



# *Relaunch & Safe Start Guide*

**Circleville Elementary School**  
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740-474-2495

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# SAFETY PROCEDURES



In the wake of the COVID-19 pandemic, student and staff health and safety remains our number one priority, now more than ever. These general principles and guidelines will help to govern our efforts in creating a safe environment with reduced risk of exposure based on guidance and collaboration with the Pickaway County Health Department, as well as state and federal guidelines. The district will also be releasing a full FAQ addressing specific procedural changes and school functions will be released in early August.

Given how fluid the COVID-19 situation is and has become with updates and revisions to the state and federal health guidelines coming near weekly, it is also important to note that some of these principles are subject to change if it is deemed essential to maintaining the health and safety of our students and staff.

## AT HOME SCREENING STRATEGIES

The current CDC guidelines recommends screening all students and employees for COVID-19 symptoms prior to leaving for school each day. Screening can consist of self-screening, school-based screening, and/or medical inquiries. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately. These symptoms are as follows:

- A fever of 100.0° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

## PROTECTIVE EQUIPMENT AND MASKS

Circleville City Schools believes in taking proactive and expected measures to promote and maintain a healthy school environment. At the strong recommendation of the CDC, Ohio Department of Health, and Pickaway County Health District, **all students and staff will be required to wear a face covering when they cannot social distance only and any student that rides the bus will be required to wear a face covering, as will the driver unless they meet CDC and ODH guided exemptions through an appeal process. The district will provide opportunities for mask breaks identified by green and yellow designation rooms to be explained in our back to school FAQ. Single-use face masks and/or regular cloth face masks should be decontaminated or changed regularly to ensure the viability of the mask to protect the student or staff member.**

As a part of our core values and Tiger Traits, we ask each family to consider their role in helping to be safe by emphasizing the importance of wearing masks and the sign of respect wearing a mask holds to those fellow Tigers around us who may be dealing with medical issues or have family members facing severe medical issues that make them increasingly susceptible to the COVID-19 virus.



# SAFETY IN THE CLASSROOM

As with travel to any destination during this pandemic such as visiting the grocery store, salon, or now school, visitors incur some level of risk when it comes to entering a facility. The utmost care and caution is being exercised to limit the potential for exposure in our classrooms with an enhancement of our cleaning regimen to disinfect surfaces, sanitize commonly used fixtures such as door handles, and promote self-hygiene and self-assessment for COVID-19 symptoms. As an extension of our new safety initiatives, the following guidelines will be in place in the classroom:



Per CDC and State of Ohio guidance, all staff will be required to wear face coverings unless it is unsafe to do so or where doing so would significantly interfere with the learning process. In instances where communication is a barrier, face shields can be worn by staff in lieu of masks to assist with the facilitation of implicit, verbal directions (such as speech therapy, foreign language, and vocal music).



Per State of Ohio recommendations, all students in grades K-12 will be required to wear masks when social distancing of at least six feet cannot be maintained. In some instances students may not be able to wear a face mask for health or developmental reasons per CDC guidance.



Additional clinic staging areas will be created in an effort to isolate and monitor anyone exhibiting symptoms from other individuals until they are picked up from school or have left to see their physician.



Students in grades PK-2 are highly encouraged to wear masks, however they will not be required to do so. The district will provide classroom training with their teacher and/or a medical professional on how to wear a mask and the importance of wearing masks as well as to inform students of the necessity and to provide understanding and empathy to reduce any stigma associated with wearing masks. Families can assist the schools with relaying the importance of wearing masks and CDC guidelines by talking with their students prior to their return to school about these safety precautions.



Classroom desks will be appropriately spaced as to maximize the amount of physical distance between one individual and another.



All nonessential distance learning events and field trips will not take place until further notice.



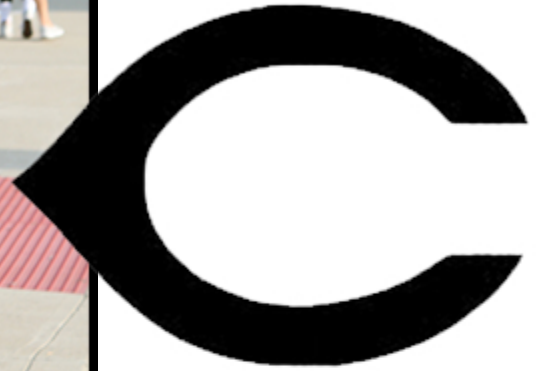
Classrooms will have CDC promotional materials posted for educational purposes and in-classroom safety education.



Classrooms, front entry areas, and common areas will have hand sanitizer readily available for students and staff.



Front entry areas will feature signage asking visitors a series of self-assessment screening questions for COVID symptoms, as well as plexiglass dividers between our administrative assistants, students, and guests.



