



SHAWNEE LOCAL SCHOOLS

Fall 2020 Reopening Plans

Published August 3, 2020
Latest Revision October 21, 2020

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This plan was developed in collaboration with the Allen County Public Health and other Allen County school districts.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

As of Monday, October 26, 2020, Shawnee Schools will operate on a 4 to 1 week with 4 instructional days in person and one remote learning day. The weekly remote instruction day will be held on Friday with the first remote day benign Friday, October 30, 2020.

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below. Provide a facial covering for your student to wear. Face shields are not permitted. Provide your student with a water bottle daily as water fountains will not be available for use. Bottle refill stations will be available. <p><u>Students</u></p> <ul style="list-style-type: none"> Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted. Wearing a facial covering is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained. Face shields are not permitted. Wearing a facial covering is required when working closely with other students in small groups or lab settings. Face shields are not permitted. Maintain maximum physical distance from peers whenever possible. Use provided hand sanitizer upon entry to every classroom. <p><u>Building differences as noted</u></p> <ul style="list-style-type: none"> Supplies for students will be available for students if they wish to clean their desk area. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Ensure classroom setup of desks provides as much physical distancing for students as possible. Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted. Ensure students maintain physical distance whenever possible. Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. Eliminate shared classroom materials as much as possible. Keep the classroom door open to maximize airflow and reduce the number of touches to door handles. <p><u>Custodians</u></p> <ul style="list-style-type: none"> Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels. Disinfect classrooms based on a schedule provided by school administration. <p><u>Administration</u></p> <ul style="list-style-type: none"> Ensure classrooms are physically distanced as much as possible. Ensure classrooms are disinfected based on the provided schedule. Ensure supplies are readily available for custodians and teaching staff.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Provide a facial covering for your student to wear when entering a school building and remain on while in the building. Face shields are not permitted. ● Provide your student with a water bottle daily as water fountains will not be available for use. Bottle refill stations will be available. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted. ● Report immediately to your classroom, upon arrival to school. ● Carry a water bottle as water fountains will not be available for use. Bottle refill stations will be available. ● Follow all signage in the hallways and common areas. ● When possible, stay to the right when traveling down hallways and using stairs. ● Follow locker use schedules as provided by staff for buildings who issue lockers. <p><u>Building differences will be noted upon determination.</u></p> <p>Elmwood and Maplewood Elementary Schools</p> <ul style="list-style-type: none"> ● Access to assigned coat rooms/racks and cubbies only during scheduled time provided by the classroom teacher. <p>Shawnee Middle School</p> <ul style="list-style-type: none"> ● Follow established procedures concerning locker use. <p>Shawnee High School</p> <ul style="list-style-type: none"> ● Follow established procedures concerning locker use. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted. ● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. ● Develop and implement locker use schedules for buildings where lockers are issued to students. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below.● Provide a facial covering for your student to wear on the bus. Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted.● Limit visits to school as much as possible.● Conduct a personal wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below.● Follow posted guidelines and read all signage whenever entering the building.● Wearing a facial covering is required when entering a school building and remain on while in the building. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted.● Report directly to your assigned classroom/area upon arrival to school.● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Wearing a facial covering is required when entering a school building and remain on while in the building. Face shields are not permitted.● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.● Ensure proper signage is installed in hallways and common areas.● Ensure supplies are readily available for custodians.● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below. ● Provide a facial covering for your student to wear on the bus and while at school. If you cannot provide a mask, the school will provide one. Face shields are not permitted. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building. ● Sit in your assigned seat. Family members will be seated together when possible. ● Wearing a facial covering is required while riding the bus. Face shields are not permitted. ● Remain seated, facing forward while riding the bus. 	<p><u>Drivers</u></p> <ul style="list-style-type: none"> ● Wearing a facial covering is required while students are on the bus. Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. ● Provide reminders to students of bus expectations, wearing masks, seated facing forward. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Ensure the bus is disinfected following outlined safety protocols. <p><u>School/District Administration</u></p> <ul style="list-style-type: none"> ● Reduce the number of transfers and overall time on buses for students. ● Monitor drop off and dismissal to ensure students do not congregate in groups. ● Provide consequences, including loss of privilege to ride the bus to those who violate rules.

Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Confirm whether you will attend scheduled meetings, via phone, or using a virtual platform. ● In person meetings should follow appropriate physical distancing protocols and facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. ● Conduct a personal wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/caregivers or school staff. ● Follow physical distancing protocols. ● Wearing a facial covering is required when entering a school building and must remain on while in the building. <p><u>Building differences will be noted upon determination.</u></p> <ul style="list-style-type: none"> ● Elmwood will hold all meetings virtually. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● When possible, attend meetings from the classroom using video technology. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Provide parents/caregivers with options for phone, or video conferencing. ● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. ● Ensure physical space used for meetings allows for distancing guidelines

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below. If your child is complaining of headache, please keep them at home until you are certain they do not have a fever.● Provide a facial covering for your student to wear. Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted.● Ensure contact and medical information is up to date in the event the nurse needs to contact home.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. <p><u>Students</u></p> <ul style="list-style-type: none">● Use designated entrances and exits to the office.● Following physical distancing protocols as much as possible when in office.● Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted.● Wearing a mask is required if a student is determined to have a fever or other symptoms. Face shields are not permitted.	<p><u>Nurse</u></p> <ul style="list-style-type: none">● Wear a facial covering when working individually with students. Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted.● Ensure the workspace is kept clean and sanitized.● Ensure physical distancing protocols are followed whenever possible.● Isolate students who are showing symptoms to a separate area away from other students already in the clinic.● Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.● Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.● Disinfect the isolation area after students who utilize the area have left the building. <p><u>Administration</u></p> <ul style="list-style-type: none">● Install barriers as needed to protect employees working in the nurse's office.● Ensure proper signage is installed.● Ensure regular cleaning and disinfecting takes place in the office area.● Ensure seating areas are properly physically distanced and/or have barriers between seats that cannot be distanced.● Ensure the student isolation area is properly supervised when in use.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Provide a facial covering for your student to wear. Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted.● Follow all signage in the hallways, common areas and restrooms.● When possible, stay to the right when traveling down hallways to get to restrooms.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted.● Assist in supervision of restrooms, hallways, and common areas between classes.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure proper signage is installed in hallways, common areas and restrooms.● Ensure supplies are readily available for custodians.● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.● Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Provide a facial covering for your student to wear while at school. Face shields are not permitted. ● Limit visits to school as much as possible including visits to drop off forgotten items. <p><u>Students</u></p> <ul style="list-style-type: none"> ● When possible, stay to the right when traveling down hallways. ● Wearing a facial covering is required when entering a school building and must remain on while in the building. Facial coverings may be removed while eating. Face shields are not permitted. ● Sit in designated seats. ● Follow guidelines for restroom use during lunch periods. ● If bringing a packed lunch, report immediately to your designated seating area. ● Follow physical distancing guidelines as much as possible when in line and in the serving areas. ● Only students who are participating in in-person learning will have school lunch available to them. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise designated eating areas to ensure students are properly physically distanced. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. ● Monitor and issue passes for bathroom use during lunch time. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect all table tops and seats before and after each lunch. ● Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> ● Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. ● Clean and disinfect serving areas and tables between lunches. ● Serve all food to students. (Students will not self-serve items as they have in the past.) <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in designated eating areas. ● Ensure enough seating is provided to ensure proper physical distancing and be practiced. ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Recess

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> Provide a facial covering for your student to wear while at school when needed. Face shields are not permitted. <p><u>Students</u></p> <ul style="list-style-type: none"> Wearing a facial covering is required when at least six feet of distance cannot be maintained. Face shields are not permitted. Sanitize hands upon entering the building. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Wearing a facial covering is required when entering a school building and must remain on while in the building or when at least six feet of distance cannot be maintained. Face shields are not permitted. Supervise students to ensure students are properly physically distanced. Follow assigned recess times to minimize overcrowding. <p><u>Custodians</u></p> <ul style="list-style-type: none"> Disinfect equipment as scheduled <p><u>Administration</u></p> <ul style="list-style-type: none"> Ensure supplies are readily available for custodians. Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home. See link to CDC guidelines below. Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. In-person office visits should follow appropriate physical distancing protocols. <p><u>Students</u></p> <ul style="list-style-type: none"> Use designated entrances and exits to the office. Following physical distancing protocols as much as possible when in office. Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Wearing a facial covering is required when entering a school building and must remain on while in the building. Face shields are not permitted. Follow physical distancing protocols. <p><u>Office Staff</u></p> <ul style="list-style-type: none"> Monitor and control the number of people in the office at any one time. Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. <p><u>Custodians</u></p> <ul style="list-style-type: none"> Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. <p><u>Administration</u></p> <ul style="list-style-type: none"> Install barriers to protect employees working in the main office. Ensure proper signage is installed in the office and leading into the office. Ensure regular cleaning and disinfecting takes place in the office area. Ensure seating areas are properly physically distanced.

