

Bellbrook-Sugarcreek Local Schools

2nd Semester 2020-2021 Plan



Guiding Principles for 2nd Semester 2020-2021 Plan

- Face coverings required for all staff and students K-12
 - Daily self-assessment of symptoms
- Wash and sanitize hands to prevent the spread
 - Enhanced cleaning and disinfecting
- Social distancing as much as possible
 - 100% online learning option

Bellbrook-Sugarcreek Schools, for the 2nd semester of the 2020-21 school year, will continue to provide both in-person schooling options and a completely online option for K-12 students through the BOA (Bellbrook Online Academy) that choose not to physically attend in-person school.

Bellbrook-Sugarcreek Local Schools is continuing to use information from [Greene County Public Health Back to School Guidance](#), Centers For Disease Control (CDC), [Governor Dewine's K-12 Schools Guidelines](#), and the [State of Ohio's Health Advisory System](#) as guiding information to help inform our decision making to stay in person, go to a hybrid or a 100% remote option.

We are doing our best to continue to provide in-person options for our students but it takes all of working together to accomplish this. We ask for your patience and understanding as we continue to make safety our highest priority while at the same time balancing a strong academic and learning culture. Our decision to physically be in and stay in school is grounded in the belief that physically being at school is fundamental to child and adolescent development and well-being. It provides our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech/mental health therapies, and opportunities for physical activity, among other benefits. We do, though, understand that some families want an online option for their child(ren).

Our plan is a living document and is subject to change as we receive new information. We will continue to provide more details and information when applicable.

Bellbrook-Sugarcreek Schools will continue to provide a completely online option for K-12 students through the BOA (Bellbrook Online Academy) that choose not to physically attend in-person school for the 2nd semester. A survey is being sent out to those parents that currently have students attending the Bellbrook Online Academy (BOA) for the 1st semester or that currently have students attending school in-person but would like those students to attend BOA for the 2nd semester. Students must commit to the selection for the rest of the school year so that we can properly plan for staffing and curriculum delivery. If your child is attending in person and you would like them to remain in person parents do NOT have to complete this form. They will automatically stay in person for the 2nd semester.

Depending on the number of students signed up for the online option, all efforts will be made to use Bellbrook teachers* that will utilize curriculum by Edmentum/Calvert Learning* (*subject to change depending on # of students signed up). This will be extremely similar to the model used in semester one of this school year. Due to the possible fluctuation in BOA enrollment, there is no guarantee of having the same teacher 2nd semester. [Click here for more information and FAQs for the online option](#)

As required by the state of Ohio, *we will be requiring face coverings (mask). * for all students in grades K-12. See page 7 of this document for these guidelines* This is another layer of preventative measures to help mitigate and protect us from each other in the spread of COVID-19 for both staff and students and do as much as possible to prevent an outbreak in our district and/or to lessen the likelihood of moving to 100% online learning. Even with these preventative measures, there is a health risk of being exposed to the COVID-19 virus while at school, attending school functions, or on the bus. Sending your student to school (or anywhere else) is a calculated risk. It will take all of us (parents, students, and staff) working together to create the safest environment possible. The requirements and procedures that we put in place are to help mitigate the chance of being exposed to COVID-19, not to eliminate it. The following page lists the general expectations.

