Claymont City Schools
Safe Return and
Continuity of Service Plan
2021-2022

Safe Return and Continuity of Service Plan developed after careful review and consideration of the prior Reopening Plan, COVID-19 district data, and the results of ESSER community survey, following the ongoing guidance provided by Governor DeWine, medical officials and our local health officials.

CONTENTS

These general principles will guide Claymont City as we move forward with the safe return to school and provide continuity of services for our students:

1. The district will continue to 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 recognizes the need for consistency in areas of operations while acknowledging that individual differences in classroom sizes, facilities, and building operations may lead to some inconsistencies; and
5. The district recognizes that the majority of our families desire 5 days a week of Face to Face learning for their children and we will make decisions that help our schools continue to operate in as normal a setting as possible.

Learning Options

The District will offer a choice between Face to Face Learning or Self-Paced Online Learning for the students' primary learning option. In addition, the District will provide extended learning opportunities to counteract the learning loss from the pandemic. The options are described below:

    A. FACE to FACE Learning (5 days a week)
    B. Self Paced Online Learning - A full-year commitment is required.
    C. Extended Learning Opportunities: (1) After-School Tutoring, and
                                  (2) Summer School

❖ All students (K-12) will be provided district-owned chromebooks. **Student insurance for a chromebook is $30.00.**

A. **Face to Face Learning** - The District will resume normal operations of school with students attending all five (5) days each week, excluding professional development days, work sessions and/or holiday breaks. Should the district and/or a building experience an outbreak of COVID illnesses making it impossible to maintain the operation of the school, it is possible that the Superintendent could authorize a shift to remote instruction.

B. **Self-Paced Online Instruction** - Students can choose to be enrolled in an online learning platform to complete lessons at their own pace. Families choosing this option will need to commit to a full year of instruction 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 complete a minimum amount of work weekly to receive attendance credit for instruction. If a student does not meet the minimum work required, he/she will be counted absent for the equivalent amount of time not completed. Students participating on Online Instruction will be held to the same attendance policies as students participating in Face to Face instruction.

C. **Extended Learning Options**
1. After-School Tutoring – Each building will provide after-school tutoring opportunities during the months of October, November, February, March, and April to support students struggling with grade level skills. Building administrators will organize the tutoring program within their buildings. Transportation will not be provided for after-school tutoring.
2. Summer School - During June and July, the district will offer summer school (K-12) to help close the learning gap of our struggling students. Students needing summer school support will be identified through state assessment results, local assessments and referrals. Transportation will be provided during the summer months.

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.
  ➢ Staff and students exposed to COVID-19 while at school may continue to attend in-person school as long as proper COVID-19 prevention practices were adhered to (i.e. handwashing, social distancing, proper mask wearing). However, those close contacts should follow normal quarantine protocols, including staying home, staying away from people who are at higher risk severe illness, and refraining from extracurricular activities and sports if prevention protocols were not followed.
  ➢ A 10-day quarantine period will be required for any student or staff who is determined to be within 6 feet without a mask of a positive COVID-19 case while at school or a 7-day quarantine period will be required following a positive COVID-19 test. Those who are fully vaccinated will not need to quarantine.
  ➢ Students should not attend in-person school if they are exposed to COVID-19 outside of the classroom, including during sports and other extracurricular activities, regardless of masking.

➢ 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

❖ You may have COVID-19 if you experience one or more of the following:
   ➢ Fever > 100.0F (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 (>= 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, 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.

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 6 feet social distancing is not possible. Masks are recommended, but not required unless directed by a state order.

❖ 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 will be quarantined for 7 days and their family members will be quarantined for 10 days. The Health Department will perform all contact tracing 10 days from the last date of contact with the contagious case.

❖ 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 recommended for all students in grade K – 12.
- ❖ School employees will be recommended to wear face coverings.

