



## SOUTH CENTRAL LOCAL SCHOOLS “RETURN TO SCHOOL” PLAN

Adopted July 20, 2020 -- South Central Board of Education

Dear South Central Community:

The South Central “Return to School” plan has been thoroughly reviewed by the South Central Board of Education, administrative team, and faculty/staff. Additionally, great input and support has been provided by the Huron County Health District.

It is essential for the School District, Health District and community to work together to prevent the introduction and spread of COVID-19 in the student population and in the community. State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure. In addition, the local health district has the authority to exclude students from school and may order students and others to isolate or quarantine.

### STATE OF OHIO HEALTH ALERT SYSTEM & SOUTH CENTRAL LOCAL SCHOOLS CROSSWALK OF COLORS

	YELLOW	ORANGE	RED	PURPLE
Ohio County & Zip Code	Some risk of exposure and spread, 100% return to school in the physical building and classroom. Parents and students realize they assume some level of risk.	Moderate risk of exposure and spread, School Boards should exercise increased caution. Parents and students realize they assume an increased level of risk.	High risk of exposure and spread, School Boards should consider limiting in person activities as much as possible. Parents and students realize they assume a high level of risk.	Severe risk of exposure and spread, School Board should consider 100% remote/ alternative learning.
South Central Schools Level of Instruction	GREEN	YELLOW		ORANGE
			RED	

**Please understand that South Central Schools Level of Instruction may change throughout the school year.  
Please understand that South Central Schools Level of Instruction may not exactly align with a County color.**

It is my hope that this plan provides detailed information to parents/guardians and students regarding expectations for the 2020-2021 school year, depending on which Level of instruction the school district implements. Please know that the Level of instruction may change throughout the year, based on current COVID-19 status’ within our school district, within Huron County and/or within Ohio. As always, please feel free to contact me if you have any questions or concerns. I can be reached at 419-752-3815 or by email at [bchaffee@south-central.org](mailto:bchaffee@south-central.org).

Together we can,  
Ben Chaffee, Jr.  
Superintendent  
South Central Local Schools

## **Level Green: 100% return to school in the physical building and classroom. Parents and students realize they assume some level of risk.**

### **Schedule**

- Regular master schedule with social distancing optimized in classrooms.
- K-6 core subject teachers will rotate and students will remain in classrooms
- K-6 specials teachers will adhere to 6' social distancing, or maintain as much distance as possible when actively playing and/or performing
- 7-12 classes will adhere to 6' social distancing, or maintain as much distance as possible
- 7-12 class changes will be modified to provide an orderly transition, monitored by staff.
- EHOVE, LEAP and NPESC students will follow respective building plans
- All staff will wear face coverings (unless documented exemption) when in close proximity to other people. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Students will be encouraged to wear face masks in grades 3-12 (but not required)
- Recess will be regulated to allow one class at a time on Primary and one on Intermediate playgrounds.

### **Materials Management (pencils/art supplies/computers/etc.)**

- No sharing of classroom materials; students/school must provide individual materials
- Art supplies will be sanitized between class periods
- Students will be assigned a specific device (Chromebook/laptop) throughout the year and pick up daily from the same cart (and return daily at the end of day to the same cart), with parent purchased insurance provided as an option.
- Classroom sets of textbooks will not be used; teachers will make photocopies of sections required for student reading and/or utilization of on-line opportunities.

### **Large Specials Classes**

- Maintain class sizes; will adhere to 6' social distancing, or maintain as much distance as possible when actively playing and/or performing

### **Transportation**

- Regular transportation, with appropriate social distancing efforts
- Siblings will be required to sit together
- Maintain assigned seating
- Students will be required to wear masks when being transported by school transportation, unless one student per every other seat
- Cancellation of all school related field trips until further notice (with exception of athletic events)

### **Meal Service**

- Regular meal service, with student dining in the cafeteria and gymnasium (for maximum social distancing)
- Sanitizing tables between meal services

### **Health/Safety/Screenings**

- Students will be required to self-temperature check before arriving to school OR boarding a school bus. Staff will have a check sheet to document each student's daily symptoms. The checksheet will be available on GoogleDocs (same sheet currently used for summer skills development.) .
- Appropriate use of classroom/building hand sanitizer stations
- Immediate referral to school nurse if symptoms exposed
- Visitors are discouraged from being in the school district facilities during school hours.

