

**CLERMONT NORTHEASTERN LOCAL
SCHOOL DISTRICT**

RETURN TO LEARN

DISTRICT

DISTRICT ADDRESS

2792 U.S. 50
Batavia OH 45103

**Early Childhood
Building Address**

463 S. Broadway
Owensville, OH 45160

**Elementary School
Building Address**

5347 Hutchinson Rd.
Batavia, OH 45103

**Middle School
Building Address**

2792 U.S. 50
Batavia, OH 45103

**High School
Building Address**

5327 Hutchinson Rd
Batavia, OH 45103

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COVID-19 Risk Levels for District Use

Ohio COVID-19 Risk Level Guidelines for the Public

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.

Clermont Northeastern has developed a level system based off our capacity to educate during the pandemic that reflects the level system used by the Ohio Department of Health. Guidance will be given at each level and work to continue learning as safe as possible.



Clermont Northeastern Schools Traditional Plan

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Students will attend school daily. Grade K-12 will be <u>Required</u> to wear face coverings.*	Students will attend school daily. Grade K-12 will be <u>Required</u> to wear face coverings.*	Students will attend school daily. Grade K-12 will be <u>Required</u> to wear face coverings.* +	Students will follow remote learning schedule.

*Face coverings will be required in circumstances where social distancing is not possible
 +Depending on local data from health department, CNE may need to move to remote learning.
 Face coverings will be made available for students who do not have one.
 Families who refuse to wear a face coverings in grades K-12 will be **REQUIRED** to transition to our online learning option for the remainder of the quarter



Clermont Northeastern Schools School Bus plan

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<p>Families will check temp daily before bus arrival. Grade K-12 will be <u>Required</u> to wear face coverings.</p> <p>Students will sit in assigned seats.</p>	<p>Families will check temp daily before bus arrival. Grade K-12 will be <u>Required</u> to wear face coverings.</p> <p>Students will sit in assigned seats</p>	<p>Families will check temp daily before bus arrival. Grade K-12 will be <u>Required</u> to wear face coverings.</p> <p>Students will sit in assigned seats</p>	<p>Students will follow remote learning schedule.</p>

Face coverings will be made available for students who do not have one. Families who refuse to support students wearing a face covering on the bus will in grades K-12 will be **REQUIRED** to transition to our online learning option for the remainder of the quarter.



Clermont Northeastern Schools Visitors on Campus

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<p>During school hours, any visitor on campus will be required to wear a face covering.</p>	<p>During school hours, any visitor on campus will be required to wear a face covering.</p> <p>All visitors must have official business to be permitted inside.</p>	<p>During school hours, any visitor on campus will be required to wear a face covering and have temp taken before allowed inside.</p> <p>All visitors must have an appointment.</p>	<p>During school hours, any visitor on campus will be required to wear a face covering and have temp taken before allowed inside.</p> <p>All visitors must have an appointment.</p>

Face coverings will be made available for visitors who do not have one. Anyone without a medical reason for refusing to wear a face covering during this time will be asked to leave campus and schedule an appointment remotely or at later time.



Clermont Northeastern Schools Teachers Reporting for Remote Instruction

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Teachers will report daily and will work a typical school day. face coverings will be REQUIRED when teachers cannot maintain social distancing.	Teachers will report daily and will work a typical school day. face coverings will be REQUIRED when teachers cannot maintain social distancing.	Teachers will report daily and will work a typical school day. face coverings will be REQUIRED when teachers cannot maintain social distancing.	Teachers will report daily and will work a typical school day. face coverings will be REQUIRED when teachers cannot maintain social distancing.

Only Essential Staff will be permitted during the school day.



Clermont Northeastern Schools Athletics and Extra-Curriculars Events

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Face coverings will be strongly recommended when not actively participating and social distancing is not possible. Follow athletics specific pandemic protocol.	Face coverings will be strongly recommended when not actively participating and social distancing is not possible. Follow athletics specific pandemic protocol.	Face coverings will be required when not actively participating and social distancing is not possible. Follow athletics specific pandemic protocol.	Events will be suspended and all school facilities will be off limits to students.

Face coverings will be made available for students who do not have one.



FinalForms



In order to quickly and efficiently get a hold of families, we must have updated final forms. Please take a moment and update all school forms.

Information in FinalForms replaces the need to complete paper copies each year of all required documents. The website can be saved on the home screen of a smartphone and updated when needed.

<https://bit.ly/cneff2020>

Cleaning/Sanitizing Protective Protocols

Cleaning Protocols

Each room will have hand sanitizer with a pump and will be cleaned frequently. Touchless hand sanitizer dispensers will be located at multiple entrances. Electrostatic disinfectant cleaning machines are in each building to clean daily.

Visual directions for building

We are working on a plan to create signs, ground markings, and traffic patterns throughout the buildings.

Classroom Arrangements

3 feet of spacing between desks or tables per American Academy of Pediatrics

PPE requirements fulfilled

We have ordered 5000 face coverings and 200 face shields. Families are encouraged to purchase face coverings ahead of time. A quality face-covering goes from the nose to underneath the chin.

Water fountain closures

All water fountains will be closed until further notice. The district is encouraging students to bring water bottles daily. Multiple water fountains have been converted to water bottle filling stations.

Students who do not comply with safety procedures

The policies listed in the Code of Conduct will continue to be followed in instances when students do not comply with safety procedures, when search and seizure may be appropriate, bus discipline, and general office discipline referrals.

Healthcare and Clinic: Coronavirus Guidelines

Daily Family Wellness Check (each morning before arrival):

- Check your students' COVID temperature before school
- Keep students home if the temperature is over 100.4 F
- Keep students home for cough, fever 100.4 F, headache, sore throat, chills, muscle aches, body shake COVIDs of taste and/or smell, exposure to COVID
- Provide a mask for your student to wear on the bus and at school

Daily Staff & Student Wellness Check:

- Fever (100.4 F) or chills
- Cough, shortness of breath, or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea



You may have COVID-19 if you experience one or more of the following:

- Fever or chills.
- Cough.
- Shortness of breath or difficulty breathing.
- Fatigue.
- Muscle or body aches.
- Headache.
- Loss of taste or smell.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea.

Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

Clermont Northeastern Schools and Staff are committed to creating a healthy, clean and safe environment for all staff and students. We are planning a full 5-day educational week for all students with enhanced safety precautions.

We are aware that it is not possible to eliminate all risks and therefore Clermont Northeastern will be offering remote learning for those students who may have an underlying medical condition, live with an at-risk family member or have other concerns.

