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**DRAFT as of 7/20/20 *THIS PLAN IS SUBJECT TO
CHANGE DUE TO THE GOVERNOR'S DIRECTIVES AND
MAHONING COUNTY HEALTH DEPARTMENT
GUIDELINES ****

**POLAND SCHOOLS REOPENING PLAN
2020-2021 School Year**



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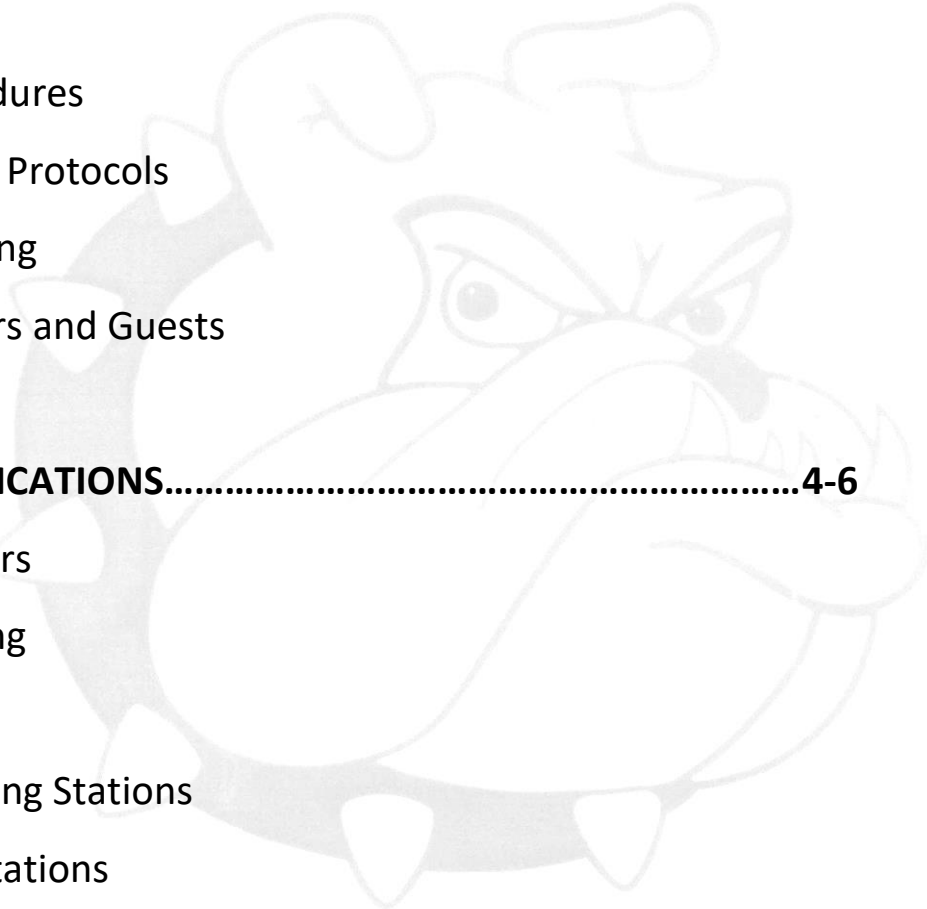
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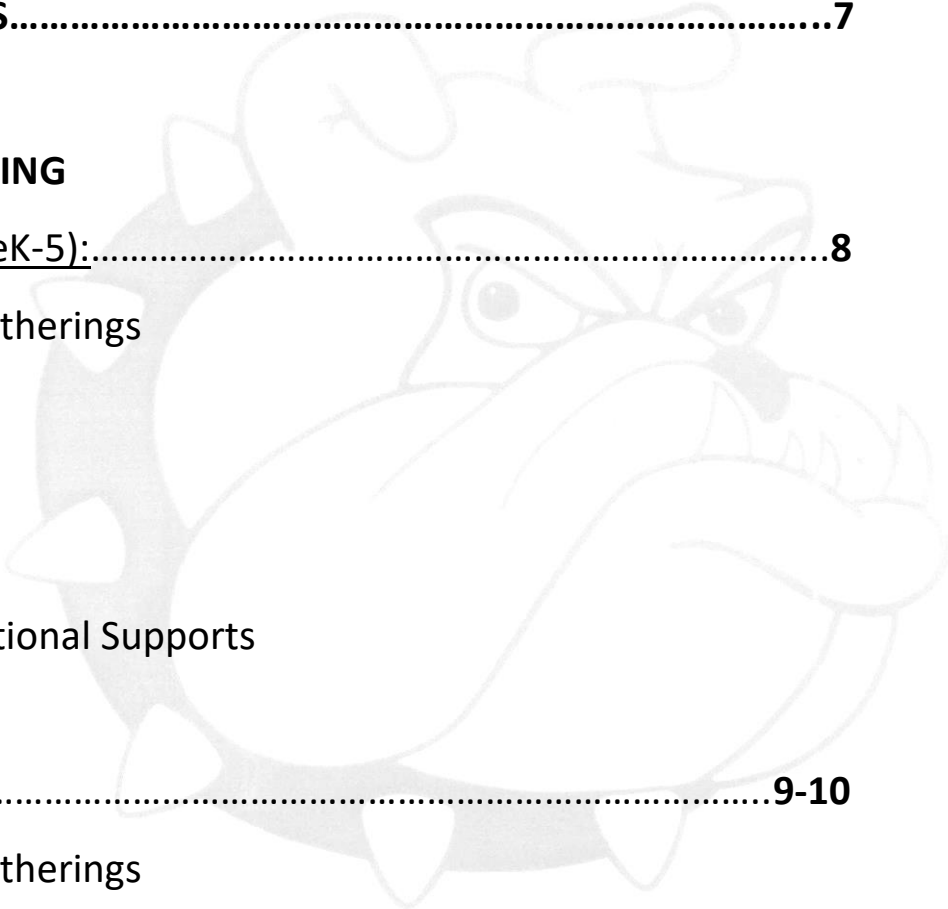
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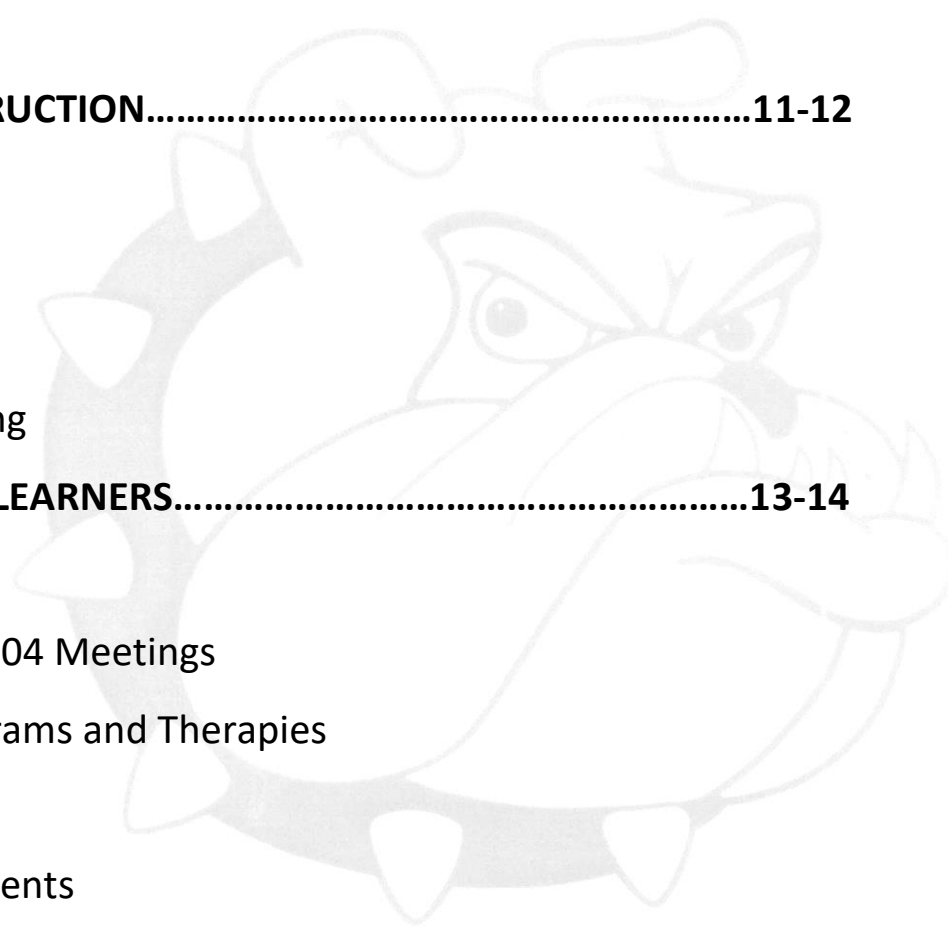
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INTRODUCTION