General Expectations

Parents/Guardians	Students
<ul style="list-style-type: none"> ● All parents/guardians are required to ensure that your child(ren) conducts a daily self-assessment for symptoms of COVID-19 BEFORE coming to school. ● Keep your child home with temperatures over 100.4F and/or showing symptoms of COVID-19 (see page 4). In the presence of any of these symptoms, consider following up with your health care provider. ● Parents/guardians should notify GCPH and school of a diagnosed case of COVID-19 or presumed/exposure to COVID-19. ● Provide a face covering (face mask) for your student to wear at school and on the school bus. At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin. Mask breaks will be provided. Face coverings must be appropriate per dress code guidelines. ● No visitors (including lunch or volunteers) will be given access to the school building and will be limited to the office lobby except for emergency situations. Limit visits to school as much as possible including visits to drop off forgotten items. All meetings will be done virtually or by phone except for unique circumstances. ● All visitors must wear a face covering at all times while in the school or standing near the school during arrival/dismissal. Please do not congregate. ● Follow the posted guidelines and read all signage in the buildings. ● Ensure contact information is up-to-date in OneView in the event the school needs to contact the parent/guardian. 	<ul style="list-style-type: none"> ● All students are required to conduct a daily self-assessment for symptoms of COVID-19 BEFORE coming to school. Students will complete a form at school reporting this information. ● Stay home with temperatures over 100.4F and/or showing symptoms of COVID-19 (see page 4). ● All students will wear a face covering (face mask). At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin. Mask breaks will be provided. Face coverings must be appropriate per dress code guidelines. ● Students are expected to maintain physical distancing among all persons on school grounds whenever possible. ● Follow the posted guidelines and read all signage in the buildings. ● Hand washing and/or hand sanitizing will be required throughout the day including recess. Hand sanitizer will be readily available in school; however, students are also encouraged to bring their own hand sanitizer. ● Students will be expected to clean their workspace. ● There will be no assemblies, dances, or field trips. ● Drama Productions/concerts-Currently these will either not take place or will take place virtually. ● Fall Athletics-We are waiting for further guidance from the state of Ohio regarding fall sports.

Staff Expectations

- All staff is required to conduct a daily self-assessment for symptoms of COVID-19 BEFORE coming to school. Staff will complete the form reporting this information.
- Staff with temperatures over 100.4F and/or showing symptoms of COVID-19 should stay home (**see page 4 for list**).
- Wearing a face covering (face mask) is required for all staff. Staff is expected to maintain physical distancing among all persons on school grounds whenever possible. At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.
- Maintain maximum physical distance from others whenever possible.
- Follow the posted guidelines and read all signage in the buildings.
- Staff will be trained on the importance of safety protocols including proper handwashing, physical distancing, appropriate use of facemasks, cough and sneeze etiquette and the importance of staying home when sick or displaying symptoms. These protocols will be taught to students.
- Following guidelines as provided by GCPH, schools will frequently clean high-touch areas, objects, door handles, equipment, and surfaces such as water fountains and restrooms using cleaning products effective against COVID-19.
- Rooms will also be disinfected before new students transition into the room.
- Hand washing and/or hand sanitizing will be required throughout the day. Hand sanitizer will be readily available in school; however, the staff is also encouraged to bring their own hand sanitizer.
- Administration, with the support of staff, will ensure that guidelines, procedures, and policies are being followed.
- Staff and administration will provide reminders, issue warnings, contact parents, and report repeated violators.

Health Protocols and Clinic Guidelines

Students and/or Families and Staff

- We will be following the [Greene County Public Health Back-to-School Guidance](#) for Greene County Schools..
- Ensure contact information is updated in OneView in the event the nurse needs to contact parents/guardians.
- Ensure there are multiple, pre-arranged methods of getting your student home from school should they become ill or exhibit symptoms of COVID-19.

<u>Clinic</u>	<ul style="list-style-type: none"> ● Visits to the clinic will be limited to emergency situations only. ● Students who are feeling ill and/or showing symptoms of COVID-19 will be isolated into a separate area within the clinic. ● Students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments, and those with individual health plans, will be seen in an area separate from the isolation area. ● The isolation area will be disinfected, as per GCPH guidelines, once the ill student has been dismissed home. ● Individuals who will be sent home will follow protocols established by GCPH
<u>Student / Staff Illness</u>	<p>If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with the existing school illness management policy (e.g., until symptom-free for 24 hours without fever-reducing medications).</p> <p>If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing. If tested for COVID-19, students/staff should provide a note of test results to the school.</p>

	<p>Section 1</p> <ul style="list-style-type: none"> • Temperature 100.4° Fahrenheit or higher when taken by mouth (99.4° F or higher if taken on forehead) • Sore throat • New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline) • Diarrhea, vomiting, or abdominal pain • New onset of severe headache, especially with a fever <p>Section 2</p> <ul style="list-style-type: none"> • Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19 • Traveled somewhere outside of the Miami Valley that is reporting large numbers of COVID-19 cases. Click on the link for more information. https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory <p>See Greene County Public Health Back-to-School Guidance for further guidance.</p>
<p><u>Confirmed Cases</u></p>	<ul style="list-style-type: none"> • Parents/guardians should notify GCPH and school of a diagnosed case of COVID-19 or presumed exposure to COVID-19. • If tested for COVID-19, students/staff should provide a note of the test result to the school. <p>Click here for Greene County Public Health Standard Operating Guidelines (SOG) if a student, teacher, staff member, etc. is diagnosed with a positive COVID-19 test result.</p> <p>Any other illness should be handled in the routine manner as prescribed in district policies.</p>