### **Custodial cleaning/sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture

### **Aides/Secretaries/Cooks/Bus**

- Regular duties as assigned

**Social/Emotional Needs**

- Students who choose not to return to school due to fear and/or quarantine will have the opportunity to have 9 week interval commitments to remain in remote learning. Students/Parents must sign up no later than 3 weeks prior to the start of the next 9 week interval.
- Olweus Bullying Prevention Program will utilize Class Meeting structure

**Special Education Delivery**

- Low-incidence Units full time and functioning, with appropriate social distancing efforts
- Inclusion students receive additional monitoring to ensure no learning gaps

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
K-12 on campus	K-12 on campus	K-12 on campus	K-12 on campus	K-12 on campus

**Level Yellow: Blended Learning Model: 50% capacity in the buildings following all of the guidance in the CDC and ODE guidance with alternative schedules. Parents and students realize they assume some level of risk.**

### Schedule

- K-12 students. Monday & Tuesday -- students/families A-K; Wednesday & Thursday -- students/families L-Z. Friday -- no students; staff report. Students will receive face to face instruction 2 days and remote learning instruction 3 days. Families with multiple last names will follow the cohort of the oldest child's last name.
- K-6 core subject teachers will rotate and students will remain in classrooms.
- K-6 specials teachers will adhere to 6' social distancing, or maintain as much distance as possible when actively playing and/or performing
- 7-12 classes will adhere to 6' social distancing, or maintain as much distance as possible
- 7-12 class changes will be modified to provide an orderly transition, monitored by staff.
- Special education low-incidence unit classes report Monday -- Thursday; staff only on Friday
- EHOVE, LEAP and NPESC students will follow respective building plans
- All staff will wear face coverings (unless documented exemption) when in close proximity to other people. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Students will be encouraged to wear face masks in grades 3-12 (but not required)
- Recess will be regulated to allow one class at a time on Primary and one on Intermediate playgrounds. No recess for 7-8 students

### Materials Management (pencils/art supplies/computers/etc.)

- No sharing of classroom materials or art supplies
- Each student will be assigned his/her own chromebook/laptop (1:1), with parent purchased insurance provided as an option.

### Large Specials Classes

- Sectional rehearsals for Band/Choir, based on smaller class sizes
- Routine cleaning/sanitizing of band instruments and equipment, PE equipment, art supplies between each class period by teacher

### Transportation

- 1 student per seat, including athletic events
- Students will be required to wear masks when being transported by school transportation, unless one student per every other seat
- Cancellation of all school related field trips until further notice (with exception of athletic events, as determined by OHSAA permitting sporting events)
- No away football game band or cheerleader attendance

### Meal Service

- Regular meal service, with student dining in the cafeteria and gymnasium (for maximum social distancing)
- Sanitizing tables between meal services

### Health/Safety/Screenings

- Students will be required to self-temperature check before arriving to school OR boarding a school bus. Staff will have a checksheet to document each student's daily symptoms. The checksheet will be available on GoogleDocs (same sheet currently used for summer skills development.) .
- No-touch temporal thermometers will be available in each office (ES, MS, HS) and each building's nurse's station.
- Appropriate use of classroom/building hand sanitizer stations
- Immediate referral to school nurse if symptoms expose

- Visitors are not permitted in the school district facilities during school hours; school personnel will assist visitors in the atrium.

**Custodial cleaning/sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture

**Aides/Secretaries/Cooks/Bus**

- Regular duties as assigned

**Social/Emotional Needs**

- Students who choose not to return to school due to fear and/or quarantine will have the opportunity to have 9 week interval commitments to remain in remote learning. Students/Parents must sign up no later than 3 weeks prior to the start of the next 9 week interval.
- Olweus Bullying Prevention Program will utilize Class Meeting structure
- Counselors develop office referral systems (google form via teacher? MS/HS student?) to be able to counsel all students each day

**Special Education Delivery**

- Inclusion students receive additional monitoring to ensure no learning gaps
- Special education low-incidence unit classes report Monday -- Thursday; staff only on Friday, with appropriate social distancing efforts
- Special education inclusion students report as per above schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A-K family cohort on campus	A-K family cohort on campus	L-Z family cohort on campus	L-Z family cohort on campus	No students on campus; all remote learning  Staff report only
L-Z family cohort remote learning	L-Z family cohort remote learning	A-K family cohort remote learning	A-K family cohort remote learning	No students on campus; all remote learning  Staff report only

**Level Orange:** Majority remote learning with opportunities to bring in small groups of at risk students to the buildings. Very controlled environment limited to small groups of at risk (IEP, Students with no internet access, etc) students for chunks of time. Parents and students realize they assume some level of risk.