Beginning in March 2020, Poland Local Schools joined other educational institutions around the world to ensure the health and safety of students and staff. The following plan has been proposed for a reopening of school in-person, five-days-a-week, beginning on Tuesday, September 8. This plan includes a remote instructional option for students who are unable to return on-site.

MITIGATING SPREAD

The Poland Local Schools continue to monitor the spread of COVID-19. With more than 2,500 students and employees, we all play an important role in minimizing the risk and impact to each other and our operations. The health and safety of students and staff is our top priority. As a result, the Poland Local Schools will implement a variety of measures to keep everyone as safe as possible.

FACE COVERINGS

All staff/adults are required to wear a face covering (unless meeting the criteria for exemption). All students are expected to wear face coverings. Families must provide the student with his/her own face covering on a daily basis. Properly worn face masks (covering the nose and mouth) will be expected at the following times:

- On the buses
- Entering and exiting school buildings
- In the health clinic
- During hallway changes
- In the restrooms
- In classrooms, except when exempted by the teacher (see examples)
 - **Face coverings may be removed when:**
 - Class is being held outside and distancing can be maintained
 - During quiet classroom time when there is no talking and students can stay distanced
 - When students are distanced and all facing the same direction
 - When there is a small group of students in the classroom that can distance.



EXAMPLES OF FACE COVERINGS

- Face coverings should fit snugly but comfortably against the side of the face.
- Use the ties or ear loops to take off your mask
- Make sure you can breathe while wearing the face covering
- Wash and dry face coverings daily.

A Face Shield will be available to all staff and may be required for some individuals.

SCREENING PROCEDURES

STUDENTS

It is the expectation of parents to send only healthy students to school each day. If your child is sick, they should stay home.

- Prior to the start of the school year, families will complete a waiver indicating they will **NOT** send their child(ren) to school throughout the year, if they exhibit the following symptoms:
 - Temperature of 100.4 or greater to be taken prior to leaving home
 - Shortness of breath or difficulty breathing
 - Repeated shaking with chills
 - Sore Throat
 - New loss of taste or smell
 - Cough
 - Rash
 - Nausea
 - Diarrhea
 - Muscle Pain
 - Congestion or Runny Nose



If your student has diagnosed allergies, asthma or other chronic health conditions that would exhibit COVID-like symptoms, we encourage you to discuss this matter with your physician for any needed recommendations to return and attend school.

STAFF

- Staff will participate in a screening process prior to coming to work, assessing whether they should stay home from work. Temperatures and evaluations should be done prior to leaving home.

COVID RESPONSE PROTOCOLS

Plans and procedures have been developed in collaboration with the Mahoning County Health Department, Ohio Department of Health and the Ohio Department of Education. These guidelines are fluid and are likely to change as we receive more information and work our way through the school year. Please be patient and flexible.

