Trotwood-Madison School District

2020-21 Back to School Plan

This plan was developed in collaboration with other Montgomery County school districts, teachers, and support staff. It is **subject to change** based on public health conditions across the district, state, and country.

Back to School Plan Considerations

Educating Students Safely

The number one goal of Trotwood-Madison City Schools is to provide a safe environment for our students, staff and community. We are implementing safety precautions following the most recent health recommendations. There is an inherent level of risk for students returning to school as well as a potential risk with students socio-emotional well being if they remain at home learning. We understand that families have a right to make the decision of having their child educated at home or coming into schools for a period of time. This plan is intended to mitigate risk, not eliminate it.

Face Coverings

While we fully understand the concerns with wearing face coverings and challenges they present for students, we need to follow the guidance of the health experts at the Centers for Disease Control & Prevention and the Ohio Department of Health.

Trotwood-Madison City Schools is requiring that face coverings be worn by all students, staff, and visitors to our building at all times, while on school grounds and at school sponsored events. Exceptions to this include those with a medical condition (with a doctor's note requesting the exemption) or a disability (documented in the child's IEP or 504 plan) preventing the wearing of the mask, or those communicating with someone with a disability (only when necessary for communication purposes); when in a classroom or office alone; while playing an instrument with the band; while eating breakfast or lunch during designated times at designated locations; or while vigorously exercising in physical education class or on a sports team.

We will also follow the guidance for face coverings recommended by the Ohio High School Athletic Association for our athletes. This will certainly be a greater challenge for our youngest learners. We promise to be patient, supportive, and empathic to their unique circumstances; and lovingly help them safely and comfortably wear face coverings during school.

For many students being in the building maximizes their learning and growth potential; and improves their social-emotional health. **Trotwood-Madison City Schools will not be able to hold school in-person if we have a spread of the virus in school**. Face coverings being worn by **all** are the most essential pieces of the puzzle. **Students who continue to not follow the face mask and safety protocols will be transferred to our 100% online learning program.**

Preparing Students for the Start of their Return

A best practice in preparing for the start of the return is to create positive experiences for your children with face coverings. Helping them prepare by trying on different styles of face coverings and finding one that is most comfortable for them to wear will go a long way towards making them feel comfortable coming back to school. Consider breathability, covering of the nose, mouth and chin, and overall style. A good idea is to plan for each of your children to have 3-6 face coverings to wear and launder on a regular basis. Our schools will have face coverings available for students who forget to bring a mask to school or on the bus, and will continue to order more supplies as needed.

This is also a good time to get your students back on a regular sleep schedule. Returning to school can be exciting and cause some anxiety, as well. Sufficient rest is a good way to deal with these issues.

Social Distancing

Six feet of social distancing is not possible in most of our classrooms with our students attending school. However, we will give our best effort to encourage,

promote, and enforce social distancing throughout school grounds. This will include signage, floor markings, one way traffic flow, and adequate spacing in large gathering spaces like cafeterias.

Daily Cleaning/Sanitizing

We are securing all supplies needed for daily deep cleaning and sanitizing. Daily deep cleaning, which includes sanitizing all high touch surfaces, will be performed by our custodial staff.

In addition, desks, chairs, doors, and other high touch surfaces in classrooms, will be sanitized between each class period. Students and staff will work together to ensure our classroom surfaces remain clean throughout the day.

Covid Symptoms

As we go through the school year, **all staff and students are required to check symptoms daily before leaving home for school.** If you have symptoms it is asked that you stay home and notify the school. These are the known symptoms of COVID-19, according to the Centers for Disease Control & Prevention.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Back to School Plan

Districtwide Staff Preparation

All of our administrators and staff will report to work at school 100% of the time as we welcome our students back to school.. This will provide the district with several benefits:

- Technological issues with computers, wi-fi, and other concerns can be solved onsite, in our buildings with district tech staff being able to support teachers.
- The many physical resources available to families and teachers at school will be readily available for use in helping support curriculum, instruction, and learning.
- The opportunity to physically collaborate in small groups for our staff will be readily available.
- Professional development and training will take place in person if possible.

During the Spring of 2020, our staff participated in more than 2000 hours of online learning professional development. During the summer of 2020, teachers received additional blended learning training in order to prepare for quality online instruction. As a Professional Learning Community district we believe strongly in ongoing learning and collaboration which results in the success of all staff and students. This training resulted in 100% of all classrooms ready to open. As we move into the next phase of providing quality instruction during this pandemic, we look forward to continuously improving instruction as we all adjust to this new way of learning. We will continue to seek feedback from staff, families and the community regarding our instructional models.