Visitors will be limited to those enrolling new students, deliveries, healthcare professionals, or those visiting for emergency situations per guidance from the State of Ohio.



All drinking fountain spouts will be inaccessible; however, students are encouraged to bring their own water bottle to school with water. Students may then use the water bottle refill function of the fountain at school when they run out of water as opposed to the spout.



There will be no class parties and/or birthday celebrations during the 2020-2021 school year.



Shared materials such as science equipment and textbooks will be limited in usage.



Classrooms will have CDC promotional materials posted for educational purposes and in-classroom safety education.



At Circleville Elementary School and Circleville Middle School, classrooms will be self-contained to limit exposure when possible. At CES and CMS in those instances, the staff will rotate as opposed to students rotating rooms.

# Food



Students will eat their meals in the classroom as opposed to the cafeteria in grades Kindergarten-5th; 6th-12th grade will feature grab-n-go meal procedures for in-classroom consumption. The district will provide single-use and disposable eating utensils, drink containers, and trays. Individual, disposable condiments will be provided to students.

# ONLINE LEARNING



## 1:1 TECHNOLOGY

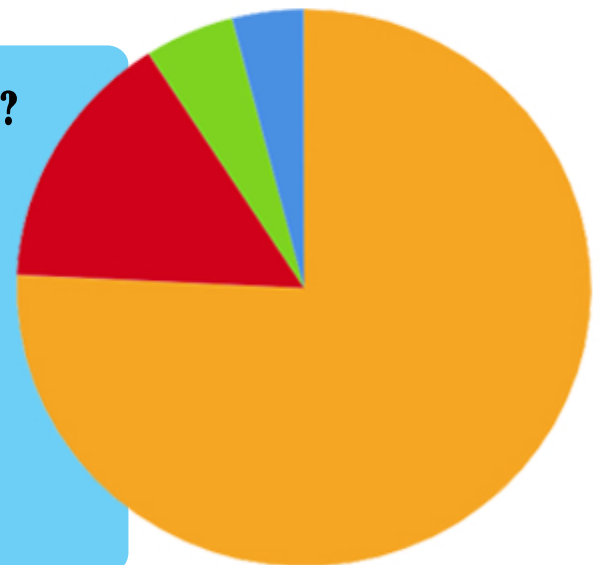
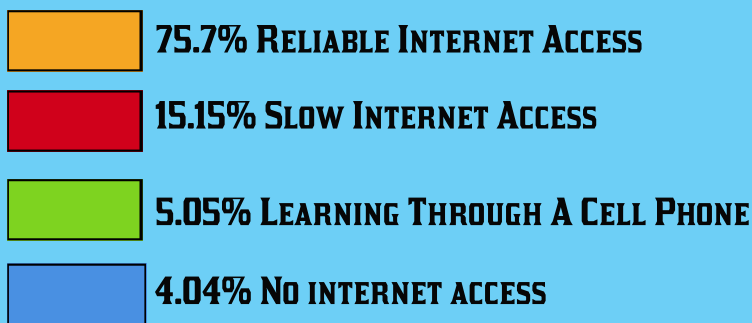


All students accepted into Tiger Remote Learning will have access to a Chromebook to take home K-12.

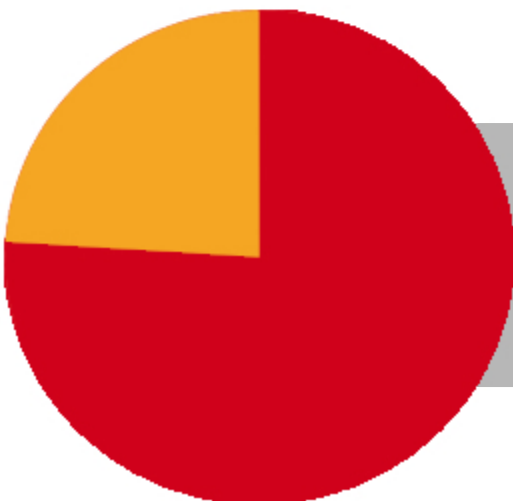
## TIGER REMOTE LEARNING OPTION

For students not planning on returning to traditional in-school learning as a part of our Relaunch and Safe Start Guide, the district has created the Tiger Remote Learning option as an all-online educational pathway for families. In planning for the return of school, we solicited parent and guardian feedback in the form of a Community Needs Assessment Survey distributed in May 2020 and we received 1,149 responses. Stemming from that feedback, parents communicated that they would like to see an online learning option and the district has created such a pathway to provide that flexibility for families.

### What best describes your child's typical internet access?



### If provided an option for your student to continue all online remote learning in the Fall, would you select this option?