EXHIBITING COVID SYMPTOMS

- If a student or staff member presents with symptoms consistent with COVID-19, the individual will be sent home and presumed to have COVID until such time as a healthcare provider determines the illness is caused by something else and provides a note.
- Without a healthcare or provider's note, the individual would need to stay home for 14 calendar days and be fever-free for 72 hours without the use of fever-reducing medication.

CONTACT TRACING

- Poland Local Schools will immediately contact the Mahoning County Board of Health upon learning of a positive COVID case among the student body or staff. The Ohio Department of Health will lead contact tracing and case investigation in consultation with the Mahoning County Board of Health.

SCHOOL/BUILDING CLOSURE

- Decisions on whether part of a school or an entire school will need to close will be made in consultation with the Mahoning County Health Department as part of the contact tracing and case investigation. These decisions will depend on how the students were grouped and movements of the ill individual. According to the Centers for Disease Control and Prevention (CDC), schools MAY need to close for two to five days, but the case investigation will ultimately determine the most appropriate actions.

ENHANCED CLEANING

The Poland Local Schools will continue to utilize enhanced cleaning and disinfecting procedures in all buildings. Custodial crews will focus on “high touch” points in common areas throughout the school day where bacteria and viruses are most likely to be transmitted, which include but are not limited to:

- Desks, Chairs, Tables
- Door handles and push plates
- Stair Rails
- Water Bottle Refilling Stations
- Lockers
- Restrooms
- Office Equipment
- Electrostatic disinfectants for intense after-hours cleaning of hallways & classrooms will be used in buildings as needed.

COVID TRAINING

All staff will be provided training on safety protocols related to the prevention and transmission of COVID and the proper hygiene protocols necessary for prevention.

SCHOOL BUILDING VOLUNTEERS AND GUESTS

The following school building visitor/volunteer activity is **suspended** until further notice:

- PTA/PTO visits
- Classroom Volunteers
- Guest Readers
- Non-School personnel

Buildings will designate one point of entry/exit for the following:

- Late drop-off/early pick-up of students
- Delivering student belongings

PROTECTIVE BARRIERS

The District is investigating the ability to purchase movable barriers between students and teacher within each classroom.

CLASSROOM SEATING

- Efforts will be made to socially distance students in the classrooms, when possible. Seating may be arranged to all face the same direction and/or be spaced as far apart.
- All district purchased furniture will remain in the classrooms, including chairs, desks and teacher desks. All equipment and furniture that has not been purchased by the district (including staff personal items within the classroom must be removed).

SIGNAGE

The Centers for Disease Control and Prevention created infographics on the symptoms of COVID-19, social distancing and how to properly wash your hands. The Poland Local Schools selected two signs that are applicable and printed posters and floor decals. The signage will appear in building entrances, hallways, cafeterias and restrooms.



WATER BOTTLE FILLING STATIONS

All water fountains will be turned off in the buildings. Additional water bottle filling stations will be installed to provide students and staff with access to water throughout the day. Filling stations are contactless and will be sanitized throughout the day by custodial personnel.

HAND SANITIZER STATIONS

In addition to hand sanitizer being available to students and staff in classrooms, all buildings have been equipped with free-standing hand sanitizer stations that can be placed where administrators feel they are most useful.



TEMPERATURE SCANNING STATIONS

All staff/students will have their temperature scanned upon entry to the building. Should any student have a temperature above 100.4F, they will be immediately sent to an isolation room to be evaluated by nursing personnel. If after a student is present for 15 minutes and their temperature does not decrease without the use of fever reducing medication, the student will be sent home.



COVID ISOLATION ROOMS

There will be a separate, designated area created in all buildings for anyone who presents signs or symptoms of COVID-19. PPE must be worn by all individuals in this area.