Students with Significant Special Education Needs

Students with multiple disabilities have great difficulty getting their needs met while learning online. It is essential that they learn in person, with their teachers present. Our plan is to return all students scheduled in multi-handicapped (self-contained) classrooms attending school in the building, for (4) days, during their regular school hours. Parents of students in multiple disabilities classrooms may opt to remain online, if preferred.

In addition, we have students with significant emotional disabilities. Students scheduled to be in specialized (self-contained) classes for emotional disabilities will also return to school in person, (4) days, as well. Parents of students in emotional disabilities classrooms may opt to keep their student working from home online, if preferred.

Students Identified Gifted

The gifted team will continue to support students who are identified gifted, whether attending in person or virtual. The modes in which teachers and gifted staff may support gifted students may differ depending on: their choice in attendance or area of identification and school schedule. All gifted intervention specialists will be accessible to students via their own google classroom, as well as in person support as schedules allow. The gifted team will ensure that students are serviced in an equitable manner as much as possible and will work collaboratively with teachers and parents. Written Education Plans will be a collaborative effort with teachers and parents as planned, and goals will be written to best support each student during this unique school year.

Plan for Our Hybrid Learning Model

50/50 Blended Learning w/ Remote Option

- Students will return to the classroom according to the following schedule

- ○ Monday/Tuesday - students will be divided into equal groups based on their last name [ENTER GROUPING ex. A-J]
- ○ Wednesday/Thursday - students will be divided into equal groups based on their last name [ENTER GROUPING ex. K-Z]
- ○ Friday all students working remotely
- ○ Parents should notify the principal if they have children in their family groups with different last names that they want to be grouped together
- When not receiving face-to-face learning, all students will continue remote learning
- English Language Learners and gifted students will continue to be serviced in class and remotely according to their plans.
- The letter grouping is subject to change based on the number of students in each grouping. The goal is to create a 50-50 balance each day
- Students who prefer to remain online will stay online for the entire quarter. Changes may be made at the end of the quarter for the upcoming quarter.
- Students who may need to quarantine will receive remote instruction until they are able to return if they have selected Option B

Hybrid Learning Plan for All

Date	Grade Level	Plan	Notes
Oct 26	SWD	In-person M-Th	In accordance with the students' Individualized Education Program **(self-contained classrooms only)**
	PreK-12 Option A	100% Online	Remote learning M-F
	PreK-12 Option B	Blended Learning 50/50	Mon/Tue - Group A Wed / Thurs - Group B Friday - remote learning for all

Teaching and Learning in Our Hybrid Model

Making the learning accessible for all:

- Utilize the "playlist" approach to planning and communicating learning expectations to students and parents (templates and major grade level / department assignments will be provided from the blended learning cohort & department leads) [Online Learning SOP](#)
- Maintain a visible and accessible learning environment that reflects current learning targets for each week, project, and/or unit. Students and families should be able to access it whether in person or at home (google classroom, landing pages, and/or other sources of communication to students and families). Ex. Past and present learning materials, assignments, etc. are accessible by week/unit. [Organizing Learning Environments](#)
- **Recordings of Lessons:** Introductory lessons where new learning is taking place or a new project or type of task is being assigned MUST be recorded and made available to families and students at the start of the week, unit, and/or new learning cycle. Teachers may work collaboratively to produce recordings. For example, one classroom teacher in a particular grade /department may support the team by providing recorded lessons for the rest of the team, while others on the team support in other ways.
- All assignments, necessary content for learning and directions for completing assignments should be provided at the start of the week before instruction begins. This will allow support staff, intervention specialists, families and caregivers of students to preview and prepare to support learning.

Instructional Focus

Weeks 1-2 of Quarter 2: Learning should be focused on orienting and teaching students how to exist in the school environment safely with direct instruction that is focused on teaching safety protocols. Instruction on course content should continue

as quarter 1, meaning students will access course content learning via their virtual classroom environment.

Weeks 3-7 of Quarter 2: Once students and teachers have assimilated into safety protocols instruction should transition into a blended approach with the appropriate balance of district online resources and content to align to synchronous and asynchronous learning. The use of online resources while students are attending in person should be limited to necessary assignments and tasks that require direction from the teacher, that are the only source of content for a given subject or course, and/or that would otherwise be unavailable at home.

