

# Claymont City Schools

## Reopening Plan

2020-2021



Developed in collaboration with Claymont Staff & Administration, with input from parents and consultation with other county schools, following the guidance provided by Governor DeWine, medical officials and our local health officials (revised July 23, 2020)

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**These general principles will guide Claymont City as we move forward with reopening school:**

1. The district will implement recommended safety protocols to the highest degree possible;
2. The district will work closely with the Tuscarawas County Health Department to promote safety in each school building;
3. The district will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy district facilities;
4. The district will recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, facilities, and building operations may lead to some inconsistencies;
5. The district is planning to maintain the previously approved school calendar with some front-loading of employee professional development and student pre-assessment.

Schedule as follows:

August 17-21st Teacher Professional Development

August 24-28th PS-5 Prof. Development, 6-12 Student Assessments

August 31-Sept. 4th PS-5 Assessments, 6-12 Prof. Development

Sept. 8th - All students in Session

## **Learning Options**

Parents can choose from one of the three (3) options to best meet the needs of their family. If you have not yet responded to the survey on Claymont's Website, please go to [Choose My Child's Learning Plan](#). The three (3) options are described below:



- A. FACE to FACE Learning**
- B. Remote Learning - Taught by Claymont staff**
- C. Self Paced Online Learning - A semester commitment is required.**

- ❖ All students (K-12) will be provided district-owned chromebooks. **Student insurance for a chromebook is \$30.00.** Internet access will be available at each building parking lot and other locations to be communicated prior to the start of school.

- Face to Face Learning** - The District will monitor the risk-level of our community weekly from the data obtained in the Ohio Public Health Advisory System. Should the District have a substantial increase in cases within the townships and/or communities our school district serves **OR** if there is a significant number of positive COVID cases and/or exposures within the school setting requiring a large population of students and/or staff to quarantine, our District families will receive notification from the Superintendent's office that a change in the instructional format is warranted (revised 10/9/2020). ***It is possible that different buildings within the District may be at different color levels due to confirmed cases and exposure. We ask our families to be flexible throughout this time.*** Parents should have a plan in place for all scenarios in the event the District or individual building(s) need to move to a Red or Purple instructional format. Please see the 4 levels below:

- ❖ **YELLOW** - Face to Face instruction for K-12 will occur for 4 days (Mon.-Thurs.) with 1 day (Fri.) of Remote Learning. For PreK, students will be in session for 4 days (Mon. – Thurs.) with no remote requirement. (revised 8/11/2020).
  - Parents send their child to school assuming some level of risk even with safety protocols implemented by the District.
  
- ❖ **ORANGE** - Face to Face instruction for K-12 will occur for 4 days (Mon.-Thurs.) with 1 day (Fri.) of Remote Learning. For PreK, students will be in session for 4 days (Mon -Thurs.) with no remote requirement. (revised 8/11/2020).
  - Parents send their child to school assuming some level of risk even with safety protocols implemented by the District.
  
- ❖ **RED** – Face to Face instruction for K-12 will occur for 4 days (Mon.-Thurs.) with 1 day (Fri.) of Remote Learning and PreK students will be in session for all 4 days (Mon.-Thurs.) with no remote requirement unless/until the District Administration determine a change in the instructional format is warranted.
  - Parents send their child to school assuming some level of risk even with safety protocols implemented by the District.

Should the risk level within the school and/or community increase, our District families will be notified by the Superintendent of the switch to a blended learning approach. (revised 10/9/2020).

In this blended option, all students will be separated into two groups (Group A & B) and each group will receive 2 days of face to face instruction and 3 days of remote instruction. PreK students will be in session for 2 days (Mon./Tues. or Wed./Thurs.) with no remote instruction.

- Group A will attend on Monday & Tuesday with remote learning on Wednesday - Friday.
  - Group B will attend on Wednesday & Thursday with remote learning on Monday, Tuesday & Friday.
  - The days students are not physically in school, they will complete assignments through Google classroom
  - Efforts will be made to ensure families with students at multiple grade levels will be assigned to the same group.
- ❖ **PURPLE** - Full remote instruction (Teachers report to work, students do NOT report to school)
    - All students will remain at home and will receive instruction through Google Classroom
    - For attendance purposes, students will be required to login daily to work on assignments.