BUILDING VENTILATION

At the recommendation of Gardner our HVAC Contractor, all buildings will open with new, MERV-13 clean air filters. In collaboration with Gardner we are currently assessing the mechanics in all buildings regarding air turnover and fresh air supply. As standard practice, air quality will be continuously monitored.

STUDENT TRANSPORTATION

- Students are expected to wear a face covering upon school bus pickup. Students not wearing a face covering will not be picked up by the bus, unless prior arrangements have been made with building administration.
- Students must present a note to the driver verifying a temperature of 100.4 degrees or lower upon pickup.
- Drivers will monitor students (as safely as possible) to ensure all students are wearing a face covering while riding the bus.

SEATING ON THE BUS

- Students will have assigned seats. This assignment will be based on the student's morning bus stop. Families will be seated together.
- Students will load the bus in the morning from back to front.
- While it is not possible to load the bus in this manner in the afternoon, students will be required to go directly to their assigned seat.

BUS DROP-OFF

- To limit further contact exposure, building administrators may use multiple entry points into the building from the bus drop-off area. Supervision will be provided.

BUS SANITIZATION

- All buses will be deep cleaned and disinfected prior to the start of the school year.
- Buses will be disinfected after morning and afternoon routes.
- High-touch areas in the bus will be cleaned throughout the day.

CAR DROP-OFF/PICK-UP

- Traffic patterns around each school building will be monitored for issues associated with an increase of student car riders.
- Multiple entry points into the building may be assigned to encourage social distancing.
- Students are expected to wear a face covering when entering and exiting the building.

FOOD SERVICE

- Lunches and lunch-times are currently being evaluated to determine the best solution to reduce mass gatherings. The following are options are being considered:
 - Students may be provided a grab-and-go sack lunch
 - Students may eat in their classroom
 - Students may be eating in large areas such as the gymnasium or larger classrooms to promote social distancing
- Our food service management company, The Nutrition Group, is currently working on procedures and protocols within each cafeteria to plan and execute food service delivery.

ON-SITE LEARNING - ELEMENTARY (K-5)

IN PERSON INSTRUCTIONAL TIMES MAY BE DIFFERENT FROM PREVIOUS SCHOOL YEARS WHICH MAY INCLUDE STARTING LATER OR ENDING THE SCHOOL DAY EARLIER

- The school calendar will be consistent with that adopted by the School Board for the current year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A remote instruction option is available to families who may feel more comfortable having their student remain at home. Families choosing this option must remain in the remote setting for an entire nine-week period.

LARGE GROUP GATHERINGS

The following list of activities, although not comprehensive, will **not** occur in a face-to-face setting until further notice:

• Back To School/Meet The Teacher	• Grade-Level Student Orientation
• Open House	• Building Fundraisers
• Parent-Teacher Conferences	• Literacy Nights
• Field Trips	• PTO-sponsored events
• Assemblies	• P.T.O Meetings

Some of the listed events may be conducted virtually at the building at the building or classroom-level via live stream, video-conferencing, and or digital recording. The buildings will provide more information on the future of these events.

- Clubs, academic competitions, school productions and exhibitions typically occurring in the fall will be postponed until the spring.

RECESS

Classroom groups may stay together and play in established zones (playgrounds, fields, etc.) Groups may rotate zones throughout the week.

FINE ARTS

- Students will attend all arts classes as normal for in-person instruction
- Each building will create a schedule to allow for cleaning of Arts facilities between classes.

SOCIAL/EMOTIONAL SUPPORTS

Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.

- Assistance will be provided for students needing additional support.
- If you have concerns about your student's return to school, contact your student's school counselor.

ON-SITE LEARNING - MIDDLE SCHOOL (6-8)

IN PERSON INSTRUCTIONAL TIMES MAY BE DIFFERENT FROM PREVIOUS SCHOOL YEARS WHICH MAY INCLUDE STARTING LATER OR ENDING THE SCHOOL DAY EARLIER

- The school calendar will be consistent with that adopted by the School Board for the current school year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A remote instruction option is available to families who may feel more comfortable having their student remain at home. Families choosing this option must remain in the remote setting for an entire nine-week period.