<u>Classrooms / Recess</u>	
Students and Parents/Guardians	Staff
<p><u>Students</u></p> <ul style="list-style-type: none"> • Specials/Electives-All electives will still be offered with the following guidelines: <ul style="list-style-type: none"> ○ PE-Activities will focus on individual-based activities/practice of individual skills. ○ Band-will play outside when weather permits or doing inclement weather will be split up in different classrooms. ○ HS/MS Choir & Elem Music-Singing will be allowed per Greene County Public Health guidelines. ○ Libraries-will be open but materials cannot be self-selected. Returned materials will be removed from circulation for 72-hours after being returned. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Minimize furniture in the classroom to maximize space for student desks to provide as much social distancing as possible. If possible, all desks should be facing the same direction. • Eliminate shared classroom materials. • Classroom doors will be opened to increase air circulation. <p><u>Inside Recess</u>-Will follow the same procedures as classroom</p>

Hallways/Lockers, Restrooms, and Common Areas

Students and Parents/Guardians	Staff
<p><u>Students</u></p> <ul style="list-style-type: none"> Report immediately to your classroom, upon arrival at school (see below for school-specific information). Students are not permitted to congregate at lockers or in the restrooms. Carry a water bottle. Water fountains will only be available to refill water bottles. When possible, stay to the right when traveling down hallways and using stairs. All students must <u>leave school promptly at the end of the day</u>, no loitering. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> Supervise hallways, restrooms, and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. <p><u>Administration</u></p> <ul style="list-style-type: none"> Develop and implement locker-use schedules for buildings where lockers are issued to students. Implement staggered dismissal times if necessary to maximize a safe distance. Assist in the supervision of restrooms, hallways, and common areas between classes.
<p><u>Building differences as noted:</u></p> <p>Bell Creek Intermediate- Students should arrive at school no sooner than 7:40. Locker decorations will not be allowed. Students need to take all school supplies to their classrooms, as they will not be using lockers during the day and lockers should be emptied of all belongings at the end of each school day.</p> <p>Bellbrook Middle School- Students should arrive at school no sooner than 7:35 and students should visit their lockers, if needed, and then report directly to their Homeroom.</p> <p>Bellbrook High School- Students should <u>arrive at school no sooner than 8:05 am.</u></p>	

Transportation	
Students and Parents/Guardians	Staff
<p><u>Student and Family Expectations</u></p> <ul style="list-style-type: none"> Students and families will be encouraged to provide his/her own transportation to school during this time Provide a face covering for your student to wear on the bus and while at school when needed. <p><u>Students</u></p> <ul style="list-style-type: none"> Maintain maximum physical distance from others at the bus stop, on bus lots, and while entering the building. Sit two per seat on the bus and sit in your assigned seat. Wearing a face covering while riding the bus is required. 	<p><u>Drivers</u></p> <ul style="list-style-type: none"> Wearing a face covering while driving the bus is required. Assign no more than 2 students (families living in the same household can have up to 3) per seat. Provide reminders, issue warnings, contact parents/caregivers and report repeated violators. Ensure the bus is disinfected following outlined safety protocols. <p><u>School/District Administration</u></p> <ul style="list-style-type: none"> Monitor drop-off and dismissal to ensure students do not congregate in groups.

