

PreK-4 In Person Plan

Ohio K-12 Health & Safety Guidance

- Parents/Staff will vigilantly assess for symptoms (i.e. take temp) prior to sending their child to school each day.
- Staff will complete Covid Self-assessment form prior to/upon arrival at school.
- Students/Staff: Will sanitize hands upon entering/exiting the classroom.
- Thoroughly clean/sanitize the learning/school environment.
- Face coverings will be required of staff and students per District policy.
- Students will practice social distancing.

Blended/Hybrid Considerations:

Plan for AM/PM sessions 5 days a week

- *Building logistics stay the same for all options (bus drop off/visitors, etc. remain as stated in this plan).*

½ Day (AM/PM) Option:

- LPS/LES 5 day per week AM/PM groups.
 - 8:30-11:00 A-K
 - 12:30-3:00 L-Z
- LECC (K/1) 5 day per week AM/PM groups.
 - 9:10-11:45 A-K
 - 1:10-3:45 L-Z
- In-person focus will be Reading, Writing, & Math
- Teachers will prioritize standards that are covered in person vs. remote/reinforcement activities.
- 1-4 remote focus will be Science, Social Studies and additional reinforcement activities (digital/paper pencil).
- ****NOTE: Bus passes will not be permitted this year. Students MUST be picked up and dropped off at the same location (one designated location for all five days of the week).**

Logistics/Items for Consideration	Building plan (details)
Overall Building Logistics/Common Areas	
<p>Arrival/Dismissal</p> <ul style="list-style-type: none"> • Door(s) students will enter to socially distance, as feasible • Structure for entering. (i.e. where students will report and not congregate) 	<p>Parent Drop-off/Arrival</p> <ul style="list-style-type: none"> • Students are not permitted to enter the building before established drop-off time and will follow established drop-off protocols. LECC will be moving to a 'rolling' drop-off similar to LPS/LES. <p>Parent Pick-up/Dismissal</p> <ul style="list-style-type: none"> • Parents will not come into the building to sign-out students. • (LPS/LES)Social distancing marks (Tiger Paws/cones) will be placed on the sidewalk for parents to stand in one-way line & wait for their student to exit the building. • (LPS/LES)Secretaries will take a computer outside for parents to sign-out students. • (LECC) 'rolling' pick-up. Families will be assigned a number- a staff member with clipboard/ signout sheet will match students to families. • Staff members will assist with dismissal duties. • Champions will operate their before/after school care program in the LPS cafeteria following established guidelines. <p>Bus Arrival</p> <ul style="list-style-type: none"> • All students will be dropped off at a designated entrance and will move in one direction to homerooms. <p>Bus Dismissal</p> <ul style="list-style-type: none"> • All students will exit and walk in the established travel lane (single file, in one direction). Classrooms will be staggered for dismissal. <p>**NOTE: Bus passes will not be permitted this year. Students MUST be picked up and dropped off at the same location (one designated location for all five days of the week).</p>

Students & Parents/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Conduct a student wellness check including a temperature check prior to sending student(s) to school. Students with temperatures over 100F and/or who exhibit any symptoms should stay home. • Provide a mask for student(s) to wear (recommend sending a spare mask as well). Wearing a mask is required while in the building and on the bus. • Help maintain social distancing at the bus stop and in-person pick-up. <p><u>Students</u></p> <ul style="list-style-type: none"> • Wear a mask except while eating or supervised breaks. • Follow all safety protocols and procedures as instructed (i.e. Report directly to assigned classroom upon arrival, maintain social distancing, use hand sanitizer, etc.). • Maintain appropriate physical distances while at the bus stop, on the bus and while entering the building, • Sit in an assigned bus seat, face forward, remain seated for the duration of the ride, and wear a face covering. 	<ul style="list-style-type: none"> • Wear a mask/face shield. • Remind students to keep masks in place as needed. • Greet students at the door; remind students to hand sanitize before entering/exiting classroom. • Bus Drivers will assign seats to allow for better contact tracing and to limit exposure.