LARGE GROUP GATHERINGS

The following activities will **not** occur in a face-to-face setting until further notice:

Some of the listed events may be conducted virtually at the building at the building or classroom-level via live stream, video-conferencing, and or digital recording. The buildings will provide more information on the future of these events.

• Back-To-School/Meet the Teacher	• Building Fundraisers/PTO-sponsored Events
• Grade-level Student Orientation	• Parent-Teacher Conferences
• Assemblies	• Dances

Clubs, academic competitions, school productions and exhibitions typically occurring in the fall will be postponed until the spring.

FIELD TRIPS

All field trips are suspended until further notice. This includes extra-curricular activities and co-curricular events (band nights).

FINE ARTS

- Students will attend all arts classes as normal for in-person instruction
- Each building will create a schedule to allow for cleaning of Arts facilities between classes.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA) PROTOCOLS

When Reopening phase protocols tentatively begin (tentatively on August 1, 2020), school-sponsored large group gatherings are subject to revised guidelines pertaining to screening procedures, social distancing, face coverings and number of attendees.

These events include:

- Athletic Events/Competitions
- Performing Arts Productions
- Other large gatherings of clubs or organizations

HALLWAY TRANSITIONS

- Students are required to wear a face covering while in the hallway.
- Hallway transitions may be adjusted, allowing for flexibility, which will be given to students using this time for increased hygiene protocols.
- Individual buildings will take measures to lessen congestion in the hallways and improve conditions for social distancing. This includes limiting or eliminating access to student lockers.

SOCIAL AND EMOTIONAL SUPPORTS

- Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.
- Assistance will be provided for students needing additional support
- If you have concerns about your student's return to school, contact your student's school counselor.

ON-SITE LEARNING - HIGH SCHOOL

IN PERSON INSTRUCTIONAL TIMES MAY BE DIFFERENT FROM PREVIOUS SCHOOL YEARS WHICH MAY INCLUDE STARTING LATER OR ENDING THE SCHOOL DAY EARLIER

- The school calendar will be consistent with that adopted by the School Board for the current school year unless conditions change.
- In-person instruction will be provided at schools for students who are able to follow the guidelines concerning face coverings and social distancing.
- A remote instruction option is available to families who may feel more comfortable having their student remain at home. Families choosing this option must remain in the remote setting for an entire nine-week period.

LARGE GROUP GATHERINGS

The following activities will **not** occur in a face-to-face setting until further notice:

• Registration/Schedule Pick – Up/Live Orientation	• Open House
• Building Fundraisers/PTO-sponsored Events	• Parent-Teacher Conferences
• Assemblies	• Dances

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA) PROTOCOLS

When Reopening phase protocols tentatively begin (tentatively on August 1, 2020), school-sponsored large group gatherings are subject to revised guidelines pertaining to screening procedures, social distancing, face coverings and number of attendees.

These events include:

- Athletic Events/Competitions
- Performing Arts Productions
- Other large gatherings of clubs or organizations

FIELD TRIPS

All field trips are **suspended** with the exception of the following:

- Community Based Instruction (CBI)-Office for Exceptional Learners
- Internships

HALLWAY TRANSITIONS

- Students are required to wear a face covering while in the hallway
- Hallway transitions may be adjusted, allowing for flexibility, which will be given to students using this time for increased hygiene protocols.
- Individual buildings will take measures to lessen congestion in the hallways and improve conditions for social distancing.

SOCIAL AND EMOTIONAL SUPPORTS

- Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.
- Assistance will be provided for students needing additional support
- If you have concerns about your student's return to school, contact your student's school counselor.

HIGH SCHOOL REMOTE OPTION

- Students who are attending via remote learning may participate in **real-time** with their classes via Zoom, or may view a class through a recording of the on-site instruction.