# ONLINE OPTION COMPONENTS

While one of our greatest beliefs is that students benefit most when working in school with a teacher, sometimes due to various reasons the need arises for instruction grounded in online learning. Each student is a Tiger and, accordingly, they will have a Tiger teacher whether here full-time in the classroom or working online from home.

Any family intending on pursuing the Tiger Remote Learning option must be enrolled as a Circleville City Schools student if not already registered with the district. If you are a prospective student returning from elsewhere, please refer to [CirclevilleCitySchools.org](http://CirclevilleCitySchools.org) and head to Parent Resources and the Student Registration Link in our menu for details on the enrollment process.

Parents/guardians and teachers in the online learning option are expected to be equal partners in the facilitation of online learning. Each provider plays a pivotal role in providing certain deliverables to each child to ensure learning happens online.

District staff will offer virtual meetings periodically, for family support to ask questions and receive help with online schooling facilitation.

Students in Grades K-8 will utilize a learning management system called Florida Virtual School (FLVS.net) and will be supported by Tiger Teachers on a weekly basis. Students in Grades 9-12 will learn via Google Classroom and the digital course suite Plato. Student schedules will be created in conjunction with high school administration to ensure students are taking the necessary courses to graduate. \*It is possible that certain advanced or elective courses may not be available to students in the online format as they traditionally would be if a student were physically on campus.\*

Students enrolled in the program are eligible to return to school after the 1st Semester ONLY if it is in the best interest of the student, but they must complete at least one semester in the program. If a parent would like to see their child return physically to campus after the first semester, they must notify the building principal prior to December 1st. Any requests to return prior to the next semester can only be approved by the building principal.

Parents and guardians of students in the Tiger Remote Learning Option must meet with their building administration/principal prior to the start of school to confirm enrollment.

In the event that an enrolled student does not have a device at home for online learning, they will be provided with a school issued Chromebook regardless of grade level (K-12) upon turning in the necessary district technology and Chromebook agreements.

Students will be assigned a Circleville City Schools teacher and/or coordinated services specialist (if necessary) as their instructors for online learning.

Students will receive traditional grades in alignment with the grading scales and policies of the school in which they would otherwise be attending in person.

All students enrolled in Tiger Remote Learning will be eligible to participate in extracurricular activities and athletics.

For more information visit [CirclevilleCitySchools.org/TigerRemoteLearning.aspx](http://CirclevilleCitySchools.org/TigerRemoteLearning.aspx) accessible from the Parent Resources Tab or call us at 740-474-4340. Families must notify the district by July 31st of their intent to enroll in the online option.

# ALTERNATIVE LEARNING SCHEDULES

# A, B, + C



As outlined in the previous pages, the district is hopeful to welcome all students back on campus beginning on Tuesday, August 25th, but in an effort to be as transparent as possible, and follow the recommendations of Governor DeWine, the district has also created tiered, alternative learning schedules for families to quickly identify how the school may operate in the event of a spike in COVID-19 cases prompting our schools to close for a short or extended period of time.

Decisions to change school operations will be made in alignment with the new Ohio Public Health Advisory System (Alert Level Indicators) introduced on July 2nd, 2020 by the governor. Decisions to move to Alternative Learning Schedules will not be made on a daily basis, but the district will make every effort to communicate an intended move from one level to another with as much time as possible as to provide families with ample time to accommodate for learning, daycare provisions, and/or planning.

The levels and schedule chart will go into effect after the 1st 9 weeks of school as the district will operate on Schedule B regardless of county alert level to start the school year.

## INDICATES A COUNTY ALERT LEVEL

LEVEL 1 0-1 Indicators Triggered	LEVEL 2 2-3 Indicators Triggered	LEVEL 3 4-5 Indicators Triggered	LEVEL 4 6-7 Indicators Triggered
<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.



**Schedule A**  
All in school Monday-Friday

**Schedule B**  
Split cohorts of students  
Group A: Monday-Tuesday  
Group B: Wednesday-Thursday

**Schedule C**  
All students learn from home

# IN THE EVENT OF A SCHOOL CLOSURE

When operating on Schedule A, students, families, and staff can expect the district to operate school as close to normal as possible. While holding school in a post-COVID-19 society, students and schools will encourage, promote, and communicate how physical distancing and safety procedures will be implemented. Additionally, under this schedule, the following district operations will be in effect:

# A

## Schedule

**Schedule A will be in effect when Pickaway County is placed on a Level 1 or 2 in the Ohio Public Health Advisory System.**

- ▼ District transportation will continue to be provided for eligible students in grades K-12.
- ▼ Classroom desks and chairs will be spaced to enhance physical distancing.
- ▼ All students in grades K-12 will be required to wear a mask when they cannot preserve social distancing. Additionally, any student that rides the bus (to include all Tigers in grades PreK-12) will be required to wear a face covering, unless they are unable to do so for health or developmental reasons per CDC guidance.
- ▼ All before and after school activities, practices, and athletic contests will be permissible unless otherwise stated by the Ohio High School Athletic Association for applicable programs.
- ▼ School day start and end times will reflect the hours changes listed in previous pages.



