



***RESPONSIBLE  
RESTART***

**Liberty-Benton  
Local Schools**

Community Plan

December 3, 2020

**OPTION 1**

**ALL IN PLAN:  
ALL STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH  
ADDED SAFETY PROTOCOLS, OR LB HYBRID, OR REMOTE  
LEARNING, AS REQUIRED PER COUNTY LEVEL**

**PAGES  
5-10**

**OPTION 2**

**FULL REMOTE LEARNING:  
FULL ONLINE SELF-PACED CURRICULUM,  
NOT PROVIDED BY LIBERTY-BENTON TEACHERS**

**PAGES  
11-12**

# Explanation of Options

- Due to COVID-19, 100% of this document is subject to change.
- This plan was formulated in accordance with guidance from the Ohio Department of Health, Ohio Department of Education, Governor Mike DeWine, and the Hancock County Public Health Department, and developed in consultation with the LB Board & Administration, Staff, and Parent Surveys.
- Parents will need to select the best option for their child(ren) this school year.
- The details listed within the enclosed **Option 1** include working with the Liberty-Benton staff throughout these phases involving face-to-face instruction, the hybrid plan, and remote learning, depending on the Hancock County risk levels.
- Within our discussion and debate of creating these plans, our top concern was seeing our students face to face as much as possible to provide direct instruction. With that in mind, we will be starting with the Option 1 Hybrid Plan on September 8<sup>th</sup>. We feel this gives us the best opportunity for sustained learning with students in our building. This is our safest way to transition back to full face to face instruction starting on November 9<sup>th</sup>. We value quality instruction with our students as much as possible.
- The details listed within the enclosed **Option 2** involve your child(ren) working remotely, all year, through a stand-alone, self-paced, separate curriculum. This option utilizes a different online platform than what you saw last Spring, and all interaction would go through the instructional coordinator directly, not an LB classroom teacher.

# Hancock County Risk Levels

## Ohio COVID-19 Risk Level Guidelines for the Public

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

### LEVEL 1–4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS

Over 60% of Ohioans are considered high-risk based on [CDC guidance](#). High-risk individuals\* are at an increased risk of severe illness and should take every precaution to guard against contracting COVID-19, including following higher risk level guidance outlined below. Consult a doctor about your risk.

# Crosswalk Hancock County Risk Levels to School Operations

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<p><b>ALL IN PLAN</b> All Students Face-to-Face</p>	<p><b>HYBRID PLAN</b> K-12 Split AM/PM 5 Days in School, At 50% Capacity to Start the Year First 9 Weeks  <b>ALL IN PLAN</b> All Students Face-to-Face</p>	<p><b>HYBRID PLAN</b> K-12 Split AM/PM 5 Days in School, At 50% Capacity  <b>ALL IN PLAN</b> All Students Face-to-Face  <b>REMOTE LEARNING</b> If Required</p>	<p><b>HYBRID PLAN</b> K-12 Split AM/PM 5 Days in School, At 50% Capacity  <b>REMOTE LEARNING</b> If Required</p>

- The school year will begin following the hybrid plan if we are in Level 2 or Level 3. The expectation is to transition to face to face instruction after the first nine weeks ends November 6, 2020. Traditional instruction may begin November 9<sup>th</sup>, unless we move to Level 1 sooner.
- **All plans are subject to change at any time and with short notice per state and local requirements.**
- If teacher, staff, or student COVID-19 absenteeism reaches an unreasonable level, the school may shift to remote learning.
- The district or an individual building may be directed to close by Hancock County Public Health Dept.
- Ohio Dept. of Health announcements are currently on Thursday; district adjustment will not be until the second Monday after.
- **Regardless of county color, unless otherwise ordered by the governor or health departments, decisions about operations and capacity remain at the discretion of the school district.**