****Circumstances may force us to change this plan at any time (Governor's orders and/or Health District Orders/Recommendations).**

Clinic Contact Information

Lori Diekmann MSN, RN, LSN District School Nurse diekmann_l@cneschools.org Phone: (513) 625-1211 ext. 326 Fax: (513) 625-6080	Katie Tidwell Middle School Secretary/Clinic tidwell_k@cneschools.org Phone: (513) 625-1211 ext. 210 Fax: (513) 625-3325
Robin Hill LPN Elementary School Clinic/Nurse hill_r@cneschools.org Phone: (513) 625-1211 ext. 414 Fax: (513) 625-6080	Sue Goldfuss High School Clinic/Attendance goldfuss_s@cneschools.org Phone: (513) 625-1211 ext. 114 Fax: (513) 625-3328

Space for Sick Kids:

- **PS:** Preschool office.
- **ES:** clinic for non-COVID and conference room for suspected COVID student(s).
- **MS:** Clinic for non-COVID students and Rocket PBIS Incentive Room for suspected COVID student(s).
- **HS:** Clinic for non-COVID students and Rocket-Way Room for suspected COVID student(s).

Need for additional handwashing stations: Each building will have several touchless hand sanitizer stations throughout the building.

Where will sick staff and students be held until they leave school? Students and staff will report to the clinic and if there is overflow, moved to the room across from the clinic.

How will we manage parents that are unable to be reached? Our CNE office staff will make every attempt to contact parents through phone calls (home & cell), text, email, and visit. If a parent or guardian cannot be contacted, staff will refer to the Emergency Medical Contact List.

Will the delegation of health care procedures still be done with staff, and will these still happen in classrooms? We are here to serve our students. e.g: Students with Diabetes, Tube Feeds, Medications will be seen in the clinics

Hydration: We encourage students and staff to stay hydrated throughout each day. Students and staff are permitted to carry a water bottle and are encouraged to come with a bottle full of water. The water fountains will *not* be available. The water bottle fillers will be accessible.

Students will also be trained on:

- Handwashing/use of hand sanitizer stations
- Social distancing
- Mask etiquette
- Sneezing and coughing etiquette
- Building procedures (ex: classroom doors can be left open if possible to maximize air flow and reduce the number of touches to door handles)

Mask Requirements:

Building Requirements:

- Wearing a mask is required for all staff and all students
- (K-12) during the school day and while utilizing school transportation.
- Exceptions: Allowed for those who suffer from documented health conditions.
- Medical documentation must be on file with the school nurse.

Students will be provided face-covering breaks throughout the day. Students will be able to remove face coverings when they are:

- Eating or drinking
- During the day when social distancing is possible along with teacher and staff permission
- Outdoor recess / outdoor breaks

Cloth masks:

- How to use: must cover the mouth and nose to be effective.
- Care: must be laundered to clean and prevent cross-contamination.

Disposable Masks:

- How to use: must cover the mouth and nose to be effective.
- Dispose of mask if dirty or contaminated.



MASK UP ROCKETS

- Wear your mask on the Bus.
- Wear your mask when social distancing is not possible.
- Clean your hands before touching the mask.
- Inspect the mask for any damages or dirt.
- Adjust the mask without leaving gaps on the side
- Cover your mouth, nose, and chin.
- Avoid touching the mask.
- Clean your hands before removing the mask.
- Use the straps to remove the mask and pull it away from your face.



Schools and N95 Masks:

Per CDC and OSHA: In order to be protected by an N95

mask - the wearer must be medically evaluated, fit-tested, and trained to properly don and doff the mask annually. Schools are not health care settings, and as such, do NOT have access to the required respiratory programs required for a fit testing program that meets those requirements. Therefore - buying an N95 mask and giving it to staff DOES NOT afford them N95 protection. If N95 protection is required for a procedure to be safely performed, it will not be performed in the school (ex. nebulizer treatment).

Non-COVID Illness

If at any time a doctor confirms the cause of a fever or other symptoms IS NOT COVID-19 and approves an employee's return to work or student's return to school... they can return with their medical note.

Medication Administration:

- Physical distancing procedures will be followed to mitigate transmission.
- Medication administration times will be staggered.
- Limit the volume of students in a given time in the health clinic.
- Routine procedures will be performed in the well area of the clinic (sick students will be in a separate space).

Other Clinic Visits:

We are trying to limit hallway traffic but students still need to be seen in the clinic for the following:

- Student(s) with nose bleeds, cuts, injuries, dental care issues
- Diabetics will receive treatment in the clinic
- Asthma, headaches, migraines that need medication or phone call home will be seen in the clinic
- Seizure, anxiety/panic attacks
- Students that need assistance with toileting, catheterizations, diaper changes
- Tube feedings and procedures

Clinic Precautions

- All students must wear face coverings while in the clinic
- Student chairs and cots will be kept 6 feet apart
- Floor markings will be used to provide social distancing while waiting on meds, procedures, etc.
- Office staff will assist clinic staff with sick students/staff in the secondary clinic
- Clinic areas will be disinfected often throughout the day- doorknobs, medication cabinet handles, chairs, cots, countertops, and restroom

- Students and staff with signs and symptoms of COVID-19 will be moved to adjacent designated space and isolated from other students/staff

Student COVID Symptoms While at School:

- Use designated entrances and exits to the office/clinic
- Follow social distancing protocols

Space for Sick Kids:

- ES: clinic for non-COVID and conference room for suspected COVID student(s).
- MS: Clinic for non-COVID students and Rocket PBIS Incentive Room for suspected COVID student(s).
- HS: Clinic for non-COVID students and Rocket-Way Room for suspected COVID student(s).
- Students who have any signs/symptoms COVID-19 will be moved to the above space: Fever (100.4 F) or chills Cough, shortness of breath, difficulty breathing, Fatigue, Muscle or body aches, Headache, Loss of taste or smell, Sore throat, Congestion / Runny Nose, Nausea or vomiting, Diarrhea

During school hours with illness symptoms:

- Only one student should occupy the sick room at a time
- This area is separate from the regular clinic
- Sick students will remain in this location until picked up by parent/guardian
- Student must wear a mask at all times
- Clinic staff will wear surgical mask, gown & gloves for precautions
- Health staff will appropriately remove and dispose
- Strict handwashing
- Room will be sanitized after each use

Clinic Communication

Communication is very important to help protect us all! At the end of each school day:

- The clinic staff will email the list of students sent home from the extra room to the school nurse.
- The attendance secretaries will email the school nurse with students names that have been called in absent for COVID symptoms/quarantine

- We, the school, must keep an accurate list for contact tracing and potential exposures.
- The school nurse will follow up with each family to make appropriate health care referrals and review follow up and return procedures.

COVID Testing Locations:

Most of the sites below offer diagnostic testing for COVID-19.

Diagnostic tests will tell you if you currently have the virus. Diagnostic tests will not tell you if you had the virus in the past. Some locations may offer antibody (serology) testing. Antibody testing may tell you if you have had the virus in the past and are not for diagnosing a current infection.