**Students that are quarantined due to COVID-19 or are following the Fever-Free protocols enacted by the District will participate in remote instruction similar to Option B, *Remote learning*, to sustain educational opportunities during recovery.**

- B. **Remote Learning** - Students will participate in Claymont's general curriculum through the Google Classroom platform. A Claymont teacher will assign readings, videos, projects, and activities and will support student learning through assignment feedback and scheduled Zoom meetings.
- C. **Self-Paced Online Instruction** - Students will be enrolled in an online learning platform to complete lessons at their own pace. Families choosing this option will need to commit to a minimum of one semester on this learning option.
  - ❖ *Prior to selecting this option, please see the terms and conditions outlined in Claymont City Schools Online Curriculum Program found on pages 12-18 of this handbook.*
  - ❖ For attendance purposes, students will be required to login daily to work on assignments.

### **Communications when a student/staff member has been diagnosed with a COVID-19 positive case**

- ❖ Communication will be developed by the Health Department, not the school district. A common template will be used to include the following:
  - Specific to the parents of which classroom the confirmed case was in. A more generalized statement will be provided to the building staff.
  - The district will cooperate with the Health Department in the contact tracing.
  - A 14-day quarantine period will be required for any student or staff who is determined to be in close contact of a positive COVID-19 case. Positive COVID-19 cases must follow the isolation order from the local health department. (revised 7/24/2020)
  - The District will work closely with the Health Department for COVID-19 cases.



**You will be required to provide a minimum of 3 emergency contacts on the Emergency Medical Form of those that are available during the school day for phone calls in regards to your child and their needs.**

## COVID-19 Symptoms (revised 7/24/2020)

- ❖ You may have COVID-19 if you experience one or more of the following:
  - Fever > 100.4F (38C)
  - Subjective fever (felt feverish)
  - Chills
  - Muscle aches (myalgia)
  - Runny nose (rhinorrhea)
  - Sore throat
  - Cough (new onset or worsening of chronic cough)
  - Shortness of breath (dyspnea) or difficulty breathing
  - Nausea or vomiting
  - Headache
  - Abdominal pain
  - Diarrhea ( $\geq 3$  loose/looser than normal stools/24hr period)
  - New olfactory and taste disorder(s)
  - Loss of taste or smell
  - Conjunctivitis
  
- ❖ If a student, staff or volunteer begins to show symptoms or has a temperature of 100.0 F or greater while at school, they will immediately be separated from other students, staff or volunteers, given a face covering and monitored by a staff member wearing appropriate personal protective equipment (PPE) while maintaining physical distance, when possible. The space where an individual waits before he/she goes home is a separate station away from other areas students are likely to visit.
  
- ❖ The district will monitor daily absences of students and staff for trends. Importantly, sick leave and absence policies will not penalize students for staying home when symptomatic, in quarantine or isolation. Staff will follow federal guidelines for the expanded FMLA (FFCRA) related to COVID-19 outlined [here](#) and District contract language for leaves of absence (revised 7/22/2020).



## Preventive Measures to Stop the Spread of COVID-19

- ❖ **The school staff, when possible, will practice social distancing among students, staff, and volunteers in all school environments.**
- ❖ Reinforcement for social distancing will occur with friendly reminders and visual cues, such as floor markings and signs.
- ❖ Wearing face coverings is especially important during times of elevated community spread, particularly when social distancing is not possible. All school staff must wear a mask. All school staff will be provided with a cloth mask and a face shield. (revised 7/24/2020).

- ❖ **All students ages 10 and up will be required to wear a face mask unless they are unable to do so for health or developmental reasons. A physician’s note will be required for those not able to wear a mask. Students will be provided with one face mask (revised 7/23/20).**
- ❖ Students will not share school supplies with other students. Students will provide their own school supplies.
- ❖ Students, staff and volunteers should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Opportunities for handwashing will be available throughout the day.
- ❖ Hand Sanitizer will be available within the high traffic areas of each building.
- ❖ Students, staff and volunteers should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.
- ❖ Staff and volunteers will take their temperatures prior to reporting to school each day.
- ❖ **Parents will be responsible for conducting their own child(ren)’s temperature check prior to the child entering the school facility or loading onto a school bus.**



## Student health issues that are NOT diagnosed as COVID-19

- ❖ Students that develop a fever, must follow the District Fever-Free protocol: According to school policy, your child should not return until he/she has been fever free (without fever reducing medication) and is symptom free for at least 24 hours. A fever is defined as a temperature of 100.0 F or greater (revised 7/24/2020).
- ❖ Temperatures will be taken upon return. If a student tests positive for COVID-19, they and their families will be quarantined for 14 days. The Health Department will perform all contact tracing 14 days from the last date of contact with the contagious case (revised 7/24/2020). .
- ❖ To return to school the child must be transported to school by the parent and must be checked by the school nurse.