Lunches and Cafeteria

Students and Parents/Guardians	Staff
<p><u>Students</u></p> <ul style="list-style-type: none"> ● When possible, stay to the right when traveling down hallways and maintain a safe distance as much as possible when in line and in the serving areas. ● All lunch lines will be cashless. Cash and checks can be turned in to the main offices in envelopes with student name and account number to be placed on accounts prior to or after lunch. ● Do not linger in the serving area or in the cashier line. ● If bringing a packed lunch, report immediately to your designated seating area. ● Sit in your designated/assigned seats every day. ● Food choices may be limited. If you have a special dietary request, please email Jennifer.hoehn@bss.k12.oh.us with medical notes. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise designated eating areas to maintain maximum physical distance from others whenever possible. <p><u>Custodians/Staff</u></p> <ul style="list-style-type: none"> ● Disinfect all tabletops before and after each lunch. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> ● Students will not self-serve themselves in regards to meals, drink, and a la carte. All items will be wrapped or sealed and handed out by cafeteria staff. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Students will not be wearing masks while eating. ● Students will not be seated directly across from each other) and will be assigned seats to ensure that students are eating with the same peers. The spacing of tables, additional seating, locations, and/or staggered lunches will be added to the extent possible.

Drop Off, Pick Up, Visitors, and Parent Meetings

Students and Parents/Guardians	Staff
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● All meetings will be done virtually or by phone except for unique circumstances. ● Waiting areas will be eliminated. ● Buildings will have multiple entrances for drop-off in the morning. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Report to your assigned classroom as soon as possible upon arrival to school and in between classes (no loitering or congregating at lockers). 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas. <p><u>Office Staff</u></p> <ul style="list-style-type: none"> ● Limit the number of people in the office and ensure seating areas are properly physically distanced. ● Shields will be in place in each office to separate staff and visitors/students.

Face Covering Guidelines

Updated 10/6/20 ...After further reviewing the latest guidance from Greene County Public Health and the CDC , it is important to make an updated and clarifying statement about face masks and shields. It is required that staff and students wear a face mask unless it is an instructional necessity. The requirement to wear a face mask does not apply when there is a medical reason one can't wear a mask all of the time, or if it creates an unsafe situation. This may mean that students and/or staff could wear a shield for a specific situation where it significantly interferes with the learning process and then switches to a mask when it does not.

During the 2020-21 school year, all staff and students (Kindergarten through 12th grade) will be required to wear face coverings while at school and while riding school buses.* Families must provide the face covering.

Why is wearing a face-covering so important?

The purpose of wearing a mask is to contain your coughs and sneezes, preventing you from spreading your germs to other people and nearby surfaces, which helps to protect other people. Masks can also help you avoid touching your nose or mouth accidentally. While a face-covering does not filter the air you breathe, it may serve as a basic barrier against large droplets reaching your mouth or nose.

Research has shown that although children younger than 9 years old are at a reduced risk of contracting the COVID-19 virus, they can be asymptomatic carriers of the virus. By requiring that all students wear face coverings, we are able to provide some protection to staff members and other students.

The Center For Disease Control makes the following recommendations concerning face coverings:

- CDC recommends that people wear cloth face coverings in public settings and when around people who don't live in your household, especially when other [social distancing](#)***measures are difficult to maintain.
*** Returning to school at 100% capacity will make maintaining the 6-foot social distance very difficult. Wearing a face covering will help minimize the risk of transmission of COVID-19 when students are unable to maintain 6-foot physical distancing.
- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others.
- Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.
- Wash your hands before putting on your mask.
- Wear your mask correctly. Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face. Be secured with ties or ear loops.
- Allow for breathing without restriction. Make sure you can breathe easily.
- Wear masks with two or more layers to stop the spread of COVID-19
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do NOT wear masks intended for healthcare workers, for example, N95 respirators
- Cloth face coverings should be able to be laundered and machine dried without damage or change in shape.
- **CDC does not recommend the use of masks or cloth masks for source control if they have an exhalation valve or vent.**
- As a rule of thumb, if you can blow out a candle with your face mask on, the mask might not be providing enough of a barrier to prevent transmission of splatter from the wearer's mask.
- The mask is considered part of the dress code and should be appropriate per dress code guidelines.

Helpful Tips:

- To prevent fogging of glasses.....put first-aid tape or a bandaid on top of the bridge of nose covering the mask
- If you need help getting masks, please reach out to your building principal.

Types of Face Coverings

1. Disposable face masks
2. Cloth face coverings
3. Face Shields
4. Commercially manufactured face shields attached to hats

Disposable Face Masks



- Disposable facemasks, such as surgical or medical masks, are not respirators and do not protect the wearer from breathing in small particles, gases, or chemicals in the air.
- Disposable facemasks act as a protective barrier to prevent splashes, sprays, large droplets, or splatter from entering the wearer's mouth and nose. The protective quality of disposable facemasks varies depending on the type of material used to make the facemask.