This list is not inclusive of sites offering COVID-19 testing but includes those sites in and near Clermont County. This list is not an endorsement of any of the testing facilities.

You should contact each facility ahead of time to confirm the testing capabilities and procedures.

Link to testing locations: <https://ccphohio.org/COVID-19-testing-locations/>

Student and/or Staff Exposure to COVID-19:

https://drive.google.com/file/d/1Ku1MQfaXFBMp8WCrmhZODtfcNd_bwRgg/view?usp=sharing

The following steps shall be followed if a student or staff member has been exposed to a person who tested POSITIVE for COVID-19.

- The staff member will contact his/her supervisor/principal.
- The parent, coach, or teacher of the student contacts the principal or athletic director.
- The supervisor, principal and/or athletic director will contact the school nurse.
- The school nurse contacts Clermont County Health District, the Superintendent/Assistant Superintendent and Treasurer.

If the exposed staff member or student remains asymptomatic for COVID-19 symptoms or tests NEGATIVE to COVID-19, a doctor's note will be submitted for the individual to return to work or school.

- The school nurse, principal, coach, supervisor, athletic director, superintendent, assistant superintendent, and treasurer will be notified.

If the student or staff member tests POSITIVE, the Clermont County Health District will notify the School Nurse.

*Clermont Northeastern will follow the Clermont County Public Health Department back to school guidance on the management of COVID-19 in K-12 Schools (July 29, 2020)

- Close contact is someone who has been with the COVID-19 Positive person for 15 minutes or more at a distance of less than 6 feet. Close contacts will be quarantined for 14 days.
- Communication will be made available to students, parents/guardians, and staff members of the affected classroom/bus explaining that there was a COVID Positive result.
- This communication will outline the additional safety procedures that are recommended by the Clermont County Health District.
- We will also continue to provide specific information and details about COVID-19 symptoms, instructions to contact your primary health provider, and/or lists of available testing sites (if recommended by Health District).

*Recommendations made with Health Department consultation.

** Assigned seating is necessary in every classroom (every period), cafeteria and on the bus! The Clermont County General Health District will conduct Contact Tracing.

COVID Precautions Reminder

Please remember to continue to follow preventative measures no matter how many employees and students are in the school. Be a role model.

- Practice physical distancing
- Wear your mask
- Stay at home when sick
- Use cough and sneeze etiquette
- Practice hand hygiene as often as possible
- Clean all high-touch surfaces regularly

Resources:

- [CCPHOHIO.org](https://ccphohio.org)
- [ODH.gov](https://odh.gov)
- [Coronavirus.ohio.gov](https://coronavirus.ohio.gov)
- [CDC.gov](https://cdc.gov)
- COVID-19 Questions: Call 1-833-4-ASK-ODH (1-833-427-5634)

High School Return to Learn Plan



The following pages will help families understand the daily routines and expectations in place for the 2020-2021 school year.

Daily Arrivals

Bus Riders:

- Students who ride the bus will enter the building through the Math Wing Entrance.
- All students who ride the bus will have an assigned seat to sit in.
- Masks are required to be worn on the bus.

Students Drivers:

- Students who drive to school will enter the building through the Math Wing Entrance

Car Riders:

- Car riders should be dropped off in the front of the building and enter through the front entrance



Upon entering the Building

Students should visit the nearest hand sanitizing station.

Students who want to eat breakfast should head directly to the cafeteria to pick up breakfast. Students can eat in the Cafeteria or the Gym Bleachers.

After eating breakfast students should visit their lockers and collect any necessary materials for class.

After eating breakfast and visiting lockers students should head to their 1st period class.

Classes start promptly at 7:20a.

Temperature Checks

- After morning announcements Mr. Glassmeyer and Mr. Houp will visit each classroom to conduct temperature checks in each classroom. All students and staff will have their temperature taken using a touchless temperature sensor.
- Any student who has a fever will be sent to the clinic for further evaluation.

Classrooms

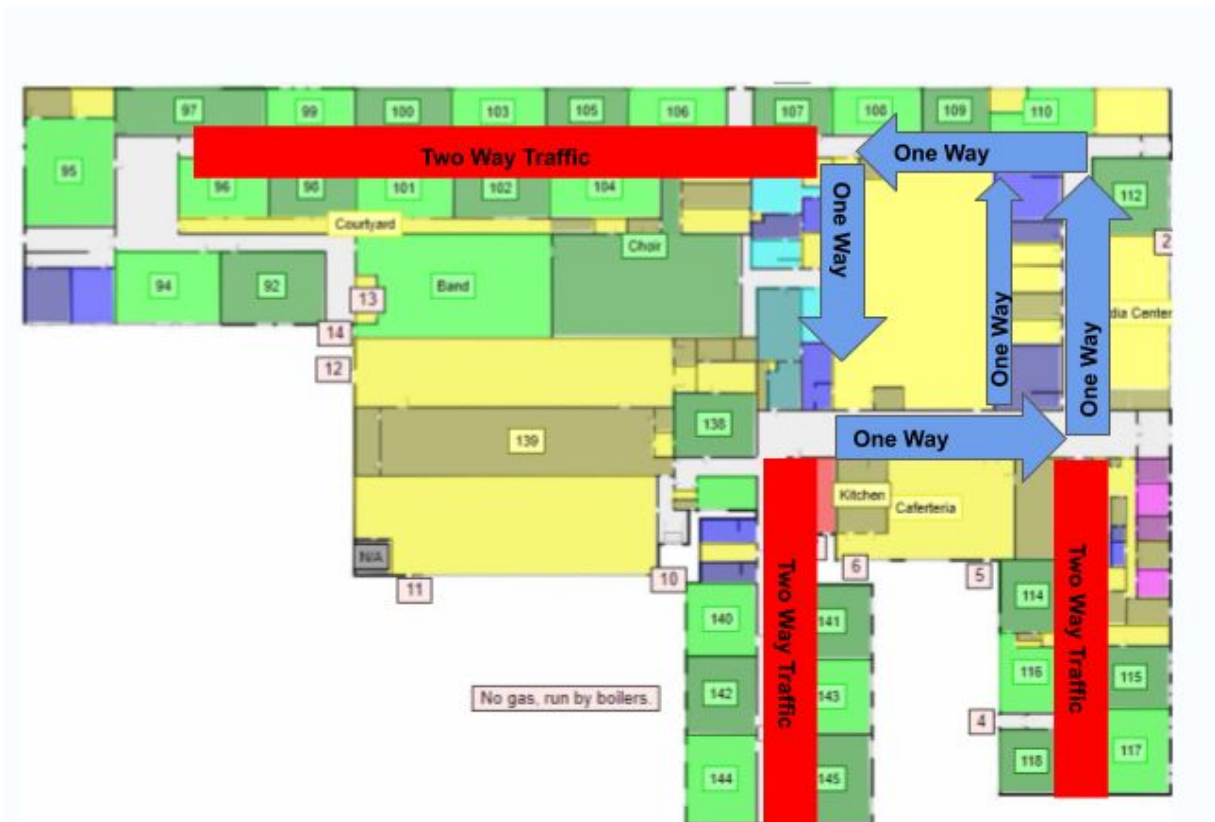
- Upon entering the classroom students should use the hand sanitizer located in each classroom.
- Student desks will be spaced out at least 3 feet, using guidance from the American Academy of Pediatrics.
- Students will not be permitted to share supplies unless they have been thoroughly sanitized. Additionally, students will not be permitted to work in close proximity with other students.
- Students will only be permitted to leave the classroom to use the restroom or to go to the Office.
- Students will wipe down their desk at the end of each class with district-provided cleaning supplies.