### Schedule

- Monday & Tuesday = students/families A-K; Wednesday & Thursday = students/families L-Z. Friday = no students; staff report. Identified at-risk students only will receive face-to-face instruction 2 days and remote instruction 3 days. All other students will receive 4 days remote instruction. Families with multiple last names will follow the cohort of the oldest child's last name.
- K-6 will determine which students should report and for what period of time (no longer than 3 hour intervals). Monday & Tuesday "office hours" for A-K and Wednesday & Thursday for L-Z.
- 7-12 to be at-risk attendance only, as determined by the classroom teacher. Monday & Tuesday "office hours" for A-K and Wednesday & Thursday for L-Z.
- Special education low-incidence unit classes report Monday -- Thursday; staff only on Friday
- EHOVE, LEAP and NPESC students will follow respective building plans or not participate per recommendation of Huron County Health District
- All staff will wear face coverings (unless documented exemption) when in close proximity to other people.
- Students will be required to wear face masks in grades 3-12
- Recess will be discontinued
- Students will be required to "check-in" with each of their teachers daily. Failure to do so will result in an absence
- Full instruction of content will be expected. Grading expectations will be synonymous with a traditional schedule. Students may receive a failing grade for failure to participate and/or complete assignments. Teachers must be able to document communication attempts to student AND parent/guardian before a failing grade can be issued.
- Remote learning platform will be ZOOM for all grade levels

### Materials Management (pencils/art supplies/computers/etc.)

- No sharing of classroom materials or art supplies
- Each student will be assigned his/her own chromebook/laptop (1:1)
- Students will be permitted to take chromebook/laptop home, providing insurance was purchased

### Large Specials Classes

- Remote learning for all specials classes

### Transportation

- 1 student per every other seat
- Students will be required to wear masks when being transported by school transportation
- Cancellation of all school related field trips until further notice

### Meal Service

- No on-campus meal service provided
- Remote-site meal delivery options will be provided. Families must sign up for 9 week intervals.

### Health/Safety/Screenings

- No-touch temporal thermometers will be utilized for all students before arriving at school OR boarding a school bus. Staff will have checksheet to document each student
- No-touch temporal thermometers will be available in each office (ES, MS, HS) and each building's nurse's station.
- Appropriate use of classroom/building hand sanitizer stations
- Immediate referral to school nurse if symptoms expose

- Visitors are not permitted in the school district facilities during school hours; school personnel will assist visitors in the atrium.

**Custodial cleaning/sanitizing**

- Nightly deep cleaning of all hard surfaces with bleach water mixture

**Aides/Secretaries/Cooks/Bus**

- Cooks and Bus drivers may be RIF'd according to OAPSE contract protocols, with exception of meal preparation and remote-site delivery staff and possible athletic field trips
- Aides will be assigned to work with specific teachers/classes/students
- Secretaries will report to work during normal hours

**Social/Emotional Needs**

- Students who choose not to return to school due to fear and/or quarantine will have the opportunity to have 9 week interval commitments to remain in remote learning. Students/Parents must sign up no later than 3 weeks prior to the start of the next 9 week interval.
- Olweus Bullying Prevention Program will utilize Class Meeting structure
- Counselors develop office referral systems (google form via teacher? MS/HS student?) to be able to counsel all students each day, either face to face or remotely
- Huron County Wrap-Around Coordinator will be utilized, as necessary

**Special Education Delivery**

- Low-incidence Units full time and functioning, with appropriate social distancing efforts
- Inclusion students receive additional monitoring to ensure no learning gaps
- Special education low-incidence unit classes report Monday -- Thursday; staff only on Friday
- Special education inclusion students report when identified at-risk by teacher/administrator

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A-K family cohort on campus  <b>At-risk identified students only</b>	A-K family cohort on campus  <b>At-risk identified students only</b>	L-Z family cohort on campus  <b>At-risk identified students only</b>	L-Z family cohort on campus  <b>At-risk identified students only</b>	No students on campus; all remote learning  Staff report only
L-Z family cohort remote learning	L-Z family cohort remote learning	A-K family cohort remote learning	A-K family cohort remote learning	No students on campus; all remote learning  Staff report only
Low Incidence Special Education classrooms on campus	Low Incidence Special Education classrooms on campus	Low Incidence Special Education classrooms on campus	Low Incidence Special Education classrooms on campus	No students on campus; all remote learning  Staff report only