Main Office Visits	<ul style="list-style-type: none"> ● Limit student visits to the office. ● Office mail will be set outside the classroom door to be collected by office personnel. ● Birthday/Positive Recognitions, etc. will take place in the classroom.
Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> ● Wear a mask in the office/building at all times. ● No visitors/volunteers permitted. 	<ul style="list-style-type: none"> ● Place mail/office items in the hallway by designated time. ● Call the office as needed for support.
Restroom Procedures	<ul style="list-style-type: none"> ● Follow district provided cleaning schedule/protocols. ● Teachers will establish and follow a schedule for class restroom breaks. ● Limit number of students in restroom at one time. Allow only as many students in the restroom as there are stalls/ urinals. As students finish additional students may enter. ● “Drinking Fountains” will be closed. <ul style="list-style-type: none"> ○ Students will be required to use a water bottle for hydration; refilling as needed in the classroom or at a designated fill station. ● Students should wash hands after use of restrooms and hand sanitize before re-entering the classroom.
Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> ● Wear a face covering in the building/hallways. ● Hand sanitize before entering/exiting the classroom. 	<ul style="list-style-type: none"> ● Ensure classes use the assigned restroom. ● Teachers will establish & follow a restroom schedule. ● Teachers will remind/reinforce handwashing procedures. ● Follow/enforce district face covering policy.

<p>Student Discipline</p>	<ul style="list-style-type: none"> • Students will be expected to follow classroom rules. • Teachers enforce classroom management/discipline procedures utilizing established systems. • Students will not be sent to the office. Instead, the Administrator will be contacted to come to the room. • Once notified of a concern, an administrator will go to the classroom to talk with the student. If multiple students are involved, they will be pulled individually. • Should a student need to be removed from the classroom, they will be brought to the office -- normal consequences will be applied (time out in the office, missed recess, etc.) and adults will follow social distancing & disinfecting protocols.
<p>Students & Parents/Caregiver Expectations</p>	<p>Staff Expectations</p>
<ul style="list-style-type: none"> • Students will follow all classroom & school rules. • Parents will work in partnership with the school to support positive behavior of their student(s). 	<ul style="list-style-type: none"> • Implement Building PBIS system including direct instruction of core values, expected behaviors and provide re-teaching/reinforcement, and enforcement of building/district expectations.
<p>Visitor Procedures</p>	<ul style="list-style-type: none"> • Parents/Visitors must wear a mask to enter the building to pick-up students (masks will be available at the building for someone who doesn't bring a mask). • Communication will take place through the front door intercom system to the maximum extent possible. • Visitors will be contained to the lobby. • Volunteers will not be permitted. • No Assemblies/shows/gatherings. • Preview, PIN, conferences, etc. will be virtual.

Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> • Visitors will be limited to the front office. • Wear a face mask upon entering the building • Volunteers will not be permitted this year -- including classroom parties (students/teacher only). 	<ul style="list-style-type: none"> • Hold all conferences and meetings using Google Meet/Hangout or conduct meetings by phone. • Address guests/visitors via the intercom system and limit physical access to the building (visitors will not be permitted past the front lobby).
<p>Lunchroom/Breakfast Protocols</p>	<p>Lunch (full day model)</p> <ul style="list-style-type: none"> • LPS/LES Students will remain in classrooms for a 30 minute lunch. • Students will have socially distanced lunches with their classroom cohort in the cafe and the gym • Monitors/custodians will supervise classrooms. • Brown bag lunches will be delivered by cafeteria staff. • LPS/LES Students will be required to remain seated for 15 minutes and will then have the opportunity to do classroom teacher approved activities for the remainder of lunch time. • LPS/LES Students will clean up the room - could have assigned responsibilities. • There will be a designated table/plan for students with allergies. <ul style="list-style-type: none"> ○ We will work collaboratively with the school nurse to inform parents of allergies in the classrooms so they can be cognizant of what they pack for students. <p>Breakfast</p> <ul style="list-style-type: none"> • Brown bag delivery to classrooms.
Students & Parents/Caregiver Expectations	Staff Expectations