Class Changes

Students will change classes during the normal bell change times.

Hallway Traffic Pattern:

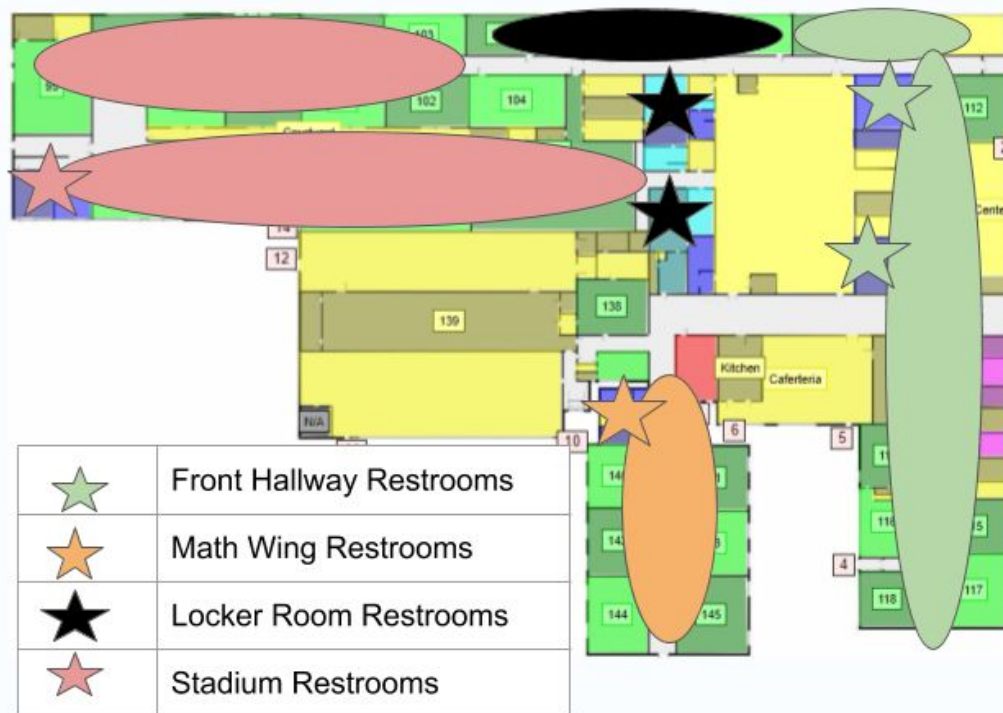
- The gym stage will be a one-way path for students coming from English, Social Studies, and the science hallways to go to classes in the math wing.
- The pathway in front of the bleachers will be one way for students from the Math wing to head to the Social Studies and English wings for class.
- The front hallway will be a one way for students in the Science wing to access the Social Studies and English wings for class.
- Students coming from the Science wing heading to Math wing will need to go around and use the gym stage to go to Math, Health, or Mr. Jelley's room.



Restrooms

Student use of restrooms will occur during classes to avoid crowding during class change.

- Classes in the Math wing will use the Math wing restroom. (Ms. Yeager, Ms. Nazzarine, Ms. Hardy, Ms. Hilderbrand, Ms. Fox, Mr. Sick, Mr. Jelley & Ms. Vonderahe)
- Classes in the Science wing as well as some Social Studies classes will use the front restrooms. (Mr. Tabor, Ms. Loughran, Mr. Taktak, Ms. Andreotta, Mr. Gettler, Mr. Wells, Mr. Williams & Ms. Johnson)
- Classes in the gym as well as a few other classes will use the locker room restrooms. (Ms. Reinke, Ms. Andreotta, Ms. Loughran, Mr. Tabor & Ms. Campbell)
- Classes in the English wing, Band room will use the restrooms in the back of the building near the stadium. (Mr. Thompson, Ms. Cicchinelli, Ms. Stegemann, Ms. Price, Ms. Wayne, Ms. Elliott, Mr. Moore, & Ms. Blasing)



Restroom Procedures

- Each restroom will have a maximum capacity. The total number of students allowed in the restroom at any given time will be marked on the outside of the door. If a student enters the restroom and it is at capacity they should immediately leave and wait outside the restroom until there is adequate space. Markings will be placed on the hallway floors for students waiting to enter.
- Students should use the restroom quickly and efficiently. After using the restroom students should wash their hands for at least 20 seconds. Upon leaving the restroom students should use the hand sanitizer stations nearest the restroom.
- Students should immediately return to class

Water Fountains:

At this time, the water fountains will not be available. However, the bottle filling stations will be available. (At this time)

Lunch

- Students who need to purchase their lunch will line up outside the Cafeteria doors. Students will be required to maintain social distancing while waiting to be served. Markings will be placed on the floor to show students where to stand.
- Students will have the option to eat in the Cafeteria or in the Gym Bleachers. Students will be required to maintain social distancing. Markings will be placed in the Gym Bleachers and extra chairs will be removed from the Cafeteria.
- Students should remain seated unless using the restroom.
- Microwaves will not be available for students who pack their lunch.
- Students may bring in packed lunches, but no outside food (ex. from fast food restaurants) can be dropped off to students.

Dismissal

- Students who ride the bus or who drive should exit the building through the Math Wing, Science Wing, or door near the Band Room and head directly to their bus or car. Students should maintain social distancing while waiting to board their bus.
- Students who are picked up in the afternoon should exit through the main front entrance.

After School

All students will need to leave the building at dismissal unless they have practice or a club meeting immediately after school.

Students will take their chromebooks home daily and charge them at home for the next school day.

*Chromebook carts will not be used in the classrooms this year. All students will take their chromebooks home.

Early Dismissal

- If a student needs to leave early for any reason, please follow our current attendance policy.
- If picking up your student, your student will be called to the office to sign out and then exit the main entrance to meet you.

Late arrivals or Tardy to School

Students who arrive at school after the school day begins will need to enter the front entrance and check-in in the office and also get a temperature check completed before heading to class.