# OPTION 1 – ALL IN PLAN Face-to-Face, 5 days per week During County Level 1, 2, or 3

## Student Expectations K-12:

- Wearing a school-appropriate mask or face shield is **REQUIRED** when: (See Face Mask Expectations page.)
  - In classrooms
  - Entering, exiting, or moving around the classroom, clinic, office
  - During arrival and dismissal
  - When using restrooms
  - In the cafeteria serving lines
  - In hallways
  - Riding the bus (A face mask is required on the bus. Bus riders are to put the mask on **BEFORE** boarding the bus.)
  - If the student is determined to have a fever, symptoms, or awaiting pick-up
- Students will be provided mask/face shield breaks when:
  - In classroom, while working at desks, with limited movements and social distancing, as directed by teacher
  - When outside
- High risk staff members with compromised immune systems, pregnancy, or over age 60 may request students to wear masks/face shields at all times in classrooms. We appreciate everyone's cooperation and understanding.
- Maintain maximum physical distance from peers whenever possible.
- Grades 4-12: Students will clean desks at the beginning of each class period because these grade levels switch classes during the day.
- Physical distancing guidelines followed with 3' separation when possible and best effort between desks in classrooms. When weather permits, PE will be held outside. When weather does not permit, the gym may be used for PE classes. Safe social distancing will be observed as possible.
- Report immediately to assigned area before school.
- Carry a clear water bottle to fill up, labeled with student's name. (Water only)

# OPTION 1 – ALL IN PLAN Face-to-Face, 5 days per week During County Level 1, 2, or 3

## Student Expectations K-12 (Continued):

- Follow all signage in the hallways and common areas.
- When possible, stay to the right when traveling down hallways.
- Wash hands regularly with soap and water, and use hand sanitizer when entering/exiting building, in addition to other routine times.
- Follow locker use guidelines as provided by staff for buildings who issue lockers.
- Recess is by grade level with reduced size groups, and students will wash hands/hand sanitize before and after recess.
- Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.
- Sit in your assigned seat on the bus.
- Remain seated, facing forward while riding the bus.
- Participate in meetings as requested by parents/caregivers or school staff.
- If bringing a packed lunch, report immediately to your designated lunch seating area.
- Follow physical distancing guidelines as much as possible when in lunch line and serving areas.
- Lunch seating will be designed to promote social distancing within expanded cafeteria spaces.
- Follow guidelines for restroom use during lunch periods.
- Elementary Grades K-5 will be eating in the middle school gym promoting social distancing by sitting every other seat with two grade levels at a time.
- Middle School students will be eating one grade level at a time in the elementary cafeteria with a max. of 5 students per table.
- High School students will be split between three lunch periods and will utilize the space of the cafeteria, auditorium, and hallways.
- All nine-week grading periods will remain as scheduled. There will be homework assignments, normal grading scales, and deadlines to be followed.

# OPTION 1 – ALL IN PLAN Face-to-Face, 5 days per week During County Level 1, 2, or 3

## Parents/Caregivers Expectations:

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures at 100°F or higher should stay home.
- Parents are required to provide a face mask for your student to wear during the day. In addition, a face shield may be an option for some times in the day.
- Provide your student with a clear water bottle daily as water fountains will not be available for use. Students will be allowed to fill up their water bottles at school. Please label with student's name.
- Limit visits to school, unless urgent or necessary. Parents must call ahead of time. Parents may not eat with students or bring forgotten materials.
- All nine-week grading periods will remain as scheduled. There will be homework assignments, normal grading scales, and deadlines to be followed.
- Conduct a parent/caregiver health screening prior to coming to a school building and do not come if you are running a fever at 100°F or higher or showing other symptoms.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask or face shield is mandatory for parents/caregivers when entering the building.
- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.
- In person meetings, it is mandatory to follow appropriate physical distancing protocols, and it is mandatory to wear masks or face shields when entering, exiting, and moving around the building.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- **When you complete your student's emergency contact information for this school year, please be sure to include contact info for several family members, friends, neighbors, ... It is important to list multiple, pre-arranged options available during the day for who may pick up your child from school should they not feel well and need to go home. We need every parent's assistance with this. Thank you in advance for making these arrangements and listing multiple daytime contacts.**