Cloth Face Coverings



- Cloth face coverings, whether provided by the employer or brought from home by the worker, are not respirators or disposable facemasks and do not protect the worker wearing them from exposures.
- Cloth face coverings are only intended to help contain the wearer's respiratory droplets from being spread.
- Used in this way, CDC has recommended cloth face coverings to slow the spread of the virus that causes COVID-19. Wearing them may help people who unknowingly have the virus from spreading it to others.

Face Shields



• Face Shields should only be worn in conjunction with a mask unless for safety reasons, specific instructional reasons, or documented health-related issues.

- Provide barrier protection to the facial area and related mucous membranes (eyes, nose, lips) and are considered an alternative to goggles.
- They should cover the forehead, extend below the chin, and wrap around the side of the face. Face shields are available in both disposable and reusable options.

Types of Face Coverings that are NOT Acceptable: Gaiters-if made of stretchy material and not multi-layered, Bandanas, clothing pulled up over mouth, "inverted" face shields



DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

Do NOT wear a mask



Resources:

1. Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease (COVID-19) Pandemic
<https://www.fda.gov/food/food-safety-during-emergencies/use-respirators-facemasks-and-cloth-face-coverings-food-and-agriculture-sector-during-coronavirus>
2. Coronavirus Face Masks & Protection FAQs
<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-face-masks-what-you-need-to-know>
3. Moving Personal Protective Equipment Into the Community Face Shields and Containment of COVID-19
<https://jamanetwork.com/journals/jama/fullarticle/2765525>

*Exceptions include:

- Facial coverings in the school setting are prohibited by law or regulation
- Facial coverings are in violation of documented industry standards
- Facial coverings are not advisable for health reasons
- Facial coverings are in violation of the school's documented safety policies
- Facial coverings are not required when the staff works alone in an assigned area
- There is a functional (practical) reason for a staff member or volunteer not to wear a facial covering in the workplace. (Schools must provide written justification to local health officials, upon request, explaining why a staff member is not required to wear a facial covering in the school. At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)

Students Choosing the 100% Online Only Option

[Click HERE for FAQs](#)

Students and Parents/Guardians

Staff

Parents/Caregivers

- Participate in required orientation and progress meetings online and monitor and support student progress through an online curriculum.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to appropriate, designated contact.
- All efforts will be made to use Bellbrook teachers* that will utilize curriculum by third-party vendor-Edmentum* (*subject to change depending on # of students enrolled)
- This option is different from what students experienced during remote learning last spring.
- Special Education services will include a district case manager.

Students

- Start date of classes January 4, 2021
- Students in grades K-5 will only have access to courses in the core areas (ELA, mathematics, sciences, and social studies) and two specials. Students in grades 6-12 will have access to the core areas (ELA, mathematics, sciences, and social studies) and every effort will be made to align the elective course offerings with the students’ otherwise planned schedule
- Participate in orientation and progress meetings online.
- Students participating in this option will be using an online curriculum and platform designed by an outside company that specializes in virtual learning and meets the Ohio Learning Standards but may or may not align with district pacing and/or classroom learning activities.
- Students will follow a schedule to complete online learning, assignments, and assessments. Deadlines will be established for work.
- Communicate questions and concerns immediately to teachers and/or designated contacts.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Students will earn grades for their work which will be provided to Bellbrook-Sugarcreek Schools for student records/transcript purposes.
- If the state or local regulations require a school closure, students participating in this option will continue as scheduled and will continue to use the online curriculum and platform.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities and sports.

Intervention Specialists/Related Service Providers

- Continue responsibilities as a case manager for students receiving special education services, ensuring compliance, etc. as required by the State of Ohio.
- Collaborate regularly with the online instructor(s), parents, and students.

Technology Department

- The district will provide a Chromebook for each student to use at home; students will not be asked to share devices.
- The district will support families without wi-fi access.
- The district will provide help desk assistance when technology issues occur.

Administration

- Ensure each student has a device at home.
- Monitor the delivery of content for students.
- Monitor the progress of students (District Liaison/online provider will provide reports for review).
- Ensure case manager engagement for students receiving special education services.
- Plan/attend IEP and/or intervention meetings as scheduled.