COVID 19 HEALTH RISK



FINANCIAL RISK

## SCOPE OF RISK IN SCHEDULES



SOCIAL/EMOTIONAL RISK



# ALTERNATIVE SCHOOL SCHEDULES

## B Schedule

Schedule B days will be implemented for a week at a time with students split into two groups (A and B) to reduce class sizes. Staff will communicate with families as to which days students will be attending school if on a B schedule.

In this structure, fewer students would be in the building during the day, allowing for greater social distancing. The reduction in students also could be used to reduce class sizes, allowing for furniture to be removed from classrooms to promote further space and reduce unnecessary surfaces. When students are not physically in school, they may be participating in project-based learning opportunities, remote instruction, and/or other related assignments set up during the days they are physically in school. Students will not solely be finishing assignments from days physically in school, but will also be receiving new material through teacher videos, for example, to maintain learning momentum.

**Schedule B will be in effect when Pickaway County is placed on a Level 3 in the Ohio Public Health Advisory System.**

- ▼ Group A will attend school Monday and Tuesday. These students will be remote learning on Wednesday-Friday. Group B will attend school Wednesday and Thursday. These students will be remote learning on Monday, Tuesday, and Friday.
- ▼ Fridays under this tier will be remote learning days for all students under Schedule B.
- ▼ Grab-N-Go Meals will be provided to students to take home from school contingent on approval from ODE (specifics to come later).
- ▼ Tuesday night and Friday will feature extensive sanitizing by district staff.
- ▼ At the discretion of the student's support team, Fridays may also be used to provide necessary on campus learning for students with IEP/504/Therapy/Gifted considerations. This will be communicated by building administration to families.
- ▼ All students in grades K-12 will be required to wear a mask when they cannot preserve social distance. Additionally, any student that rides the bus (to include all Tigers in grades PreK-12) will be required to wear a face covering, unless they are unable to do so for health or developmental reasons per CDC guidance.
- ▼ All before and after school activities, practices, and athletic contests will be permissible unless otherwise stated by the Ohio High School Athletic Association for applicable programs.
- ▼ All before and after school activities may be canceled.

## C Schedule

- ▼ Schedule C will be in effect when Pickaway County is placed on a Level 4 in the Ohio Public Health Advisory System.
- ▼ When the district is operating under a Schedule C designation, all in-person instruction will cease to function on campus and all before and after school activities will be canceled. All students will proceed with remote learning from home while under a Schedule C status.
- ▼ The district will work with the health department as to when it is safe to remove the Schedule C designation and return to a less severe tier for in-person instruction on campus.

# SAFETY IN TRANSIT

District transportation of students continues to be an area of emphasis for Circleville City Schools and school districts across the state when it comes to limiting the potential for disease spread and exposure. Tiger Families in a position to provide their own transportation of students to and from school are encouraged to do so if it is within their means to help reduce bus capacity. The district will be providing school transportation for the 2020-2021 school year; however, it should be again noted that there is some assumed risk when it comes to choosing school transportation.

Accordingly, Circleville City Schools has implemented several layers of procedures in terms of student safety.

- Circleville City Schools has implemented a revised cleaning schedule with approved CDC compliant cleaners for all district transportation vehicles including buses, vans, and cars, especially making the sanitation of seats, railings, and windows a point of emphasis.
- Students using district transportation are required to wear personal protective equipment in the form of masks or face coverings in all grades (PreK-12).
- All transportation staff, to include van drivers and school car drivers, will wear masks/face coverings in compliance with state guidance for school staff.
- In the event a student does not have a mask at the bus stop, the district will have extra single-use masks available on each bus to be provided to each student upon their entry to the vehicle if needed.
- Out of an abundance of caution for student safety, the district will be enforcing a seating chart on each route. It is critical that families speak with their student about staying in their assigned seat for safety reasons and to assist the Pickaway County Health Department in potential contact tracing in the event a student has tested positive for COVID-19 who has used district transportation.
- Mitigation Strategies - Parents can assist the school in reducing opportunities for illness spreading at the bus stop by reminding their students to practice social distancing and to wear masks or facial coverings. As students are not used to social distancing when around friends and classmates, patience will be needed by the adults inside and outside of the bus. Parents are encouraged to take their students' temperatures before they go to the bus stop. Children exhibiting a fever should be kept at home.