# OPTION 1 – LB HYBRID PLAN

## During County Levels 2, 3 & 4

### Grades K-12 Students and Staff

- 50% of students, AM “Blue” school schedule, 5 days per week, Elem – 8:50 am - 11:45 am; MS – 7:40 am - 10:35 am; HS - 7:45 am – 10:40 am
- 50% of students, PM “Red” school schedule, 5 days per week, Elem – 1:05 pm - 4:00 pm; MS – 11:55 am - 2:50 pm; HS 11:50 am – 2:45pm
- In this hybrid plan, students receive 50% of their instruction face to face each week with daily direct instruction from their teachers.
- Both AM “Blue” and PM “Red” students may purchase a lunch and breakfast to take home with them.
- Transportation provided by request.
- Staggered arrival and dismissal times are implemented per building.
- All nine-week grading periods will remain as scheduled. There will be homework assignments, normal grading scales, and deadlines to be followed.
- Intensive resource rooms for special education students K-8 with the most needs will be offered a full day option.
- K-4 student expectations: Reading, writing, and math instruction will occur at school with regular homework expectations. Science, social studies, and encore classes will be completed virtually with 2 encore classes per week. Encore classes will rotate each week. Science and social studies will be completed one at a time by completing a full unit at a time, then alternate. For example, a student will have 3 science assignments one week, then 3 social studies assignments the following week.
- MS 5-8 student expectations: All 5 core classes will occur at school with regular homework expectations. All special and mod classes will be completed virtually with homework assigned accordingly.
- HS 9-12 student expectations: All class periods will be provided at school on alternate days with even periods and odd periods. Students will be expected to complete work for the classes with regular homework expectations.

**ALL other expectations remain in place as stated before in Option 1.**



# OPTION 1 – Building Schedules

## Elementary, Middle, and High School

### All In Plan:

Elementary 8:50 am – 3:50 pm

Middle 7:40 am – 2:40 pm

High 7:45 am – 2:45 pm

### Hybrid Plan:

#### Morning (AM) – “Blue”

Elementary 8:50 am – 11:45 am

Middle 7:40 am – 10:35 am

High 7:45 am – 10:40 am

#### Afternoon (PM) – “Red”

Elementary 1:05 pm – 4:00 pm

Middle 11:55 am – 2:50 pm

High 11:50 am – 2:45 pm

# OPTION 1 – LB Remote Learning During County Level 3 or 4 if required

## Student Expectations:

- Grades K-12 are recommended to develop a routine schedule at home to complete assignments.
- 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.
- All nine-week grading periods will remain as scheduled. There will be homework assignments, normal grading scales, and deadlines to be followed.

## Parents/Caregivers Expectations:

- Monitor student progress on coursework through Schoology.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff through Schoology or email.

# OPTION 2 – FULL ONLINE SELF-PACED CURRICULUM USING LIBERTY-BENTON VIRTUAL LEARNING ACADEMY:

## Student Expectations:

- This option is different from what students experienced during remote learning last Spring.
- Students participating in this option will be using Liberty-Benton Virtual Learning Academy, VLA, an online curriculum and platform that specializes in virtual learning.
- **Students will not come to a school building for instruction and will not be in the same classes or have the same teachers as students participating in Option 1.**
- It is recommended students follow a schedule to complete online learning, assignments, and assessments.
- The online curriculum will meet the same state standards, but it will not match the Liberty-Benton resources and activities that are delivered in the school buildings in the traditional school settings.
- Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies).
- Communicate questions and concerns immediately to the instructional coordinator.
- Students will earn traditional letter grades for their work. All nine-week grading periods will remain as scheduled. There will be homework assignments, normal grading scales, and deadlines to be followed.
- If 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 until the end of the semester at which time you may opt into **ONLY** Option 1.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities.
- **If students/parents do not like the online learning platform, they must transition back to Liberty-Benton's Option 1 within the first two weeks . A full semester commitment is expected.**

# OPTION 2 – FULL ONLINE SELF-PACED CURRICULUM USING LIBERTY-BENTON VIRTUAL LEARNING ACADEMY:

## Parents/Caregivers Expectations:

- 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 the instructional coordinator.
- Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information.
- All nine-week grading periods will remain as scheduled. There will be homework assignments, normal grading scales, and deadlines to be followed.