- With some students electing to pursue the remote option, the opportunity to practice social distancing during hallway transitions will be increased. Additionally, in most cases, the on-site setting will have fewer students in a classroom at one time.

MIDDLE SCHOOL REMOTE OPTION

- Students who are attending via remote learning may participate in **real-time** with their classes via Zoom, or may view a class through a recording of the on-site instruction.
- With some students electing to pursue the remote option, the opportunity to practice social distancing during hallway transitions will be increased. Additionally, in most cases, the on-site setting will have fewer students in a classroom at one time.



ELEMENTARY SCHOOL REMOTE OPTION

- Students who are attending via remote learning may participate in **real-time** with their classes via Zoom, or may view a class through a recording of the on-site instruction.
- With some students electing to pursue the remote option, the opportunity to practice social distancing during hallway transitions will be increased. Additionally, in most cases, the on-site setting will have fewer students in a classroom at one time.

REMOTE INSTRUCTION BULLDOG ACADEMY

K-8

A remote instruction option is available to families who may feel more comfortable having their student remain at home.

- Remote instruction may be conducted using **synchronous (live)** or **asynchronous** methods.
- It is the expectation that students (K-8) may have live instruction via Zoom with their teachers.
 - **Synchronous (live) instruction** takes place when a remote learning student is able to join a live online lesson from another location and is participating in real-time with other students. Example: A student joins a Zoom meeting with their teacher and other students during a 9:50 AM Math Class
 - If participating in synchronous instruction, students will be expected to participate five-days-a-week.
 - **Asynchronous instruction** takes place when a student access remote content provided by the teacher at the time of their choosing. Example: A student watches a recorded math lesson on *platform* and completes an assignment at a time the student chooses.

- If a student chooses remote instruction, he or she must commit to it for at least **nine-weeks**. After each quarter, the student may continue with remote instruction or choose to return to in-person instruction.
- Regardless if students are attending **on-site** or **remote**, each day will count as a “student day” with the expectations that all students are accountable for instruction.

HIGH SCHOOL

A remote instruction option is available to families who may feel more comfortable having their student remain at home.

- Remote instruction may be conducted using **synchronous (live)** or **asynchronous** methods on the student’s schedule.
- It is the expectation that students (9-12) have live instruction via Zoom with their teachers.

ACCESS

Remote instruction will be housed in *platform*. However, there may be times in which students will need to access other digital resources/sites.

TEACHER TRAINING

Teachers will be provided opportunities to work with their colleagues on Pre-Student Days to discuss and develop remote instruction techniques.

STUDENTS WITH EXCEPTIONALITIES

The Poland Local Schools Reopening Plan will be followed by all students and staff, however, there are certain additional precautions that may be put into place for students with Individual Education Programs or Section 504 Plans.

FACE COVERINGS

All students are required to follow the Reopening Plan guidelines. In the event that a student may not be able to wear a mask in accordance with the guidelines set forth by Poland Local Schools, parents will need to determine with their healthcare provider if their student is able to attend school on-site. If not, virtual learning should be considered.

- If the student is able to attend school, but sometimes may not be able to wear a mask, the following steps should be taken:
 - Discuss the situation with your healthcare provider and share their recommendation on why the student is unable to wear a mask with building staff
 - Determine if a face shield is a better alternative for the student.
- If the student is not able to wear a face covering or shield due to their disability and/or health condition, the building team will need to hold an IEP or 504 meeting to determine what accommodations or strategies need to be put into the student’s IEP or 504 plan. The IEP or 504 revision will need to take place prior to the student attending school.
- If a student does not have a medical reason and is not able to be compliant with wearing a face covering the IEP or 504 Team will determine if the student is in need of social stories or practice sessions to desensitize them to wearing a face covering or a specific behavior intervention plan regarding the wearing of a face covering.
- For situations that fall outside of the two examples listed above, building administrators will work with the Director of Student Services and ODE Office For Exceptional Children to determine what steps need to be taken.