## Classroom Occupancy

- ❖ Safety protocols are in place but any student who attends school will incur some level of risk. The district will decrease the likelihood of infection with hygiene, cleaning, and safety procedures; however, being in a public place has a certain level of risk that cannot be eliminated.
- ❖ Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
- ❖ Face coverings are strongly recommended for all students in grade 3 - 12.
- ❖ School employees will be required to use face coverings.

## Food Service

Students will be asked to maintain physical distancing while in the cafeteria. Lunch times will be staggered and lunch lines and table seating will be marked for proper distancing.

- ❖ **YELLOW/ORANGE** - Normal food service provided from the cafeteria (physical distancing applies in cafeterias, or other designated eating areas.)
  - No self-service
  - Individual condiments provided
- ❖ **RED** - Normal food service provided from the cafeteria (physical distancing applies in cafeterias, or other designated eating areas.)
  - 50% capacity/occupancy of the school cafeteria
  - No self-service
  - Individual condiments
- ❖ **PURPLE** -Food Service will be pick-up and delivery



## Recess

- ❖ The district will consistently adhere to health guidelines even while at recess.
- ❖ This may mean that the district may limit student access to certain pieces of playground equipment and restrict activities that are “high touch” and difficult to clean or maintain social distancing.
- ❖ The district will work towards a “structured” recess activity.
- ❖ Students must sanitize their hands after recess.



## **Transportation**

- ❖ The district will allow two students per seat and in some instances three students if the children are younger and therefore smaller.
- ❖ The district will attempt to seat siblings together.
- ❖ Seating charts will be implemented to assist with contact tracing if needed.
- ❖ Face masks are required for drivers and for all students. Students must wear a mask due to lack of social distancing. The district may refuse to transport a student who refuses to wear a mask.
- ❖ Buses will be sanitized after each trip.
- ❖ Students will follow organized loading/unloading procedures.
- ❖ If you have not yet responded to the survey on Claymont's Website or wish to change your responses to the transportation questions, please go to [Choose My Child's Learning Plan](#) and resubmit the survey.

## **Athletics**

- ❖ The district will follow the Ohio Department of Health, Ohio High School Athletic Association and the Tuscarawas County Health Department guidance for all athletics.

## **Social-Emotional Health Considerations**

- ❖ Student supports are critical in a time of uncertainty and heightened anxiety. School personnel such as school counselors, nurses, our family advocate and others on an ongoing basis implement best practices to support students, personnel and families during this time.

## **Visitors/Volunteers/Parties**

- ❖ There are different levels of school visitors, and the district will make decisions for each situation.
  - Visitors are generally discouraged from being in school district facilities.
  - Safety protocols such as taking temperatures will be implemented for all visitors.
  - Visitors will be limited to those enrolling new students or for emergency situations.
  - All visitors must follow state face mask guidelines (7/24/2020).
  - Changes have been made to drop off procedures. Parents will not be required to sign their child in when arriving late to school. No parent will be allowed within the building to pick up their children. Parents must call the school secretary to notify the school of the pickup and the student will be sent to the parent upon the parent's arrival.

## **Custodial and Maintenance**

- ❖ Masks and gloves must be worn by custodial staff.
- ❖ Classrooms will be properly disinfected after use by students.
- ❖ All restrooms and common areas will be properly disinfected on a frequent and regular basis.
- ❖ Internal doors will be propped open whenever possible to minimize touching of surfaces.
- ❖ Specific sanitizing schedules will be determined by each school to ensure sanitization of high touch areas.
- ❖ The district will hold weekly head custodian meetings.

## **Family Communication**

- ❖ Parents will receive reminders and updates through emails, all calls, district website and district social media.
- ❖ Parents are reminded to communicate with their respective building principals and teachers through emails, phone calls, notes as we limit the number of visitors to the school building.