<ul style="list-style-type: none"> ● Students will wash hands prior to and after lunch. ● Students will follow protocols for eating lunch and will follow the lunch monitor's/adult's directions. 	<ul style="list-style-type: none"> ● Teachers will instruct students on acceptable "inside recess" type activities to be used during the lunch period in the classroom/lunchroom. ● Teachers will provide time for students to wash hands/sanitize before and after lunch.
<p>Cleaning Protocols</p>	<ul style="list-style-type: none"> ● Cleaning supplies will be provided for staff. ● Staff will be required to disinfect any shared materials. ● LECC rooms will be sanitized between AM/PM groups.
<p>Students & Parents/Caregiver Expectations</p>	<p>Staff Expectations</p>
<ul style="list-style-type: none"> ● Maintain personal supplies (limit the use of shared materials - no common supplies). ● Students will wash hands/sanitize hands throughout the day and as directed. 	<ul style="list-style-type: none"> ● Remind students to wash hands/sanitize at appropriate intervals (i.e. entering/exiting the classroom). ● Require students to have/maintain personal supplies.
<p>Illness/Nurses Office</p>	<ul style="list-style-type: none"> ● A quarantine room is established in the office. ● Teachers will call the nurse/health aide prior to sending a student to the clinic.
<p>Students & Parents/Caregiver Expectations</p>	<p>Staff Expectations</p>
<ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with a temperature of 100°F or over should stay home. ● Provide a face covering for your student to wear while on the bus and at school ● Ensure contact information is up to date in the 	<ul style="list-style-type: none"> ● Assess student concerns/check temperature as needed. ● Teachers will call office/nurse prior to sending student with concerns. ● Teachers will remind students to wear mask and hand sanitize. ● Staff will conduct a self-wellness check including temperature prior to coming to school. Staff with a temperature of 100°F or over will stay home.

<p>event the nurse needs to contact home</p> <ul style="list-style-type: none"> • Ensure that there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. 	
<p>Transportation</p>	<ul style="list-style-type: none"> • All students will be required to wear masks to board the bus and will maintain them throughout the ride. • If students refuse to wear a mask, they will lose the privilege to ride the bus. • Students will have assigned seats.
<p>Students & Parents/Caregiver Expectations</p>	<p>Staff Expectations</p>
<ul style="list-style-type: none"> • Conduct a student wellness check including temperature prior to sending a student to school. Students with a temperature of 100°F or over should stay home. • Provide a face covering for your student to wear on the bus and while at school. • Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building. • Students will sit in their assigned seat and wear a face covering while riding the bus. • Bus passes will not be permitted. Students MUST be picked up and dropped off at the same location (one designated location for all five days of the week). 	<ul style="list-style-type: none"> • Drivers will ensure students have a mask upon boarding the bus; if a student doesn't have a mask, one will be provided. • Drivers will follow/enforce district mask policy. • Drivers will assign/maintain seating charts (seats will be assigned for all students).

Hallways, Lockers, Cubbies and Common Areas	<ul style="list-style-type: none"> ● Limited access to common areas. ● Staggered & scheduled access to hallways/cubbies/ lockers. ● Remove furniture in the hallways to allow necessary distance.
Students & Parents/Caregiver Expectations	
Students & Parents/Caregiver Expectations <ul style="list-style-type: none"> ● Provide a mask for your child(ren) to wear. ● Provide your child(ren) with a water bottle(s) daily as water fountains will be closed. ● Students will wear a face mask. 	Staff Expectations <ul style="list-style-type: none"> ● Supervise hallways and common areas. ● Enforce face mask policy. ● For classroom cubbies and lockers, create socially distanced groups.
Instructional Considerations:	
Curriculum Pacing	<ul style="list-style-type: none"> ● In-person and online teachers will work collaboratively. ● Teachers will be expected to follow district pacing guides/curriculum/standards. ● Grade Levels will prioritize content/standards to be covered.
Assessments	<ul style="list-style-type: none"> ● Utilize Map Fluency. ● Utilize Map Growth (ELA/Math) - pending feasibility. ● Teachers will obtain instructional reading levels for all students.
Classroom Instruction Considerations	<ul style="list-style-type: none"> ● Students will remain in their classroom cohort and cohorts will socially distance as much as feasible within the building/classroom/common areas. ● Minimize sharing of supplies/materials. ● Clean tables/spaces between use. ● Hand sanitize before/after use of any shared materials (i.e. leveled books).