Feedback: Teachers will need to provide feedback and grading of individual work that is differentiated before issuing final grades. It is highly recommended to provide rubrics for assignments ahead of time to reduce the need for clarifications, redos, revisions, etc.

Minimum Expectations for Teacher to Student Engagement while students are attending (2) days in person school:
SYNCHRONOUS LEARNING (learning that takes place with all students acquiring or accessing the content at the same pace and in the same learning space). Modes of instruction may be blended, meaning that content and support may be provided from various sources, including but not limited to: the teacher, pre-recorded presentations, vidoes, and/or reading assignments. Synchronous learning shall include the following according to learning needs:
- Learn About it - I do: Teacher led direct instruction focused on specific learning targets facilitated in a live session in class, on google meet and/or Zoom.
- Practice it - We do: interactive engagement with students including extra support, scaffolding, reinforcement, redirection, feedback, etc.

Examples of synchronous learning (but not limited to):

- Community building (We do)
- Direct Instruction (I do)
- Interactive modeling sessions & differentiated small group sessions (We do)
- Guided practice and application of learning targets (We do)
- Fostering collaboration among students (I do, We do)
- Real-time feedback on work in progress (I do)

Other activities that may occur while students are attending in person:

- Private coaching (I do)
- Administration of assessments that require teacher direction and/or monitoring (I do)

Minimum Expectations while students are working virtually from home (3) days:

ASYNCHRONOUS LEARNING (learning that students participate in at their own pace, independently and is differentiated and/or individualized as needed). Modes of instruction may be blended, meaning that content and support may be provided from various sources, including but not limited to: the teacher, pre-recorded presentations, vidoes, and/or reading assignments. Asynchronous learning shall include the following according to learning needs:

- Evidence - You do: The teacher assigned work or tasks that students do independently for feedback, assessment, or grading and is aligned to the learning target(s). Rubrics or outlined expectations are provided to students at the time the work is assigned. .
- Students take time to address feedback provided from the teacher.

Examples of asynchronous learning:

- Watch video based instruction (You do)
- Explore teacher provided resources (You do)
- Complete practice and review assignments and tasks (You do)

- Research and explore current topics of learning or interests (You do)
- Read & take notes (You do)
- Reflect on feedback from teachers on work in progress and revise work as needed. (You do)
- Email (You do)

100% Online Learning With Trotwood-Madison City Schools

In an effort to support the specific health and safety needs of all of our students, we will be offering the option to continue online learning as part of our educational programming.

- Students will continue to be supported by Trotwood-Madison classroom teachers via Google Classroom, Zoom and the current online resources used by the district; however the level of direct instruction and direct support will be abbreviated from what was provided during the first quarter of school.
- The Classroom teacher will provide recorded lessons to students participating in the 100% virtual option with minimal live sessions as time permits.
- Students will receive a minimum of two check in meetings each week to review student progress, clarification of assignments, grading updates etc.
- Teachers will provide designated office hours for 100% online students.
- Families are asked to follow the teacher's office hours listed on their landing page as they will not be available during the school day due to our face to face instruction.
- Families will need to closely monitor their student's progress as it will be critical that all assignments and deadlines are met.
- Students will maintain their current classes as assigned but may have different teaching staff address their needs.
- 100% online students will be permitted to participate in after school activities, where possible. The only challenge will be with activities that are extensions

of classes held during the school day. Interested students should contact the advisor of the activity of interest to be sure participation is possible.

- School sponsored sports will be fully open to 100% online students, provided the student meets all eligibility requirements.
- Teachers, counselors, and principals for students remaining online will be the same staff as those serving students in their home school. They will be available to support student needs via weekly Google Hangout or Zoom check-ins, email or during office hours.