College Credit Plus Program

Students who meet the requirements will still be able to participate in the College Credit Plus Program for the upcoming school year. Students who participate will have the option of taking some classes at the High School and some at a college.

- Students who arrive late due to CCP classes must sanitize their hands upon entering the building and then immediately go to the Main Office to have their temperature taken.

- Students will be required to follow this procedure each time they enter the building, even if it occurs multiple times during the same school day.

Other Items

At this time there will not be any whole school assemblies or pep rallies. Additionally, students will not be permitted to attend any field trips.

Middle School Return to Learn Plan

Middle School Return to School Plan

2020-2021



The following pages will help families understand the daily routines and expectations in place for the 2020-2021 school year.

Arrival On Campus

Bus Riders- Students who ride the bus will be asked to enter in separate parts of the building. Transportation guidelines allow for 2 students per seat. Seats will be assigned by the bus garage. Students are expected to sit in the same seat each day. Students must wear masks.

- **8th Grade comes in the Front Entrance**
- **7th Grade comes in Rm. 109 Entrance (6th Grade Wing of the Building)**
- **6th Grade comes in Rm. 109 Entrance (6th Grade Wing of the Building)**

Car Riders - car riders should be dropped off in the front of the building and enter through the front entrance



Upon Entering the Building

- Students who are dropped off between 6:45 and 7:15 am who wish to purchase breakfast will enter in the front entrance of the Middle School. They are to report directly to the cafeteria and appropriately sit at socially distanced assigned seats.
- When students are dismissed from the cafeteria, they are to report directly to their homeroom classroom. Students are not permitted to go to their locker at this time.
- Bus Riders, who are eating breakfast, will report to the cafeteria through the cafeteria entrance. They will receive their breakfast and go directly to their homeroom.

Temperature Checks

- Temperature will be taken as students enter the building and/or will be checked in homerooms by CNE MS Staff.
- Any student who has a fever will be sent to the clinic for further evaluation.

Classrooms

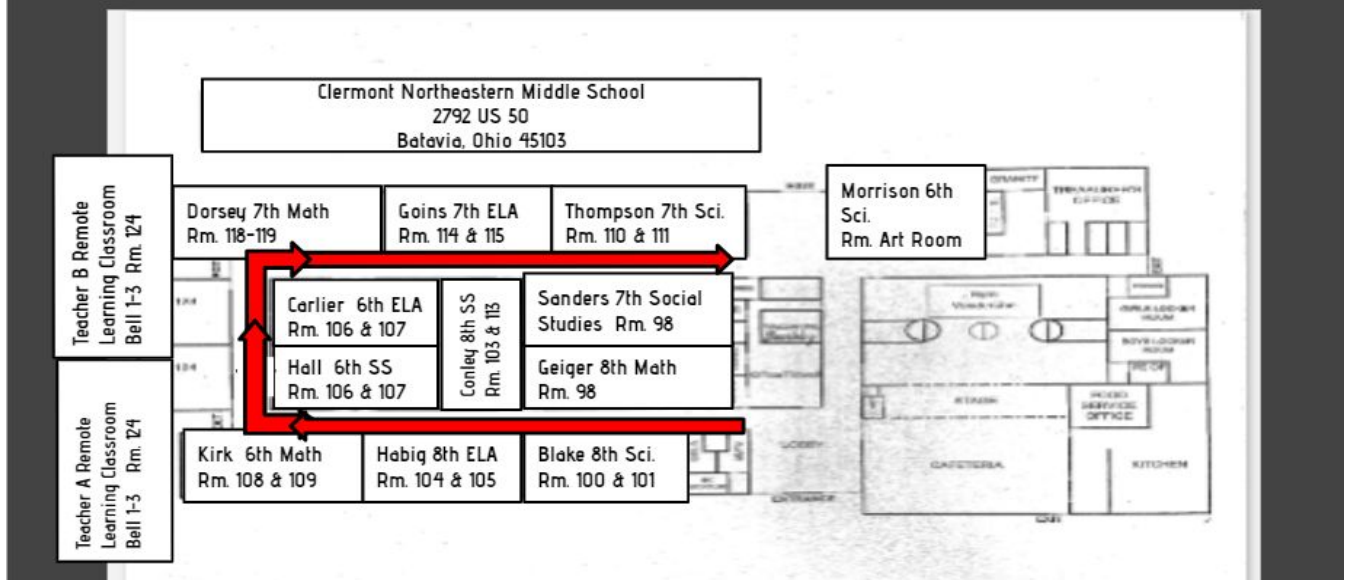
- Student desks will be spaced out at least 3 feet, using guidance from the American Academy of Pediatrics.
- Students will not be permitted to share supplies unless they have been thoroughly sanitized. Additionally students will not be permitted to work in close proximity with other students.
- Students will only be permitted to leave the classroom to use the restroom or to go to the Office.

Class Change

Hallway Procedures:

Students will leave their classrooms in groups of 3 with teachers counting off, students will be required to go straight to their next class and will follow the clockwise hallway pattern in place. Students MUST follow the arrows.

Social Distance Core Classroom Assignments



Restrooms

- Bathroom Procedures - Students will NOT be permitted in the restroom during transition times. Students must use the restroom during class time.
- Permission for students to access the restroom will be given by a teacher, and a sign in/out sheet may be used.
- Restrooms will be monitored by staff, administrators, and hallway cameras.
- Each restroom will have a maximum capacity. The total number of students allowed in the restroom at any given time will be marked on the outside of the door.
- If a student enters the restroom and it is at capacity they should immediately leave and wait outside the restroom until there is adequate space.
- Markings will be placed on the hallway floors for students waiting to enter.
- Students should use the restroom quickly and efficiently. After using the restroom students should wash their hands for at least 20 seconds.
- Upon leaving the restroom students should use the hand sanitizer stations nearest the restroom.

- Students should immediately return to class.

Water Fountains:

At this time, the water fountains will not be available. However, the bottle filling stations will be available. (At this time)

PLAN AHEAD

Drinking fountains will be closed. Students will need to bring a water bottle every day. Most fountains will be converted to bottle filling stations.



Lunch

- Students who are purchasing their lunch will be dismissed from the classroom. Students will be required to maintain social distancing while waiting to be served. Markings will be placed on the floor to show students where to stand.
- Students will purchase their lunch and return to their assigned classrooms.
- Students who are packing their lunch will remain in the classroom.

- Students should remain seated unless using the restroom.
- Hand sanitizers and cleaning material will be made available in each classroom.
- Students will not be permitted to use the microwave to heat their packed lunches.
- Students may bring in packed lunches, but no outside food (ex. from fast food restaurants) can be dropped off to students.