Remote Learning (If state or local regulations require a school closure, we would shift into remote learning.)

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Monitor student progress on coursework.● Developing a “school schedule” is recommended to keep routines in place for students while working from home.● Communicate questions and concerns immediately to staff. <p><u>Students</u></p> <ul style="list-style-type: none">● Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.● Communicate questions and concerns immediately to teachers.● Participate in virtual sessions with teachers as scheduled.● Watch lessons provided by teachers and complete assignments according to timelines.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Create lessons that are engaging for students using a variety of strategies.● Use Google Classroom as the platform for all assignments, links to resources, etc.● Grade work in a timely manner and provide feedback to students on assignments. <p><u>Technology Department</u></p> <ul style="list-style-type: none">● Provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure each student has a device at home.● Monitor and assist teachers in the delivery of content for students.● Implement appropriate grading procedures and work from home guidelines for teachers, <i>if necessary</i>.

OPTION 2- STUDENTS AT HOME DAILY
INDIVIDUAL REMOTE LEARNING

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Monitor student progress on coursework. ● Ensuring your student follows their classroom schedule is essential while working from home. ● Communicate questions and concerns immediately to staff. ● Monitor and support student progress through online curriculum. ● Monitor student attendance and academic progress. <p><u>Students</u></p> <ul style="list-style-type: none"> ● This option is different from what students experienced during remote learning last spring. Remote learners will follow their daily schedule in real time. ● Students participating in this option will be expected to login to Google Classroom and follow their daily schedule to participate in their classroom instruction. ● Students will not come to a school building for instruction but will participate in the classroom remotely. ● Students must follow their classroom schedule to complete online learning, assignments, and assessments. ● Communicate questions and concerns immediately to teachers via Google Classroom or email. ● Screenshots or other means of photocopying/photographing instructional material or capturing audio/video/images of staff and/or students is strictly prohibited. ● Students will earn grades for their work. ● If state or local regulations require a school closure, students participating in this option will continue as scheduled. ● Students may continue to participate in after-school activities at their school building, including extra-curricular activities. ● Remote learners failing one or more courses in the first quarter will return to in person instruction as determined by their building. ● High School students who have 30 or more hours of unexcused absences in the first quarter will return to in person instruction Monday, November 2, 2020. 	<p><u>Teachers</u></p> <ul style="list-style-type: none"> ● Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments. ● Teachers will be available for support during normal school hours, ● Teachers will grade work in a timely manner. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> ● The district will provide a chromebook for each student to use at home; students will not be asked to share devices. ● The district will provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure each student has a device at home. ● Monitor and assist teachers in the delivery of content for students. ● Implement appropriate grading procedures and work from home guidelines for teachers, if necessary.

ADDITIONAL INFORMATION

- [LINK TO:](#) Allen County Schools Common Agreements for Reopening Schools
- [LINK TO:](#) Allen County Public Health
- [LINK TO:](#) Personal Health Screenings
- [LINK TO:](#) Change of Learning Intent Form
- [LINK TO:](#) Use of Face Coverings Policy

UPDATES MADE TO THIS DOCUMENT

Date	Description of update
July 22, 2020	Plan created
August 4, 2020	Removed “Masks are optional for K-2 students due to instructional and developmental needs.”
August 6, 2020	Replaced “mask” with “facial covering.” Added “Remote learners will follow their daily schedule in real time.”
August 10, 2020	Added Recess section within Option 1.
August 11, 2020	Revised facial covering specifications to read, “Wearing a facial covering is required when entering a school building and must remain on while in the building,” throughout the document.
August 19, 2020	Added “Face shields are not permitted,” throughout the document. Replaced Remote Learning Intention Form Link with Change of Learning Intent Form Link. Added “Use of Face Coverings Policy” Link
October 21, 2020	Added “Remote learners failing one or more courses in the first quarter will return to in person instruction as determined by their building.” and “High School students who have 30 or more hours of unexcused absences in the first quarter will return to in person instruction Monday, November 2, 2020.” to Remote Learning.
October 21, 2020	Added: “As of Monday, October 26, 2020, Shawnee Schools will operate on a 4 to 1 week with 4 instructional days in person and one remote learning day. The <u>weekly</u> remote instruction day will be held on

	Friday with the first remote day benign Friday, October 30, 2020.” to page 1, Option 1.
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