IAT MEETINGS/IEP MEETINGS/504 MEETINGS

- Any meeting with teachers and staff will be held virtually or via teleconferencing, if possible.
- If a parent does need to meet face-to-face with teachers and staff, all participants will be required to wear face coverings.
- Families will need to follow building safety protocols when entering a school.

RELATED SERVICES

- Services will continue to the fullest extent possible in the general education classroom
- For services provided outside of the general education classroom, students will be grouped with their cohort group.
- All teachers and staff working with individual or small groups of students will be required to wear a face covering.
- Social Distancing will take place as much as possible.

COMMUNITY BASED OUTINGS AND WORK STUDY

- Students will continue to participate in community-based outings and work study trips, as long as health and safety protocols can be followed.
- If parents are uncomfortable with community-based outings or work study trips, the student's IEP will need to be amended to reflect this change.
- Teachers will develop an alternative lesson for students who do not attend outings or work study trips.

TRANSITION STUDENTS/JOBS

- Students will continue to participate in transition activities, internships and jobs, as long as health and safety protocols can be followed.
- The school will make contact with the student's place of employment to be aware of their COVID procedures and what protections are required of employees.
- Students may continue with their jobs if employers are allowing. If parents do not agree with continued participation, the student's IEP will need to be revised to reflect the change in services.
- Bus cleaning protocols will be followed.

EXTENDED SCHOOL YEAR SERVICES (ESY)

- Students currently participating in Extended School Year (ESY) services virtually will continue to do so.
- Transition ESY services and any ESY in-person services may begin on August 1, 2020. Families should work with their current intervention specialist for questions.
- Teachers and staff must wear PPE when working with students
- Students are expected to wear a face covering in the hallways, restrooms, common areas and while entering and exiting the building.
- All surfaces and materials will be cleaned.
- Students will not share classroom materials.
- Social Distancing guidelines will be followed if students are attending ESY with a group.

THE ROLE OF FAMILIES

As we plan for a return to school, students may feel a bit of anxiety or fear about all of the changes. Teachers and staff will do their best to make sure that families are aware of the procedures and safety protocols to help prevent the spread of COVID-19. Listed below are some resources that may be helpful and be on the lookout for videos and new information as we get closer to the start of school.

- Begin talking with your child now about what some of the changes might be when they return to school. Here is a resource that can assist you in recognizing some tips to cope with the pandemic: [click here](#)
- Be mindful of how you talk about the return to school. The words you use can either heighten or reduce your child's stress, fear or anxiety. Try to stay calm and be positive to help increase their outlook and offer time for them to talk to you about their concerns and/or questions.
- Talk with your child about the different strategies they can practice that will help keep them safe. Explain social distancing, the why behind wearing a mask and hand washing.
 - Resources from Akron Children's Hospital
 - [Hand Washing](#)
 - [Social Distancing](#)
 - [How To Make A No-Sew Mask](#)
 - [Face Mask Etiquette](#)
 - [Cross Contamination and Gloves](#)
 - [Hand Sanitizer Tips](#)
 - Help your child increase their comfort level around wearing a face covering by having them practice at home. Start out by having them wear the mask for short periods of time and gradually increase this.
 - Help your child get back into a regular school routine by instituting earlier bedtime and wake time routines at least one week before school starts.
 - It would not be unusual for your child to display some out of characteristic behaviors during this time of transition. Do your best to approach these behaviors in a supportive, yet consistent manner.
 - As always, we are here to support you and help make this a smooth transition, please reach out to your child's school counselor if you have concerns or questions.



WE ALL MUST BE PREPARED FOR THE DISTRICT TO MOVE COMPLETELY TO A REMOTE FORMAT BASED UPON CHANGING CIRCUMSTANCES & GUIDELINES