## Instructional Coordinators Expectations:

- Coordinator will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments.
- Coordinator will grade work in a timely manner.

## Technology Department Expectations:

- The district will provide help desk assistance when technology issues occur.

## Administration Expectations:

- Ensure each student has a device at home.

# Additional Information:

- Liberty-Benton School District exists so that its students graduate equipped to reach their potential in academics, good character, American citizenship, independent living, and critical thinking at a cost that is financially supported by the community taxpayers. With this in mind, we are striving to making this school year as successful, academically challenging, and enjoyable for students, staff, and parents. We will continue to follow our nine-week grading periods. There will be homework assignments, normal grading scales, and deadlines to be followed. This is the Place Where Eagles Learn to Soar. We thank everyone for the teamwork and support it takes to make this school year great!
- We will maintain our previously approved school calendar.
- Classroom field trips will not take place until further guidance is provided.
- Individual/class parties will not take place until further guidance is provided.
- When there is a 2-hour delay, the morning schedule will be canceled, and students will be provided their classwork via Schoology. Afternoon schedule will run on time.
- When school is canceled for the entire day (inclement weather, COVID-19, etc.), students will be provided their classwork via Schoology.

## **General Information**

### **Students with COVID-19**

- School will specify to parents when there is a confirmed case in a building.
- 14-day quarantine will be required for any student who tests positive for COVID-19 and others as determined by the Health Department.
- Schools will have an isolation room to be used for students exhibiting symptoms until they can be picked-up by a parent or caregiver.

### **Staff with COVID-19**

- A staff member diagnosed with COVID-19 must quarantine at home.
- The staff member must be prepared for a sub (lesson plans, assessments, etc.)
- Notify building administrator, and they will notify Health Department.

### **Student Health Issues That are Not Diagnosed as COVID-19**

- A student with a fever must be fever free without medication for 24 hours before returning to school.
- Upon returning to school, the student must report to the school nurse/office staff for a temperature check.

### **Staff Health Issues That are Not Diagnosed as COVID-19**

- A staff member with a fever must be fever free without medication for 24 hours before returning to work.

# Liberty-Benton's Face Mask Expectations



- All Teachers & Staff are required to wear face masks or face shields, unless working alone.
- K-12 Students
  - Masks **REQUIRED** on buses. Masks/face shields are **REQUIRED** in arrival/dismissal, classrooms, hallways, restrooms, and cafeteria serving lines; Mask breaks may be provided while working with limited movements and social distancing, as directed by teacher, or when working outside.
- All Parents/Visitors are required to wear masks in the buildings.
- All masks are required to cover the nose and mouth.

# Liberty-Benton's Face Mask Tips

- Help your child pick out a face mask of choice that he/she will be comfortable wearing.
- Have your child practice wearing the mask for short periods of time to get used to it. Don't wait until the week school starts.
- Review the importance of wearing a face mask with your child.
- Remind your child that it is important not to touch his/her face or the front of the mask. Make sure the student can tell which side is the front of a cloth mask for consistent use and safety.
- We need parents' help in being prepared with masks for your child. Cloth masks will need to be washed routinely in the laundry, and using disposable masks will require having a good supply for your child to use at school. Thank you for taking care of these needs ahead of time.
- Young children like to pull off the ear loops and chew on their masks. This means you may need to send the kids to school with some spare ones in their backpacks.
- Hair salons have been open quite a while now, and hair stylists have been wearing masks all day. They report that cloth masks will start feeling damp on the face after lots of talking, and they recommend having a few cloth masks on hand to be able to change into fresh ones through the day as needed. We share this information as something to consider in advance and as a means to keeping students and staff comfortable.
- It might be helpful to have Ziploc bags in the student's backpack labeled for clean masks and masks needing washed to keep them separated and organized.
- Hand sanitizer will be available in all classrooms, school entrances, and key areas throughout the building.