## **Final Thoughts**

- ❖ Be Flexible - We are living in extraordinary times. We ask parents to be flexible and recognize that changes are inevitable. As the pandemic evolves and more is learned about the virus, our plan and protocols may need to be modified.
- ❖ Be Prepared - This plan has been released to families in efforts to provide time to review the learning options, make appropriate choices for your child(ren) and prepare a back-up plan for all scenarios.



## STUDENT ILLNESS FORM

Dear Parent/Guardian,

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Your student was seen in the office today for: \_\_\_\_\_.

Temperature at school: \_\_\_\_\_

Time: \_\_\_\_\_

According to school policy your student should not return until at least: \_\_\_\_\_  
**AND** is symptom/fever free for 24 hours without medications. A fever is defined as a  
temperature 100.0 or greater.

OR. Your child will be required to have a doctor's note to be released back to school.

Parent Signature: \_\_\_\_\_

## Symptom Checklist for Sick Students

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Fever over 100.4

\_\_\_\_\_ Cough

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ Shortness of breath

\_\_\_\_\_ Fever

\_\_\_\_\_ Chills/Shaking with chills

\_\_\_\_\_ Muscle Pain

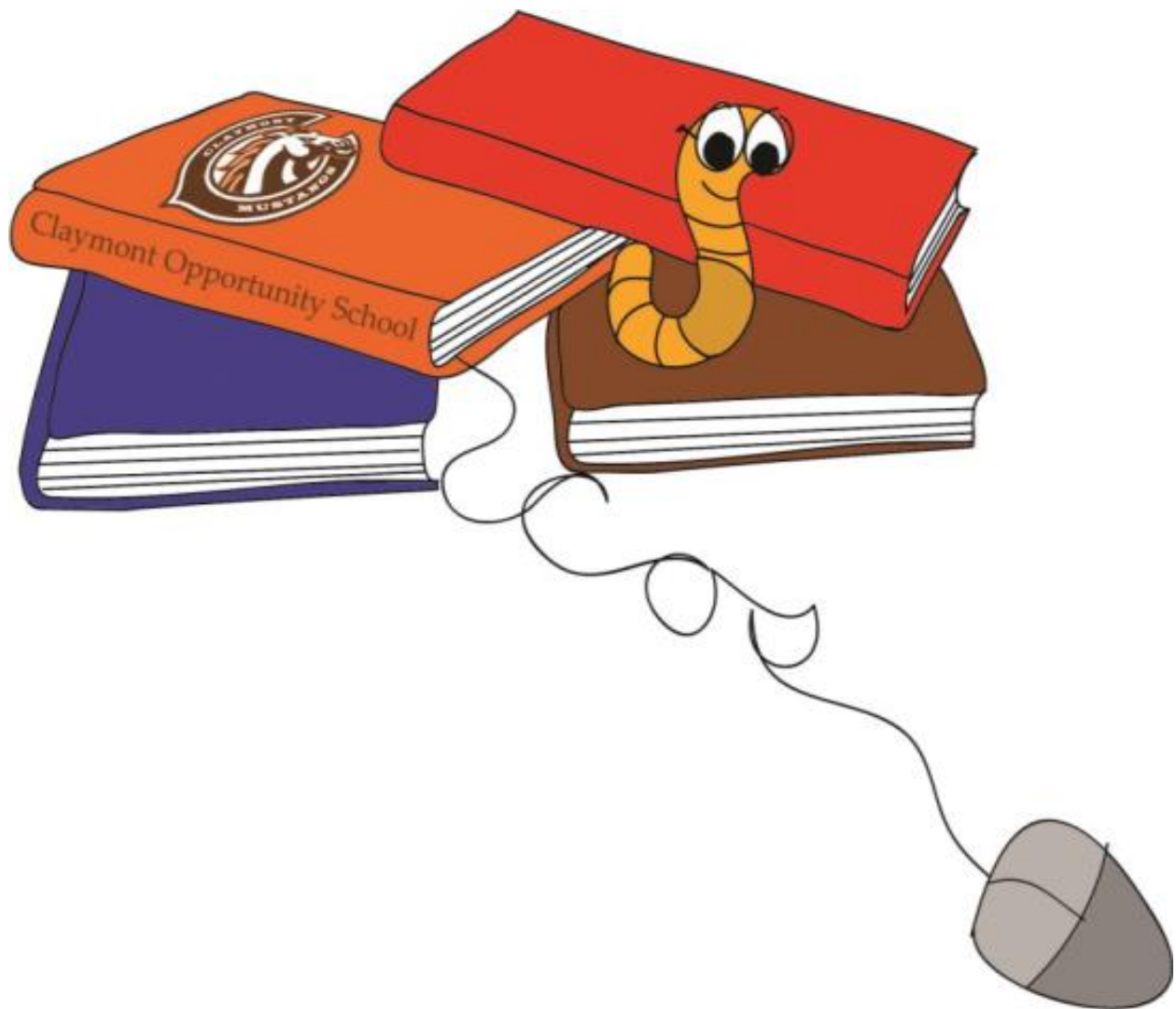
\_\_\_\_\_ New loss of taste/smell

\_\_\_\_\_ Headache

**Please use this symptom checklist to monitor your child's health at home. While at school, if your child experiences any of the symptoms above, he/she will need to be masked and will be sent to the isolation room. The parent/guardian will be notified of immediate need for pick up from school.**

# CLAYMONT CITY SCHOOLS

## ONLINE CURRICULUM PROGRAM



# ENROLLMENT CHECKLIST AND SIGNATURE PAGE

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## **Step 1:**

### **Guidance**

\_\_\_\_\_ Each Student will need to have an enrollment checklist, which will be put in the teacher's box once a student has been enrolled

\_\_\_\_\_ Enroll Student in online Courses

\_\_\_\_\_ Enter Student schedule into DASAL

\_\_\_\_\_ Notify the Teacher via email

\_\_\_\_\_ IEP

\_\_\_\_\_ 504

Guidance Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Step 2:**

### **Teacher**

\_\_\_\_\_ Set pacing guide for student

\_\_\_\_\_ Make contact with the student via email/phone to ensure they understand the pacing expectation

\_\_\_\_\_ Monitor student progress. If a student falls behind:

\_\_\_\_\_ Week 1 follow up with contact and document the contact