Example of schedule for balancing teacher to student engagement for online and hybrid students: (Times may vary based on building schedules)

100% Online Students	Hybrid Students
Beginning of week learning goals are posted along with: directions for the week's assignments, pre-recorded lessons or content, references for additional information as needed, etc**. Office Hours: Monday & Wednesday 2:30 pm - 3:30 pm** *It is recommended that teachers communicate with students and families, the differences between online and blended learning asap.	**Beginning of week learning goals are posted along with:** directions for the week's assignments, pre-recorded lessons or content, references for additional information as needed, etc**. Mon./Tues. Group A:** Instruction is delivered as planned, assignments are explained and provided with scaffolding and differentiation as needed. **Wed./Thurs. Group B:** Instruction is delivered as planned, assignments are explained and provided with scaffolding and differentiation as needed. At home days include completing assignments independently. **Office Hours for Group A/B:** Fridays 2:00-3:00pm

Plan for 100% Emergency Closure Plan Due to District or State Mandate-All students Virtual

PK-5	6-8	9-12	Support Staff
Daily Check Ins shall be provided to students while in attendance at school and should be designed to "check in" on students' well being for learning purposes, reinforcement of class / course expectations, as well as provide opportunities for students to interact with their peers (relationship building, social emotional learning, engagement & motivation).			
Daily Check Ins (5-10 min.) *per period for departmentalized grades	Daily Check Ins during homeroom /advisory (5-10 min.)	Daily Check Ins for each period? (5-10 min.)	Present during all "check ins" with assigned class / teacher
Learn about it / I do - Teacher led direct instruction focused on specific learning targets facilitated in a live session on google meet and/or Zoom.			
I do: at least (1) 15-30 min. live session for each lesson with a specific learning target for new knowledge, skills or type of assignment ***Recorded and posted in google** classroom *Can be whole class or small group *Can be provided in a "flipped" setting for students who are able to process	I do: at least (1) 15-30 min. live session for each lesson with a specific learning target for new knowledge, skills or type of assignment ***Recorded and posted in google** classroom *Can be whole class or small group *Can be provided in a "flipped" setting for students who are able to process	I do: at least (1) 15-30 min. live session for each lesson with a specific learning target for new knowledge, skills or type of assignment ***Recorded and posted in google** classroom *Can be whole class or small group *Can be provided in a "flipped" setting for students who are able to process	I do: Provide students and families with clarifications on assignments as needed.

content easily	content easily	content easily	
Practice it / We do - interactive engagement with students including: Extra Support; Scaffolding; Reinforcement; Redirection, Feedback, etc.			
We do : Provide students who need it with small group instruction as needed to meet targeted learning needs. Provide students with feedback on work before grading.	We do: Provide students who need it with small group instruction as needed to meet targeted learning needs. Provide students with feedback on work before grading.	We do: Provide students who need it with small group instruction as needed to meet targeted learning needs. Provide students with feedback on work before grading.	We do: Provide small groups of targeted students with extra support in assignments as needed and/or assigned by teacher
Evidence / You do - The teacher assigned work / tasks that students do independently for feedback, assessment / grading; aligned to the learning target(s); rubric or outlined expectations provided to students			
You do: Assign students no more than (1) initial task per new learning target AND/OR a max. of 2 additional practice or reinforcement assignments as needed. Students should contact the teacher, help desk or assigned support staff during office hours weekly for Q&A.	You do: Assign students no more than (1) initial task per new learning target AND/OR a max. of 2 additional practice or reinforcement assignments as needed. Students should contact the teacher, help desk or assigned support staff during office hours weekly for Q&A.	You do: Assign students no more than (1) initial task per new learning target AND/OR a max. of 2 additional practice or reinforcement assignments as needed. Students should contact the teacher, help desk or assigned support staff during office hours weekly for Q&A.	You do: Check in with students on a regular basis daily providing support and clarification of assignments. Support in fielding inquiries from students and families.

Visitors

- Visitors will only be permitted in buildings in the event of emergency, for a scheduled meeting, to enroll a student, or as pre-scheduled volunteers.
- Visitors are required to wear a face covering at all times while on school grounds.
- Visitors must sanitize hands upon entering buildings.
- Visitors must complete a personal health screening (See Daily Cleaning and Sanitizing) before entering then check into the office upon arrival to have their temperatures checked.
- A visitor's badge will be issued and must be worn at all times while in the building.
- Visitors must practice social distancing at all times while on district premises.

Meetings & Conferences

- Meetings and conferences will be scheduled remotely or by phone, rather than in person, to the extent possible.
- When meeting face-to-face, six foot social distancing protocols must be adhered to.
- It is required that all visitors wear a face covering during the entire meeting while in a face-to-face meeting.
- Parents should conduct a personal health screening before entering the building and will be required to have their temperature checked upon arrival.
- Pep rallies and assemblies will be limited to outdoor opportunities.

Office

- The main offices will have social distancing markers for visitors to follow.
- Each office will have a plexiglass barrier at the front counter.
- Wearing a face covering is required for all visitors to the office.
- Seating areas will be properly social distanced.
- All office spaces and high touch areas will be disinfected on a regular basis.

