

# Franklin City Schools

## 2020-2021 Reopening Framework

### Guide




Last updated: September 1st, 2020


Per Governor's Order on August 4th, all K-12 children are required to wear face coverings while at school.

**Our framework is based on the following guiding principles:**

- 1) Protect the health and safety of students and staff
- 2) Follow the guidance set out by the Ohio & Warren County health authorities and ODE
- 3) Provide students with familiarity of school routines to foster social/emotional and academic learning
- 4) Provide clear expectations to students, teachers, and parents for the return to school
- 5) Respond with flexibility to changing circumstances and operate with various instructional models as needs demand

**Within the framework, district families will choose one of the following two instructional models:**

<p><b><u>MODEL 1</u></b></p> 	<p><b>IN-PERSON &amp; IN-BUILDING LEARNING MODEL</b></p> <p><b>STUDENTS LEARN WITHIN A PHYSICAL BUILDING &amp; CLASSROOM WITH FACE-TO-FACE INSTRUCTION</b></p> <p><b>DISTRICT SAFETY PROTOCOLS IN PLACE</b></p>	<p>pg. 2-6</p>
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<p><b><u>MODEL 2</u></b></p> 	<p><b>REMOTE LEARNING MODEL</b></p> <p><b>STUDENTS LEARN FROM HOME IN ONLINE ENVIRONMENT</b></p> <p><b>FCS TEACHERS FACILITATE, MONITOR, AND SUPPORT</b></p>	<p>pg. 7 - 8</p>
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<p><b><u>ADDITIONAL INFORMATION</u></b></p>	<p><b>FAMILIES CHOOSING MODEL #2 MUST HAVE NOTIFIED THE DISTRICT BY AUGUST 17TH.</b></p> <p><b>FIRST DAY FOR STUDENTS IN BOTH MODELS: <a href="#">September 8th (this is a change)</a></b></p>
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- ★ This document was developed in collaboration with the Warren County Health District and other Warren County School Districts.
- ★ This is a working document. All future changes made in accordance to changing health recommendations, state guidelines, or district needs will be indicated throughout the document.

### Ohio Public Health Advisory System Frameworks

The following frameworks will be followed in accordance to the public health emergency levels for Warren County.

<b><u>Level</u></b>	<b><u>1 &amp; 2</u></b>	<p>Level 1 &amp; 2 Framework:</p> <ul style="list-style-type: none"> <li>★ The In-Person &amp; In-Building is laid out below - Model 1 starting on pg. 2</li> <li>★ Schools are opened with a heightened sense of safety, through recommended face coverings, enhanced cleaning, and social distancing where possible.</li> <li>★ Students and families will have a choice of attending school or they may choose to participate in the remote learning option.</li> <li>★ Spacing within classrooms and other areas will be maximized to the greatest extent possible.</li> <li>★ Face coverings are required on school transportation, during arrival/dismissal, in certain situations when within six feet of staff/peers, and in the lunch line.</li> <li>★ Restricted visitors, field trips, and recesses.</li> </ul>
<b><u>Level 3</u></b>		<p>Level 3 Framework will follow the Level 1 &amp; 2 Framework with the following changes:</p> <ul style="list-style-type: none"> <li>★ Face coverings are <u>mandatory</u> for staff and students in all school settings. Face covering breaks will be planned throughout the school day as age appropriate and as individual circumstances dictate.</li> <li>★ Social distancing will be enforced throughout the school day in all school settings to the greatest extent possible.</li> <li>★ No visitors, vendors, presenters, and volunteers will be permitted within buildings.</li> <li>★ No community facility usage will be permitted.</li> <li>★ All meetings with non-school personnel will be held virtually.</li> <li>★ The district will follow any additional guidelines as provided by the Warren County Health Department</li> </ul>
<b><u>Level 4</u></b>		<p>Level 4 Framework:</p> <ul style="list-style-type: none"> <li>★ Schools will be closed to most students</li> <li>★ All instruction (except Multi-Disability/Tier III Classrooms) will move to a distance learning model. MD/Tier III Classrooms will still provide in-person &amp; in-building instruction.</li> <li>★ Distance learning instruction will be delivered by FCS teachers working within the district. Students' assigned classroom teachers will lead, facilitate, and monitor this instruction.</li> <li>★ No extracurricular activities will occur</li> <li>★ Student Attendance Protocols: district will follow state guidelines</li> <li>★ The district will follow any additional guidelines provided by the Warren County Health Department</li> </ul>

# MODEL 1



## IN-PERSON & IN-BUILDING LEARNING MODEL STUDENTS LEARN WITHIN A PHYSICAL BUILDING & CLASSROOM DISTRICT SAFETY PROTOCOLS IN PLACE

Changing community conditions could cause periodic building or district-wide shutdowns due to a lack of substitute staff and/or community-wide COVID-19 spread. During shutdown periods, instruction will shift to a distance learning model. Any shutdown induced distance learning model would be different from the family chosen Remote Learning Model found on pg. 7-8.