# Level Red: 100% Remote/Alternative Learning

## Schedule

- K-6 will have Monday & Tuesday “office hours” for A-K and Wednesday & Thursday for L-Z. Families with multiple last names will follow the cohort of the oldest child’s last name.
- 7-12 will have Monday & Tuesday “office hours” for A-K and Wednesday & Thursday for L-Z. Families with multiple last names will follow the cohort of the oldest child’s last name.
- EHOVE, LEAP and NPESC students will not be attending respective classes due to local situation
- All staff will report to work during normal work hours and all staff will wear face coverings (unless documented exemption) when in close proximity to other people. Face coverings for students may become required due to increased risk of COVID-19 in our community.
- Students will be required to “check-in” with each of their teachers daily. Failure to do so will result in an absence
- Teachers will not be permitted to post assignments or communicate with students/parents between the hours of 10:00pm-5:30am
- Full instruction of content will be expected. Grading expectations will be synonymous with a traditional schedule. Students may receive a failing grade for failure to participate and/or complete assignments. Teachers must be able to document communication attempts to student AND parent/guardian before a failing grade can be issued.
- Remote learning platform will be ZOOM for all grade levels

## Materials Management (pencils/art supplies/computers/etc.)

- Students will be permitted to take chromebook/laptop home, providing insurance was purchased

## Large Specials Classes

- Remote learning for all specials classes

## Transportation

- Cancellation of all school related field trips until further notice

## Meal Service

- No on-campus meal service provided
- Remote-site meal delivery options will be provided. Families must sign up for 9 week intervals.

## Health/Safety/Screenings

- No touch temporal thermometers will be utilized for all staff before arriving at school. Staff will document their vitals on a checksheet.
- No touch temporal thermometers will be available in each office (ES, MS, HS)
- Appropriate use of classroom/building hand sanitizer stations
- Immediate referral to school nurse if symptoms expose

## Custodial cleaning/sanitizing

- Nightly deep cleaning of all hard surfaces with bleach water mixture

## Aides/Secretaries/Cooks/Bus

- Cooks and Bus drivers may be RIF’d according to OAPSE contract protocols, with exception of meal preparation and remote-site delivery staff
- Aides will be assigned to work with specific teachers/classes/students
- Secretaries will report to work during normal hours

## Social/Emotional Needs

- Counselors develop office referral systems (google form via teacher? MS/HS student?) to be able to counsel all students each day, either face to face or remotely
- Huron County Wrap-Around Coordinator will be utilized, as necessary

## Special Education Delivery

- Low-incidence Units and Inclusion students will receive additional monitoring to ensure no learning gaps

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
K-12 remote learning  A-L family cohort teacher office hours	K-12 remote learning  A-L family cohort teacher office hours	K-12 remote learning  M-Z family cohort teacher office hours	K-12 remote learning  M-Z family cohort teacher office hours	No teachers on campus  All students remote learning



## **OTHER PROTOCOLS ESSENTIAL TO SCHOOL OPERATIONS:**

### **I. GENERAL**

1. Know and understand that the district will move fluidly between levels as the situation dictates. This will be an administrative decision, with guidance from the Huron County Health Department, ODH, ODE and/or the Governor's Office.
2. Each student/family will have the option to continue 100% on-line/remote learning, with content delivery provided by teacher(s). Full instruction of content will be expected. Grading expectations will be synonymous with a traditional schedule. Students may receive a failing grade for failure to participate and/or complete assignments. Teachers must be able to document communication attempts to student AND parent/guardian before a failing grade can be issued.
3. Remote learning platform will be ZOOM for all grade levels.
4. Elimination of all non-athletic field trips until further notice, including Level Green operations.