Dismissal

- Students who are being picked up will dismiss through the front entrance.
- 8th Grade will exit through the front entrance
- 7th Grade will exit through the Central Office Exit
- 6th Grade will exit through the 6th Grade Exit by Rm. 109 Entrance.

After School

- All students will need to leave the building at dismissal unless they have practice or a club meeting immediately after school.
- Students will take their chromebooks home daily and charge them at home for the next school day.
- Chromebook carts will not be used in the classrooms this year.

Attendance, Late Arrivals, and Early Dismissal

- Attendance and temperature checks will be taken in the homeroom.
- Attendance for online students will be taken in each bell.

- Students who arrive at school after the school day begins will need to enter the front entrance of the building and report directly to the office for a temperature check.
- If a student needs to leave early for any reason, please follow our current attendance policy.
- If a student needs to leave for early dismissal, please contact the office by phone. We will call your child to the office and check your ID at the door.

Gifted Services

- CNE MS will follow policy and procedure 2464 regarding gifted services to ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan.
- Our gifted teacher will provide pull out, team teaching and consultative services at CNE MS.
- Identified Gifted Students who are participating in Remote Learning will be given equal opportunity to Gifted Services and Face to Face Learning. Remote Learning students will follow their daily schedule and log into classrooms with a Gifted Educator.

Other Items

- At this time there will not be any whole school assemblies or pep rallies.
- Additionally, students will not be permitted to attend any field trips.

Elementary School Return to Learn Plan

Elementary- Return to School Plan

2020-2021



The following pages will help families understand the daily routines and expectations in place for the 2020-2021 school year.

Face to Face Instruction

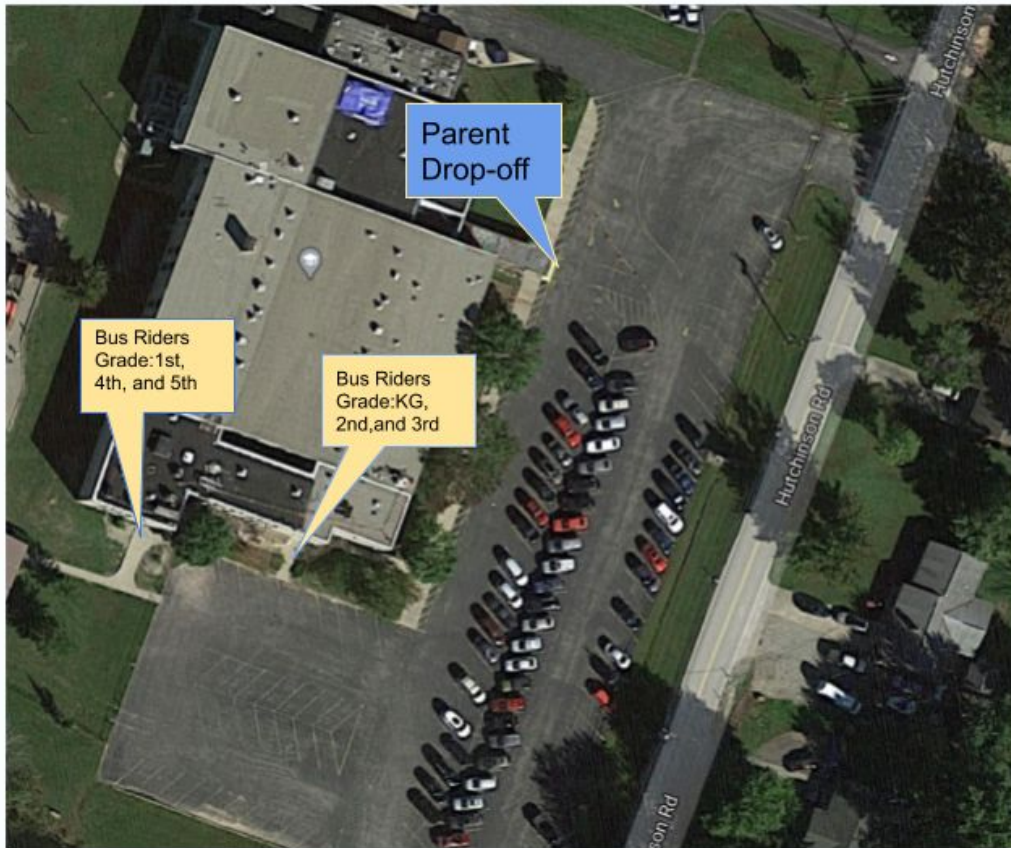
- All CNE ES students will be under one roof at CNE ES.
- Students will be socially distanced - seated 3 ft or more apart.
- Teachers will plan for a typical week with 5 days of instruction.
- If students are absent for extended periods of time, they will be supported by grade level teachers to ensure they have access to high quality instruction.

Arrival on Campus

Bus Riders: Students who ride the bus will be released from two buses at a time and will enter the building through the entrances on the pond side of the building. Transportation guidelines allow for 2 students per seat.

- Students must wear masks.
- Students will have an assigned seat.
- Kindergarten, second, and third graders will enter through door B3.
- First, fourth, and fifth grade students will enter through door B4.
- Student temperature checks will be completed within the first hour of the school day

Car Riders: Car riders will be dropped off in the front of the building,



Upon Entering the Building

- Students will report directly to classrooms as they come in the building.
- Students who arrive early (between 8:15 and 8:30) will be socially distanced in the cafeteria. These students will be escorted to classrooms by grade level at 8:30.
- Breakfast will be available for pickup at stations located in each hallway. Students will eat breakfast in their classrooms.

Temperature Checks

- Temperature checks will be completed within the first hour of the school day.

Classrooms

- Student desks will be spaced out at least 3 feet, using guidance from the American Academy of Pediatrics.
- Students will not be permitted to share supplies.
- Students will maintain social distance in the classroom. When social distancing is not possible masks will be required.

Class Changes

Transition procedures will be taught and practiced during the first two weeks of school.

- Students in kindergarten and first grade will not switch classes.
- Students in grades 2-5 will switch classes. Desks will be sanitized during transitions.
- Students will socially distance and wear masks during all transitions.
- Transitions will be minimized.
- Students will have specials. Specials will be in the classroom with the exception of physical education. All social distancing requirements will be followed during specials.

Restrooms

Restroom procedures will be taught and practiced during the first two weeks of school.

- Kindergarten and first grade students will visit the restroom fully supervised as a small group or individually. Students will wear masks and practice social distancing. Additional adult supervision will be available as needed.
- Second through fifth grade students will be allowed to go to the restroom individually with masks and practice social distancing. "X"s will be placed outside the restrooms to indicate to students where to wait if the restroom is full.
- Procedures and expectations will be taught to all students and practiced.