\_\_\_\_\_ Week 2 make contact and notify the student that they are receiving a warning communication. This communication is to let the student know that if they are not back on track according to the pacing expectations by the end of Week 3 they will be referred to the assistant principal and guidance dept. Document the date of the communication. Within this communication remind students that they may be terminated from the online program or the school can implement mandatory attendance at the High School for lack of progress.

\_\_\_\_\_ Week 3, if the student has not made adequate progress send this paper with documented attempts to communicate with the student and an email to let the assistant principal know of the student's lack of progress.

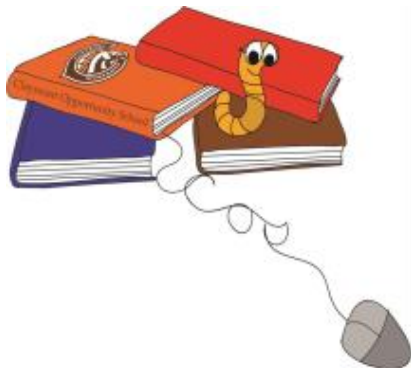
\*Emergency situations do occur. If you determine that a student fell behind because of a medical or family emergency or an extraneous circumstance outside of the student's control, please provide them with a recovery plan that will get them back on track. If they do not meet the recovery plan deadline then you will need to refer the student to the assistant principal and provide the details of the plan not met.

Dear Parent or Guardian:

Thank you for taking the opportunity to have your student complete coursework through the Claymont Online Curriculum Program. Enclosed in this packet you will find information regarding the attendance policy and the grading policy. Please sign and date all the necessary paperwork and return them at orientation. Once the necessary paperwork has been received the guidance department will evaluate your child's needs and make a determination regarding their participation in the online program. Please note that if your student has previously been unsuccessful in an online program their enrollment may be denied and they will have to re-enroll in the traditional school setting or pursue other online educational options. Also, there is a pacing requirement for each class that must be met in order for your child to remain in our online program. If at anytime your student does not meet the minimum criteria of attendance/pacing or if they appear to be failing, they can be removed from the online program or mandatory attendance will be implemented. Your student will be held to the same standards as they would if they were in a traditional classroom setting in regard to work completion, grades and truancy.

The online program can be an excellent alternative to the traditional classroom, however, it does require self-motivation and time management from the student. We are here to assist you and your student as much as you need in order for your student to be successful.

Thank You For Your Support and Cooperation,  
Claymont Online Staff





## **ATTENDANCE POLICY**

The online program will follow the Claymont City Schools calendar. All work must be completed one week prior to the conclusion of the school year.