### **II. SYMPTOMS -- SCREENINGS -- COMMUNICATIONS -- RETURN TO SCHOOL AFTER EXCLUSION**

5. Students and employees should be trained to recognize the following COVID-19-related symptoms:
  - a. A fever of 100.4° F or greater
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Chills
  - e. Repeated shaking with chills
  - f. Muscle pain
  - g. Headache
  - h. Dizziness
  - i. Blurred vision
  - j. Diarrhea
  - k. Sore throat
  - l. New loss of taste or smell
6. If a South Central student demonstrates COVID-19 symptoms, s/he will be immediately referred to the school nurse, quarantined in the nurse's station until parent/guardian picks him/her up, and is taken immediately to the physician for testing.
7. If a South Central staff member demonstrates COVID-19 symptoms, s/he will be immediately referred to the school nurse, quarantined in the nurse's station until determined able to safely go immediately to the physician for testing. Staff members must be prepared for a substitute (lesson plans, assessments, etc.). Staff members will use sick leave when quarantined.
8. If a South Central student OR staff member tests positive for COVID-19, the superintendent is to be notified immediately. Superintendent will contact the Huron County Health District for guidance, and will follow the recommendations of the HCHD. The building and/or campus may be closed immediately.
9. If a neighboring school district has a student OR staff member test positive for COVID-19, the superintendent will notify all staff via email and contact the Huron County Health District for guidance, following the recommendations of the HCHD. The building and/or campus may be closed immediately.
10. If a participating school district that South Central LSD is scheduled to compete against in an athletic event (home or away) is quarantined due to COVID-19, the superintendent, in consultation with the participating district's superintendent and the Huron County Health District, will make the determination as to whether the athletic event is played, rescheduled or canceled.
11. When a student/staff member has been diagnosed with COVID-19 as a positive case
  - a. Communication will come from Huron County Public Health (HCPH), not the school district. A common template will be developed to include the following:
    - i. Specify to parents which classroom the confirmed case was in (ex. Mr. Smith). More generalized statement to building staff.
    - ii. The school district will cooperate with the HCPH for contact tracing.
    - iii. Anyone testing positive for COVID-19 will be isolated by HCPH and released from isolation by HCPH.

- iv. 14 day quarantine will be established for any student/staff member determined to have had close contact with a COVID-19 Case as defined by the HCPH.
  - v. The HCPH will write a letter for the school district to use and the letter will explain/define what is considered a close contact to COVID-19 that will result in quarantine.
12. District communication platforms to disseminate information to staff, students, parents/guardians and the community will include, but not be limited to:
- a. District OneCall system
  - b. District Website
  - c. District FaceBook
  - d. District Email (staff and student)
  - e. Teacher-discretion communication methods (email, phone calls, remind apps, etc.)
13. Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

**Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but exhibit one or more of the symptoms of COVID-19 that is not otherwise explained may return if all of the following three conditions are met:

- 1. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- 3. At least 10 calendar days have passed since your symptoms first appeared.
- 4. To return to school the child must be transported to school by the parent and the parent must remain with the child until the child's temperature has been checked.

**Tested Positive- Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following 3 conditions are met:

- 1. The individual no longer has a fever (without the use of medicine that reduces fevers); and
- 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- 3. At least 10 calendar days have passed since symptoms first appeared; or The individual has received two negative tests at least 24 hours apart.

**Tested Positive- Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by Huron County Public Health.

**III. FACE COVERINGS**

- 14. District will provide face masks and/or face shields and/or gloves to staff that request such. All staff will be required to comply with local, ODH, ODE and/or Governor's Office regarding wearing face coverings.
- 15. District will provide face masks to students who choose to ride the school bus for school transportation that requests such.

**IV. STAFFING**

- 16. District may employ additional staff (including reassigning RIF'd employees) to provide second shift sanitizing.
- 17. District may employ additional staff to assist in lunchtime monitoring.
- 18. District may employ additional staff to assist in K-4 academic gap closing.





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**GO FORM**



<b>LEARNING SCHEDULE</b>	<b>STUDENT INFORMATION</b>
Monday: Tuesday: Wednesday: Thursday: Friday:	Student Email: Google Classroom: IXL AR Newsela Student ID
<b>PARENT RESOURCE(S)</b>	<b>TEACHER CONTACT INFORMATION</b>
Websites	Email: Google Voice Number: Office Hours:
<b>GRADING/HOMEWORK EXPECTATIONS</b>	<b>OTHER CONTACT INFORMATION</b>
District established expectations will be added.	Art Teacher Gym Teacher Music Teacher Principal Counselor
<b>TECHNOLOGY NEEDS</b>	<b>OTHER INFORMATION</b>
If you need technology support please contact Sue Sparks: Office Number: Email:	Information about Family Life Services Meal Information