Water Fountains:

At this time, the water fountains will not be available. However, the bottle filling stations will be available. (At this time)

PLAN AHEAD

Drinking fountains will be closed. Students will need to bring a water bottle every day. Most fountains will be converted to bottle filling stations.



Lunch

Lunch procedures will be taught and practiced during the first two weeks of school.

- Kindergarten students will eat lunch socially distanced in the cafeteria.
- First through fifth grade students will eat lunch in their classrooms. Social distancing will be maintained during lunch. Accommodations will be made for students with allergies.
- First through fifth grade students buying lunch will pick lunches up in the cafeteria and return to their classrooms.
- Microwaves WILL NOT be available and have been removed from the building.

Recess

Recess procedures will be taught and practiced during the first two weeks of school.

- ALL students will have recess with their homerooms.
- Students will wear masks and socially distance during transitions to and from recess.
- Students will not be required to wear masks during OUTDOOR recess as long as they can maintain social distance.
- Students will sanitize their hands on the way to and from recess.
- No more than one grade level will be on the playground at the same time.

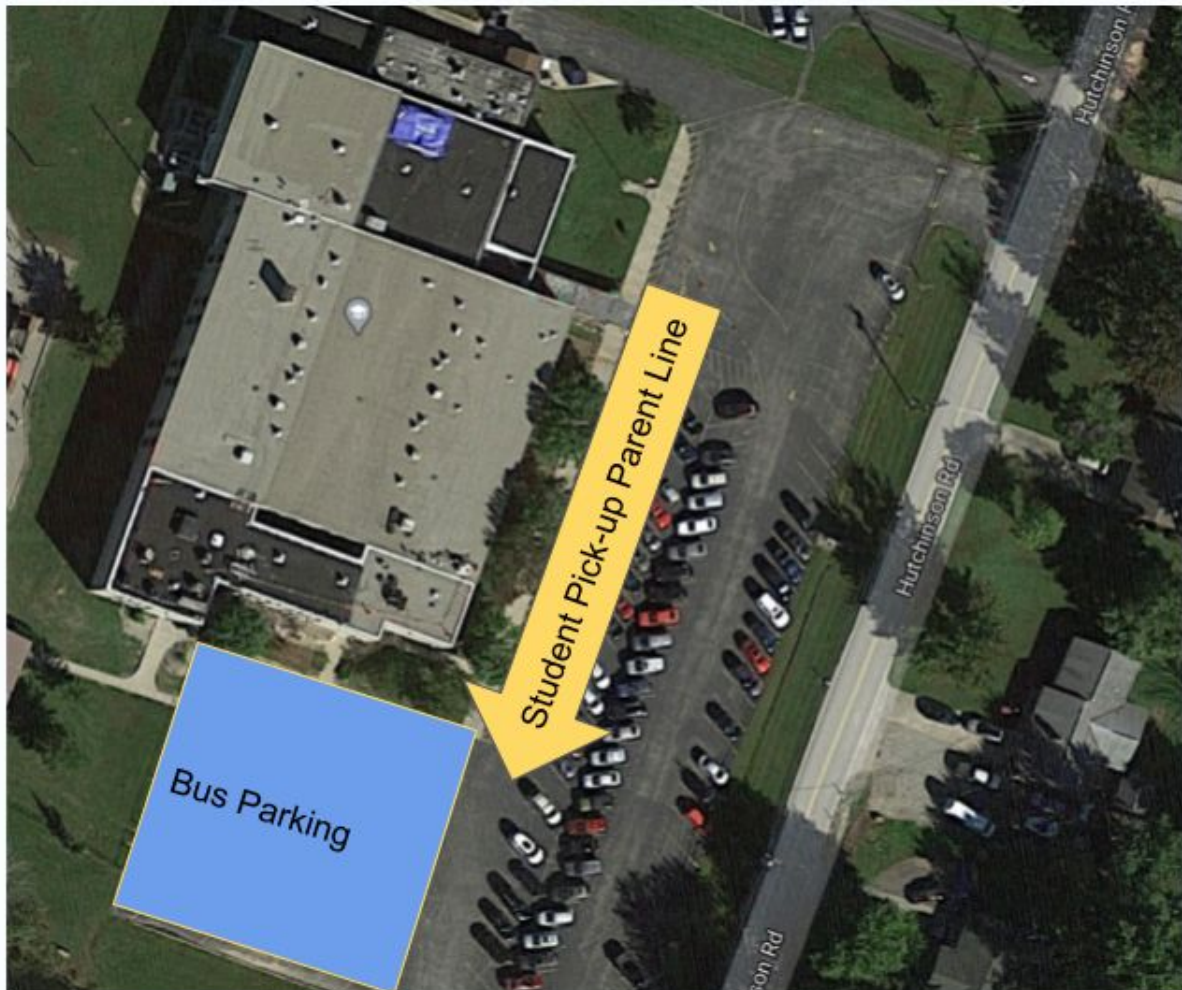
Dismissal-Bus

- Students will be staggered for release by grade levels from classrooms and escorted to buses by staff.
- During the transition to buses students will wear masks and be socially distanced.

Dismissal-Family Pickup

To ensure safety for students, parents, and staff, CNE ES has developed the following dismissal plan:

- Parents will pull into the driveway nearest the front door, follow the designated route (see next slide), pull along the sidewalk, and STAY IN THEIR CARS.
- Students will be escorted from the building to their cars.
- Staff will match students with families by number:
- ALL families will be assigned a number tag to keep in their vehicle.
- Every student in a family will have the same number attached to their backpack.
- Student tags will be put on all students' backpacks on the first day of school.
- Family tags will be distributed the first time students are picked up.



After School

All students will need to leave the building at dismissal.

Gifted Services

- CNE ES will follow policy and procedure 2464 regarding gifted services to ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan.
- Our gifted teacher will provide pull out, team teaching, and consultative services at CNE ES.

- Gifted services for Remote Learning Students will be a combination of Google Meets and project-based learning.

Early dismissal/Late Arrival

- Parents will be required to call (625-1211 ext. 410) prior to coming to pick up students.
- Call when you arrive and stay in your car. Someone will be out to assist you or will bring out your student(s).
- Have a photo ID available.
- Parents will be required to call (625-1211 ext. 410) prior to dropping off late students.
- Call when you arrive and stay in your car. Someone will be out to escort your child into the building after they have their temperature checked.

Other Items

- Parents will not be permitted in the building unless they have a scheduled appointment.
- Parents are not permitted to eat lunch with students in the building.
- Parents should not send in treats or toys to be shared with the class (including birthday celebrations).
- At this time there will not be any whole school assemblies; however, students will participate in virtual Rocketeer Assemblies.
- Additionally, students will not be permitted to attend any field trips at this time.

Pre-K School Return to Learn Plan



The following pages will help families understand the daily routines and expectations in place for the 2020-2021 school year.

