <p data-bbox="1045 553 1213 581"><u>Custodians</u></p> <ul data-bbox="1081 586 1974 711" style="list-style-type: none">• Disinfect music room/floor after Choir- 5th period(12-12:30)• Disinfect music room/floor after 5/6th grade band- 8th period (1:48- 1:58) <p data-bbox="1045 776 1270 803"><u>Administration</u></p> <ul data-bbox="1081 808 1974 933" style="list-style-type: none">• Provide parents/guardians with options for in-person, phone, or video conferencing• Ensure physical distancing guidelines are followed when in-person meetings are held