Food Service

- ❖ Free breakfast and lunch will continue to be provided for all students.
- ❖ Students will eat lunches in the cafeterias, but will have staggered lunch times and sanitation protocols in place between lunches to prevent exposure.

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.
- ❖ 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 recommended for drivers and for all students.
- ❖ Buses will be sanitized after each trip.
- ❖ Students will follow organized loading/unloading procedures.
- ❖ Students may continue to attend in-person school even if they have been exposed to COVID-19 in the school setting if they and their associated contacts were wearing face masks covering their mouth and nose **at all times** at school and while on school transportation or were fully vaccinated.

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.

❖ 24/7 social-emotional support is available for students, families and staff members through Apportis mental health resources. Apportis can be accessed through the district website.

Visitors/Volunteers/Parties

❖ The district will continue to follow the guidance of Ohio Department of Health with regards to visitors in school buildings.
  ➢ Visitors will be permitted in the buildings during a school day to enroll, drop-off or pick up a student or for emergency situations.
  ➢ To schedule a meeting or conference, please make prior arrangements via phone or email.
  ➢ Safety protocols such as taking temperatures and social distancing will be implemented for all visitors.
  ➢ Visitors are asked to respect the signage and protocols while in the school setting.

Custodial and Maintenance

❖ Masks and gloves are recommended to 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.

District/Building Safety Protocols and Upgrades

- ❖ Signage has been posted for Social Distancing and Handwashing.
- ❖ Hand Sanitizer stations have been installed throughout the buildings and Handwashing stations were added for preschool.
- ❖ Heating/ventilation systems are being upgraded in several buildings to improve air quality within the classrooms.
- ❖ Water filtration systems have replaced drinking fountains. Students are encouraged to bring personal water bottles.

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, and notes.

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
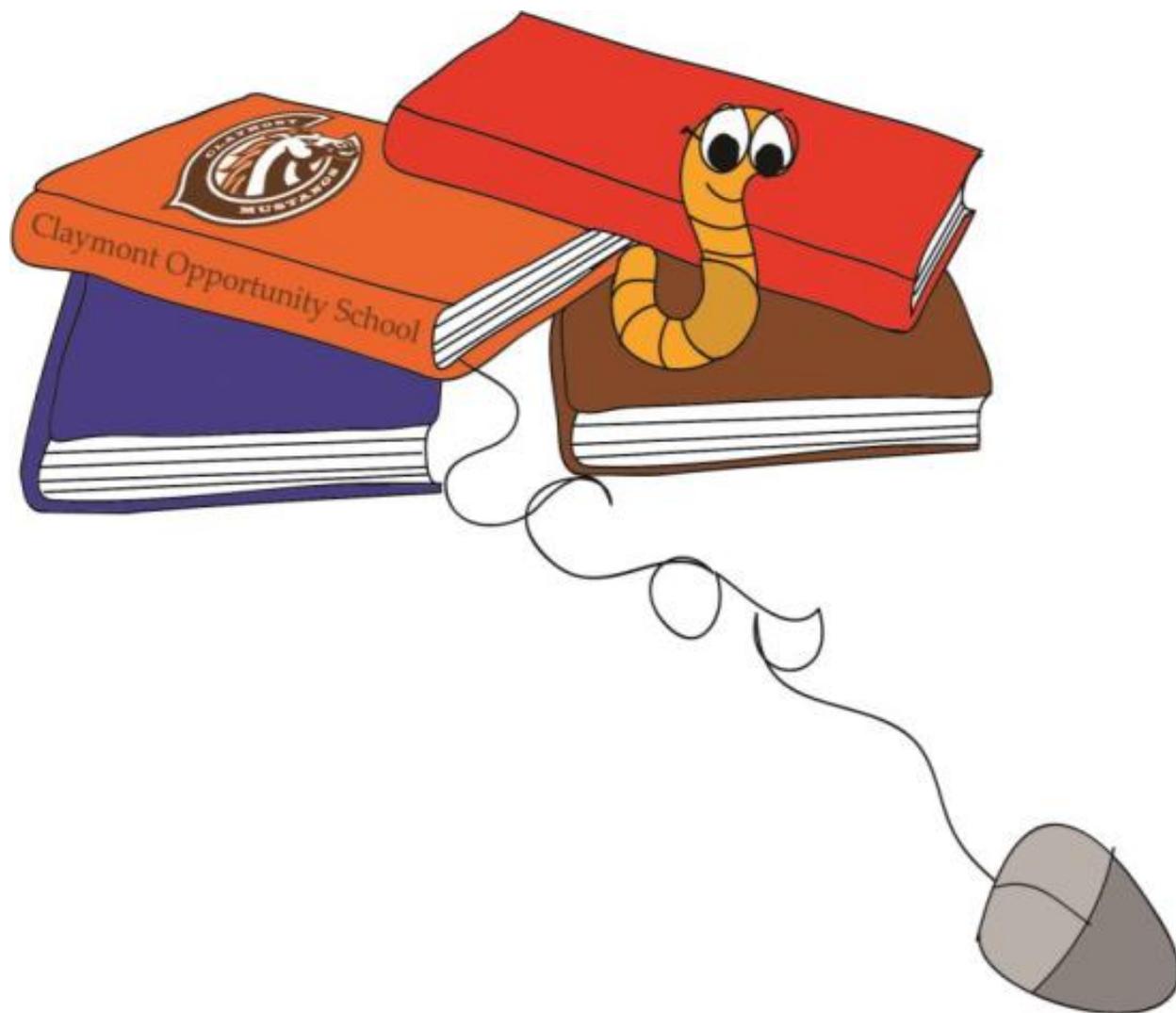
ENROLLMENT CHECKLIST AND SIGNATURE PAGE