	<ul style="list-style-type: none"> ● Provide reusable water bottles as needed. ● Call nurse with questions/concerns for students and the nurse will provide guidance and/or come to the room.
Technology	<ul style="list-style-type: none"> ● Teachers will front load instruction for how to access/use technology/digital programs; emphasis will be given to training students on access/use remotely in the event of closures. ● Students will be assigned one chromebook to use within the school day (possibly no sharing w/in the cohort or disinfect between users). Devices will need to be disinfected when shifted between cohorts/students.
Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> ● Limit materials sent to school from home. ● Provide individual student supplies. ● Communicate safety/academic concerns with teacher.. 	<ul style="list-style-type: none"> ● Teachers will follow disinfecting/social distancing/safety guidelines to keep classrooms/technology as sanitary as possible. ● Provide materials for students who are absent. ● Teachers will communicate academic, social/emotional, safety policies and procedures with families.
Social Emotional Learning	<ul style="list-style-type: none"> ● Embedded in academics/classroom (i.e. Being a Writer). ● Monthly lessons (Social Thinking, PBIS, etc.). ● Tiered supports provided (i.e. Tiger Speech, 1:1/Small Group Sessions, Childrens' Home of Cincinnati, etc.)
Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> ● Maintain open communication with your student's teacher/school counselor regarding concerns. ● Reach out for additional support as needed. 	<ul style="list-style-type: none"> ● Utilize district created/purchased approved materials to cover SEL concepts/lessons. ● Reinforce concepts using shared language throughout the day and as embedded in academic/PBIS work. ● Implement tiered system of supports as appropriate.

Recess	<ul style="list-style-type: none"> Classrooms will be assigned recess times in specified recess zones. Teachers will monitor their own recess.
Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> Limit toys/items sent to school. Students limit physical contact (i.e. wave to friends). Students will hand sanitize before and after recess. Students will stay in designated recess zone. Students will follow mask policy. 	<ul style="list-style-type: none"> Teachers will follow schedule/zones. Teachers will make sure classes don't mix while lining up to enter/exit the building. Teachers will remind students to hand sanitize prior to and after recess. Teachers will monitor recess of their class.
Media Center	<ul style="list-style-type: none"> Media Center will be closed to students.
Specials	<ul style="list-style-type: none"> In the Hybrid model we will not have in person specials.
Special Education/Reading Intervention Instruction	<ul style="list-style-type: none"> Students will report to special education classrooms for specialized instruction as needed. Special educators will work in classrooms to deliver instruction, as feasible. Teachers/Paras will implement cleaning protocols after each session.
Students & Parents/Caregiver Expectations	Staff Expectations
<ul style="list-style-type: none"> Wash/sanitize hands. Maintain social distance. Students will follow the adult directions. 	<ul style="list-style-type: none"> Specials teachers will teach in the students' homeroom class until further guidance is provided (PE will be outside weather permitting). Specials teachers will follow health guidance when teaching

	lessons (i.e. social distance in PE the best we can, and we will not sing during music class).
<ul style="list-style-type: none"> • Preschool 	<ul style="list-style-type: none"> • We are monitoring rules/regulations/legislation... We will do our best to serve as many families as safely as possible. • Preschool staff and students must have temperatures taken when they arrive.
Students & Parents/Caregiver Expectations	Staff Expectations
	<ul style="list-style-type: none"> • Teachers will take student temperature, as needed.