Technology

- All technology use is subject to the district Acceptable Use Policy (AUP).
- All students in grades PreK-12 have been issued a Chromebook for the school year.
- Students PreK-5 are not expected to bring their devices back and forth to the buildings. Those buildings will be using classroom carts and students will have access to their assigned device when they return home.
- Students 6-12 will be responsible for carrying their devices with them back and forth from home and school on a daily basis.
- It is essential that students take extra care to ensure devices stay in pristine condition.
- Families will be charged for any lost device, bag or chargers that need replaced.
- Students are asked to power up their Chromebooks overnight to ensure a fuller charge during the school day.
- Students will be required to turn their Chromebook back into their school for inspection and collection at the end of the school year.
- In the event of a technical difficulties or other technical concerns, students can reach out directly through email to the technology helpdesk at: https://www.trotwood.k12.oh.us/TechHelpdesk.aspx
- Wifi hotspots will be available for families without internet access at home. Please reach out to your child's building Media Specialist if a hotspot is needed.

Student Attendance/Participation Expectations

Students not logged into school at any point during the day will be considered absent. Students who miss an entire school day will be considered absent for the

hours of that school day. Normal school attendance policies and disciplinary infractions for absenteeism will apply to students learning online.

Exceptions to online student work schedules will be made on a case-by-case basis, depending on individual family circumstances. Building principals will make the final decision for all schedule alterations.

Students must commit to being actively online, working on coursework, during normal school hours. The schedule for online school hours will be released at a later date/time by each building principal.

Chromebook Pickup

Devices and wifi hotspots (if needed) were distributed at the beginning of the year according to a schedule that was established and communicated by each building principal. All students enrolled should have a functional working chromebook to use on-site and at home. If there are any issues please contact: https://www.trotwood.k12.oh.us/TechHelpdesk.aspx

Virtual Parent Orientation

As we prepare to open our doors to students we want to familiarize our parents and students with what to expect. To do this we will be providing a virtual parent orientation. Parents will be able to view their student's classroom and hallways and have a virtual visit with their principal. The purpose is to alleviate concerns about safety in the buildings and to acquaint the students to the new normal.

Transportation

- Students will be permitted to sit on bus seats with no more than two to a seat.
- Students and staff (drivers/aides) must wear face coverings at all times when on a school bus.
- Each bus will have all windows open, to allow for air circulation, weather permitting.

- School buses will be disinfected after each grade level run. Drivers will be responsible for ensuring this process takes place.
- All students are required to do a full symptoms check, including temperature, before leaving their homes in the morning. If student temperatures are 100.4 degrees or above, they are required to stay home from school until symptom free for 72 hours.

Dropoff and Pickup
- All students & staff are required to check their temperature and symptoms each day before arriving at school. If they have any COVID-19 symptoms, they must stay at home.
- The nurse's offices will have thermometers available for students & staff that need checked throughout the day.
- Students may be released at the end of the day, one small group at a time.
- Parents needing to pick up their child early or drop off items during the day, should wait in the secured lobby area for their child or a staff member to help you.

Arrival/Dismissal
- Building principals will develop designated entry and exit ways for students upon entry and exiting the school building.
- Staff duties will be assigned to ensure safe social-distancing and ensure coverage points to monitor student traffic flow upon entry and exit of the building.
- Signage will be used to support traffic flow and social distancing expectations.
- Students should be encouraged to sanitize their hands at one of the various stations throughout the building
- Dismissal procedures/routines will be established by the building staff to ensure safe entry and exit for students and staff.

- All students entering the building should have a mask on prior to exiting the bus or vehicles.

Classrooms
- To the extent possible, social distancing will be practiced in all classrooms. In the majority of classrooms we will work to maintain 6 ft of social distance through a variety of classroom set-ups and a reduced number of students in the building.
- Everyone is required to wear face coverings while in class, and anywhere else on school grounds. The lone exceptions include those with a medical condition (with a doctor's note requesting the exemption) or a disability (documented in the child's IEP or 504 plan) preventing the wearing of the mask, or those communicating with someone with a disability (only when necessary for communication purposes); when in a classroom or office alone; while playing an instrument with the band; while eating breakfast or lunch during designated times at designated locations; or while vigorously exercising in physical education class or on a sports team.
- All classrooms should have doors open, during class, to allow for better air circulation.
- Students will have assigned seats in each classroom.
- Students & staff will be required to disinfect their desks, chairs, and common touch surfaces between each class period(HS/MS) or during transitional periods (PreK-5).
- Students/staff will wash or sanitize their hands throughout the school day, according to the schedule set by each building principal.
- Principals will work with the operations department to determine a cleaning schedule for special classroom equipment.
- Custodial Staff will sanitize high touch surfaces throughout the building periodically during the day. Each night, the entire building will be disinfected using dedicated equipment that will saturate all surface areas in the building.