All students enrolled in the online program are expected to complete a full day of attendance.

### **Full Day Of Attendance**

A full day of attendance is defined as completing all lessons in accordance with the pacing guide provided by the teacher for each course the student is enrolled. In order to not have issues with truancy and/or being dismissed from the program, students must follow the teacher provided pacing guide.

### **In Person Meetings**

Online learning is highly individualized, requires independent learning and by virtue necessitates organization to ensure the proper completion of coursework. There are times when students may need additional help to complete work. In person meetings can be arranged per contact with the student's online teacher. All in person meetings require a scheduled time in advance, no drop in meetings will be permitted because the teachers have other classes they are teaching throughout the day.

### **Absences and Truancy**

If you are ill or have an emergency that prevents you from staying on pace with your course work please be advised that all absences will be considered unexcused until an excuse is received. Excuses will only be accepted for 3 days after the absence occurs. In determining if an absence is considered excused or unexcused the online program coordinator will follow the same guidelines that are outlined in each building's student handbook.

Truancy procedures will be followed according to each building's student handbook. After 3 weeks of not maintaining the course pacing, outside of medical emergencies, a student will be released from the online program and is expected to return to the traditional school setting the day after receiving notice they have been dismissed.

\*\*\* Computer problems or internet problems encountered by those students who are enrolled in the full time online program will be counted as unexcused absences. It is the responsibility of the parents/guardians to make sure that the students who are participating in the online program from home have a working computer and working internet.



# ATTENDANCE Policy Signature Page

## School Page

I \_\_\_\_\_ have read, discussed with my child, and understand the online program attendance policy and understand that my child may be released from the program and required to return to/enroll in a different school setting if the policy is not followed. I further understand that Truancy charges may be filed in accordance with the Claymont City Schools Truancy policy if my child does not follow the attendance policy.

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Parent's Signature Date

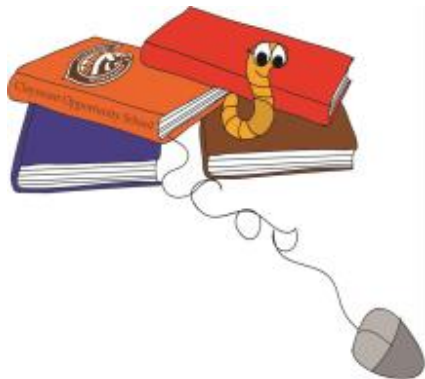
I \_\_\_\_\_ have read and understand the online program attendance policy and understand that I may be released from the program and required to return to/enroll in a different school setting if the policy is not followed. I further understand that Truancy charges may be filed in accordance with the Claymont City Schools Truancy policy if I do not follow the attendance policy.

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Student's Signature

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Date



## **GRADING POLICY**

All courses in the Claymont online curriculum program are divided into two grading periods and are worth either  $\frac{1}{2}$  credit or 1 full credit. Students are expected to complete all assignments/coursework during the grading period in which it is assigned. Please keep in mind that students who do not fulfill the attendance expectation will be dropped from the program. If a student does not complete the coursework they have been assigned, they will be issued a zero (0) for all assignments not completed which will be averaged into their final report card grade. If a high school student fails a required course, they will

have to repeat that course in order to receive graduation credit. How the course is completed will be decided on a case by case basis in collaboration with the Principal, Guidance department, Parent, and Student.

The online curriculum will follow the Claymont City School calendar.

Progress will be assessed on a weekly basis with students receiving grades for classes when they complete all the lessons in each course. To receive credit for an online lesson, students must pass with a score of 80% or higher.

It is the responsibility of the student and parent to check on the student's progress throughout the year. Parents/guardians are also welcome to contact their teacher by phone or email. If you would like to schedule an in-person appointment, please do so by contacting the online teacher to set up a convenient time. Teachers will not be able to receive drop in visitors due to their teaching schedules.

Report cards will be distributed following the Claymont City School District report card schedule. The grading scale is as follows:

- A – 90 -100
- B – 80 - 89.9
- C – 70 - 79.9
- D – 60 - 69.9
- F – 59.9 and below

# Grading Policy Signature Page School Page

I \_\_\_\_\_ have read, discussed with my child, and understand the Claymont Online Curriculum Program grading policy.

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Parent's Signature, Date

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Student's Signature, Date