Arrival on Campus

Bus Riders - students who ride the bus will enter the building through the rear entrance of the preschool. Temperatures and health will be taken upon entry to the building.

Car Riders - car riders should enter through the front entrance and sign in by parent or guardian. Temperatures and health will be taken upon entry to the building.

Upon Entering the Building

- Students will sanitize hands at the nearest sanitizing station.
- When entering preschool buildings students will have temperature and health checked and go to their locker. Students will then go to their classroom and eat breakfast in the morning.
- The afternoon students will arrive have temperature and health checked and proceed to their classroom
- After eating breakfast students will go to restroom

Temperature Checks

- Students and staff will have temperature and health checked on arrival to school each day. Temperature will be taken with a touchless thermometer.
- Parents of students that display a fever when arriving at school or during school will be called and students sent home.

Classroom

- Each teacher will have two classrooms with a group of 8 students or less in each classroom. Students will remain in the classroom with the same classmates each day. Teacher and educational aide will rotate between groups.
- Students will wear masks when transitioning in building hallways.

- Students will be distanced in the classroom, masks in the classroom will not be mandatory.
- Student work areas will be spaced out at least 3 feet, using guidance from the American Academy of Pediatrics.
- Students will not be permitted to share supplies unless they have been thoroughly sanitized. Additionally students will not be permitted to work in close proximity with other students.
- Students will be permitted to leave the classroom to use the restroom with adult escort.

Restrooms

Preschool restroom will have a maximum of 8 students at a time in the restroom.

Water fountains:

At this time, the water fountains will not be available. However, the bottle filling station will be available. (At this time) Students may bring water bottles to school for use with the water bottle filler.

Dismissal

- Parents picking preschool students up at the end of their session will wait in the atrium where the sign out sheet will be. Students will be escorted to the atrium from their classrooms.
- Students who are picked up should exit through the atrium front entrance.

Late Arrival

Students who arrive at school after the school day begins will need to enter the front entrance and have a temperature check completed before entering the classroom.

Remote Learning Plan K-12

Remote Learning Plan By Building

2020-2021



The following pages will help families understand the daily routines and expectations in place for the 2020-2021 school year.

Online Considerations

For families who are not comfortable with sending their child(ren) back to school just yet for face to face in-person learning, a fully virtual option is available. Each Building will describe the format students will follow if selecting the full online option. There are several important things to consider before selecting this option:

Students who begin the year fully online are committed to staying with this option for the entire first quarter. Students in this option will choose to either remain in this option for the second quarter or return to school for in-person learning.

For elementary students, it will be important to have a parent, guardian, or caregiver to assume the role of the primary 'learning coach'. For middle school students, having someone at home who is available to serve as the learning coach as needed will be important. Finally, for high school students, those who are self-directed, are internally motivated, and capable of learning independently will experience the most success with this option.

All students who select this option will be assigned to a staff member that will conduct regular check-ins and hold one on one and small group Google Meets. It is important to remember that the majority of the learning will occur independently by the student, and that help from staff members will not be available in the same manner that occurs during in-person learning.

Students who select this option will have a Chromebook issued. It is strongly suggested that families have access to reliable high-speed internet. In order to stream lessons when applicable.

Students enrolled in this option will be expected to participate daily in instructional activities and all check-ins facilitated by staff members. Lack of sustained progress has the potential for academic, attendance, and extracurricular consequences.

Students who select this option will be allowed to participate in extracurricular activities, but must complete daily educational activities and demonstrate adequate academic progress in order to remain eligible to participate.

Remote Learning Commitment

All students that select the Remote Learning Model will be making a **1 quarter** commitment to the program. Considerations for transitioning to the remote learning plan during the year will be handled on a case by case basis by the building administration.

Elementary Remote Learning

K-5: Generally, students will be expected to complete 5.5 hours of instruction daily. An elementary students usually do more than just academic subjects. They spend time talking and communicating about things that they are learning. They take breaks in the form of recess and lunch. Breaks are vital because it helps students process what they are learning and not get overwhelmed. Therefore, providing time in the day to talk about what a student is learning will help them remember concepts being learned and provide them with a better chance of success towards mastery. In order for an elementary student to maintain this type of daily schedule, it's critical that an adult is home in order to maintain a learning structure and provide opportunities for conversation about what they are learning.

- Remote students will be expected to log into Google Classrooms daily to meet with a teacher and access lessons and assignments.
- A teacher from your child's grade or grade band (K/1) (2/3) (4/5) will be providing online instruction and support to students and communicating with parents.
- Students will be required to participate in Google Meets at a designated time each day.
- Teachers can be reached by phone during scheduled office hours, by appointment, and by email.

Middle School Remote Learning

6-12: For a middle school or high school student, it should be expected that they spend approximately 45-60 minutes per subject and likely more time for advanced courses. Please encourage them to take a couple of 10-15 minute breaks and be sure they take a more extended break for lunch for about 30 minutes. Although this age group is more independent, it is still important to check in with your student regularly and have conversations about what they are learning. Be sure they are staying on task and pace and have discussions to help keep them organized and stay on task if needed.

- Remote students will be expected to log into Core Teacher Google Classrooms Daily to access Core Teacher Lesson / Assignments.
- Online Teacher Coordinator will be consulting with teachers, communicating with parents and tutoring online students.
- Students will be required to login with Teacher Coordinator 4 days per week for 50 minutes to ask questions, get additional support for instruction and discuss progress.
- Teacher Coordinator will follow this schedule- Monday- Contact parents, Individual students and Consult with Teachers. Tuesday= ELA Focus, Wednesday= Math Focus, Thursday= Science Focus, Friday= Social Studies Focus

High School Remote Learning

6-12: For a middle school or high school student, it should be expected that they spend approximately 45-60 minutes per subject and likely more time for advanced courses. Please encourage them to take a couple of 10-15 minute breaks and be sure they take a more extended break for lunch for about 30 minutes. Although this age group is more independent, it is still important to check in with your student regularly and have conversations about what they are learning. Be sure they are staying on task and pace and have discussions to help keep them organized and stay on task if needed.

- Students electing to participate in virtual learning will receive their instruction through the Plato Courseware Program.
- Students participating in the program will have an initial meeting with either the Guidance Counselor or Remote Learning Teacher to collaboratively develop a remote learning plan for the quarter. Students will then have regular, scheduled check-ins with the teacher overseeing the remote learning program.
- Students can work at their own pace and at a time of their own choosing. However, we will have a dedicated staff member available to answer questions and assist students during the school day.
- The teacher overseeing the program is a certified Intervention Specialist so students with disabilities will still be able to receive services in a modified, virtual setting.
- Students will be given a chromebook to complete their learning.
- If there is an increase in the amount of students requesting an online option we will re-evaluate our plans to see if a more teacher directed option is more beneficial.