- The district is also installing a Bi-polar Ionization filtration system on all district HVAC units.   This system is guaranteed to purify 99.9% of pathogens in circulated air throughout the building.

Hallways, Restrooms, Lockers, and other Common Areas
- Where possible and/or feasible, all main hallways in school will be one way traffic only.
- For hallways where one way traffic is not possible, all persons must stay to the right side of the hall when transitioning.
- Students/staff must wear face coverings in all common areas. (i.e. restrooms, locker rooms, hallways, cafeteria, gym, etc.)
- Hall passes will need to be significantly limited, as determined by each building principal.
- Transition times may be adjusted to account for one way traffic, by building principals prior to the start of the blended learning plan..
- Staff and students will practice as much social distancing as possible in all common areas. We ask the staff to avoid congregating in common areas or socializing in open areas.
- Follow all signage and guidelines posted in the hallways, common areas, entrances and exits and on the floor.
- Common area access will be limited to ensure student safety. Students may need to carry most course materials in their backpacks as lockers will not be used.

Cafeteria/Nutrition Services
- Students are required to wear face coverings at all times when in the cafeteria and not in the process of eating.
- Students will eat in the cafeteria, outside, or in another designated area on a rotating basis. This could include classrooms. Each building will set their own guidelines to enact this requirement.

- Students will sit in designated, assigned seats to better enable contact tracing in the event of an infection.
- Follow social distancing guidelines when going through the cafeteria line and the serving area.
- Food serving lines and other common areas in the Cafeteria will be monitored for social distancing and mask wearing guidelines.
- Nutrition Services will provide meals to students that are in person and learning on-line. A pick-up day will be established for those students that are fully online and those students that are at home on those established off learning days.

Health Services
- Students/staff should use designated entrances and exits (where applicable) in and out of the clinic.
- Follow six ft social distancing protocols while in the clinic (where possible).
- Students/staff are required to wear face coverings when in the office area.
- If a student/staff member experience COVID-19 symptoms while on school grounds, they must follow the following protocol:
  - Notify a teacher or administrator (for staff) immediately.
  - Wear a face covering immediately.
  - Make plans to leave school and go home/doctor's office as soon as possible.
  - While waiting for parent pickup, students must stay isolated in the quarantine room as designated in each building. Staff will be present to support students.

Quarantine Guidelines

Quarantine Due to Symptoms

- An individual student or staff member who shows multiple symptoms of COVID-19 should inform their teachers and/or principal as soon as symptoms are discovered; preferably outside of the school day.
- Students/staff should immediately stay home until symptom free for 72 hours.
- Anyone showing multiple symptoms will be recommended for testing.
- While under symptom based quarantine, staff/students should continue to participate in school asynchronously as much as possible, so as not to fall behind in school.

Quarantine Due to Close Contact with COVID-19 Case

- Students/staff who have been within six feet of a confirmed COVID-19 case for fifteen cumulative minutes or more in the 48 hours preceding the onset of symptoms (for those cases that are symptomatic) or the 48 hours prior to the test being taken (for asymptomatic cases) and ending at the time the staff/student was isolated.
- The individual with close contact must stay home from school for fourteen calendar days from the time they were last exposed to the infected individual.
  - This would include students seated in classes with the infected student/staff member. It could also include school bus, cafeteria and/or sports/club connections.