Student Name: *Grade:*

Step 1:
Guidance

_____ Each Student will need to have and 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 DASL

_____ Notify the Teacher via email

_____IEP

_____504

Guidance Signature: Date:

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
students 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
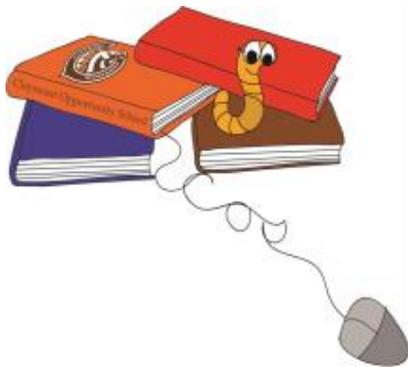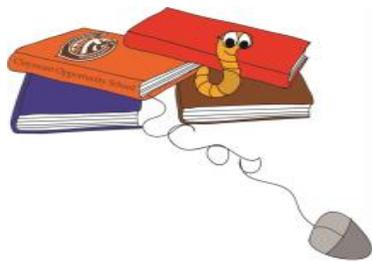
<u>ATTENDANCE POLICY</u>

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.

<u>Full Day Of Attendance</u>

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.

<u>In Person Meetings</u>

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.

<u>Absences and Truancy</u>

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.

_____ _____

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.

_____ _____

Student's Signature   Date
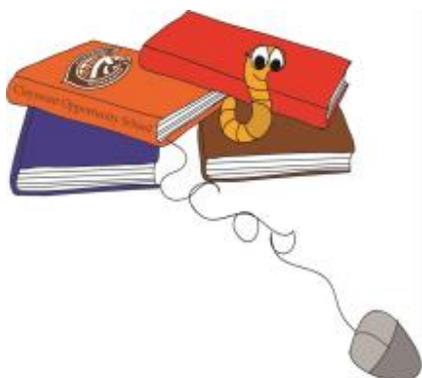
GRADING POLICY

All courses in the Claymont online curriculum program are divided into two grading periods and are worth either ½ 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.

_____

Parent's Signature, Date

_____

Student's Signature, Date