- ○ This would likely not include hallway, or other exposure in schools, due to the time consistently sitting within six feet being less than fifteen cumulative minutes.
- While under COVID-19 quarantine, students should continue to participate in school asynchronously as much as possible, so as not to fall behind in school.
- Unless meeting the above criteria, staff/students do not need to quarantine when a confirmed case occurs in the district.
- Trotwood-Madison will notify Public Health Dayton Montgomery County and the Ohio Department of Health for any positive tests in the district. ODH will then do all contract tracing in conjunction with the school district and the infected individual and family.
- **Trotwood-Madison High School**
  - ○ It is possible that an entire classroom, team, grade level, or school would be required to quarantine from school. Due to high school classes being populated by students across grade levels, common areas and clubs/sports teams all having mixed grade level students, Trotwood-Madison High School could be at a particularly high risk of large scale quarantine.
- **Trotwood-Madison Middle School**
  - ○ It is possible that an entire classroom, team, grade level, or school would be required to quarantine. Most Trotwood-Madison Middle School classes are by grade level. This should allow us to continue school on site with one grade level, if an entire other grade level needed to be quarantined. However, with common areas, clubs/sports teams there is the possibility of spread across grade levels which would cause the entire school to quarantine
- **Westbrooke Elementary School**
  - ○ 4th-5th grade
    - ■ It is possible that an entire classroom, team, or grade level would be required to quarantine from school. Most elementary classes

are by grade level. This should allow us to continue school on site with all other grade levels continuing in school.
- ○ **ELC/Madison Park**
- ○ Pre-K-3 grade
  - ■ Due to students spending almost all of their time with students in their individual classrooms, we should be able to just quarantine the individual classroom where the student/staff in direct contact with COVID-19 is in attendance.

Quarantine Due to Confirmed COVID-19 (the student/staff personally contracts; COVID-19)

- Students/staff and their families should work with their doctor, the schools and the Montgomery County Health Department to contact trace all individuals the person has been within six feet of, over fifteen cumulative minutes of time, beginning the 48 hours prior to the onset of symptoms (for those cases that are symptomatic) or the 48 hours prior to the test being taken (for asymptomatic cases) and ending at the time the staff/student was isolated.
- Students/staff who are symptomatic must stay home, in the care of a doctor, until all of the following criteria have been met:
  - ○ Three days with no fever (without using fever reducing medication)
  - ○ Other symptoms have improved
  - ○ Ten days since symptoms first appeared
- Students/staff who are asymptomatic must stay home, in the care of a doctor, until ten days have passed since testing positive without any symptoms developing.
- These requirements are subject to change, based on CDC, ODH and PHDMC recommendations.

- While under confirmed COVID-19 quarantine, students should continue to participate in school asynchronously as much as possible, so as not to fall behind in school.

Long Term School Closure/Quarantine

- With the governor's new color coded, tiered COVID-19 warning system, counties will be rated on a weekly basis. Montgomery County is currently on level 3. Depending on our level as a county, there could be strong restrictions placed on us by the county health department or the state government that we must adhere to.
- Should a school or the entire district need to close for an extended period of time, we will move all learning online through the *Google Classroom* platforms.
- This transition should be relatively seamless, given that technological devices will already be assigned to students and the platforms will already be in regular use.
- If permitted, we will plan to work closely with small groups of students needing extra support at school once or twice a week.
- If permitted, athletics and after school activities will continue as scheduled.

Contacts

If you have any questions about this plan, please feel free to reach out to your child's building principal or district leaders for support:

Building Principals

Michael J. McCray - High School michaelmccray@trotwood.k12.oh.us

Daniel Gibson - Middle School School danielgibson@trotwood.k12.oh.us

Tyrone Nadir - Westbrooke Village Elementary tyronenadir@trotwood.k12.oh.us

Tammi Rizzo-Sterner - Madison Park Elementary tamararizzo@trotwood.k12.oh.us

Nathan Warner - Early Learning Center nathanwarner@trotwood.k12.oh.us

Human Resources & Personnel Related Matters

Dr. Tanya S. Davis - Director of Human Resources tanyadavis@trotwood.k12.oh.us

School Health Services, Special Education

Tracey Mallory - Director of Student Services traceymallory@trotwood.k12.oh.us

Information about Online Learning, Curriculum, and Instruction, Gifted Education, or English Language Learners

Lisa Minor - Director of Curriculum & Instruction lisaminor@trotwood.k12.oh.us

Information about Instructional Technology

Marian Faris - Coordinator of Educational Technology marianfaris@trotwood.k12.oh.us

Information about Food Service, Transportation, Technology Hardware and District Operations

Marlon A. Howard - Assistant Superintendent marlonhoward@trotwood-k12.oh.us

Information about District Finances

Janice Allen - Treasurer/ CFO janiceallen@trotwood.k12.oh.us

General Plan Information

Dr. Reva Cosby - Superintendent revacosby@trotwood.k12.oh.us