### General Expectations

In partnership with the Warren County Department of Health, FCS has determined the following protocols to promote a safe return to school.

<u>Parent/Guardian Expectations</u>	<u>Student Expectations</u>
<ul style="list-style-type: none"> <li>● Conduct a student wellness check daily including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.</li> <li>● Provide a face covering for your student to wear when needed.</li> <li>● Provide your student with a water bottle daily as water fountains will not be available for use.</li> <li>● Limit visits to school as much as possible, including visits to drop off forgotten items.</li> <li>● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.</li> <li>● Follow posted guidelines and read all signage whenever entering the building.</li> <li>● Wearing a face covering is required for visitors when entering district facilities.</li> <li>● Ensure contact information is up to date in the event the nurse needs to contact home.</li> <li>● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>● Students are generally expected to maintain physical distancing of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate.</li> <li>● <b>In accordance with Governor DeWine's order on 8/4/2020, students in Grades K-12 must wear personally provided face coverings within the school buildings, while on school transportation, and while on school grounds.</b></li> <li>● <b>At all alert levels, all students will be required to wear face coverings when using school transportation, during arrival and dismissal, and in lunch lines.</b></li> <li>● <b>Please note, the district will abide by county and state health orders concerning face coverings within the alert level system. This may change expectations if state/county officials mandate the wearing of face coverings. In these situations, face coverings will become mandatory and not simply recommended.</b></li> <li>● Wash hands / use hand sanitizer regularly</li> <li>● Follow coughing and sneezing etiquette</li> <li>● Assist in assuring areas within their direct control remain clean</li> <li>● Appropriate due process in accordance with the student code of conduct will be implemented for a student's refusal to abide by health and safety requirements. Disciplinary action may include assignment to full-time remote learning.</li> <li>● Follow specific health and safety protocols communicated by district staff and administration</li> </ul>

### Staff Expectations

- FCS staff members are generally expected to maintain physical distance of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate.
- **In accordance with Governor DeWine's order on 7/22/2020, all staff members are required to wear face coverings when on school grounds, unless within a room/office alone.**

- Wash hands / use hand sanitizer regularly
- Follow coughing and sneezing etiquette
- Assist in assuring surfaces within classrooms and common areas are cleaned frequently (especially high-touch areas)
- Follow specific health and safety protocols communicated by district
- Custodial staff will follow all cleaning protocols in accordance with the recommendations of the Warren County Health Department.

### Classrooms

#### General Information:

- Classrooms reconfigured to maximize distancing, with an intent to maintain social distancing where feasible
- Students assigned to seats within classrooms
- All classrooms will have hand sanitizers
- Six feet zone around teacher desks
- **Students in Grades K-12 are required to wear face coverings per Gov. DeWine order (8/4/2020).** Teachers/Staff required to wear face covering unless in office/classroom alone.
- Limit or eliminate shared supplies
- Grades K-3 Desk shields (“sneeze guards”) utilized
- All excess furniture will be removed from the classrooms
- All desks will face the same direction (ex. front of the classroom)

### **Student Expectations**

- **Grades K-12: wearing a face covering within the classroom is required in accordance with the governor’s order (8/4/20)**
- Maintain maximum physical distance from peers whenever possible.
- Follow cleaning protocols as communicated by building staff.

### Hallways, Lockers, and Common Areas

#### General Information:

- Two-way traffic may occur and face coverings are required for Grades K-12
- Water fountains will not be available for use
- Lockers cannot be shared or utilized during the school day; lockers will only be utilized to store weather related attire.

### **Student Expectations**

- Wearing a face covering is required in Grades K-12 when in hallways or at lockers in accordance with the governor’s order
- Report immediately to classroom or assigned area upon arrival to school.
- Carry a water bottle as water fountains will not be available for use.
- Follow all signage and staff directions in the hallways and common areas.
- When possible stay to the right when traveling down hallways and/or using stairwells.
- Follow locker use procedures as provided by staff for buildings that utilize student lockers.

### Dropoff, Pick Up, and Visitors

#### General Information:

- Outside visitors are generally discouraged from entering district facilities.
- Safety protocols such as temperature checks and face coverings will be implemented for all visitors entering district facilities.
- Waiting areas will be eliminated.
- Visitors required to call the school building office upon arrival (ex. If picking-up a student).

### **Student Expectations**

- Wearing a face covering is required when entering and exiting the school building including during arrival and dismissal.
- Students will report directly to their assigned classroom / area upon arrival to school.

- Students will maintain physical distancing from peers whenever possible in hallways, common areas, offices, etc.

### Transportation

**General Information:**

- Students will have assigned seats.
- Face coverings are required for drivers and students; and the district will refuse to transport a student who refuses to wear a face covering. This will not excuse the student from school attendance.
- Buses will load from back to front and students will maintain their assigned seats. Buses will empty front to back.

### **Student Expectations**

- Maintain appropriate physical distancing while at the bus stop and while entering the school building.
- Sit in your assigned seat.
- Wear a face covering while riding the bus, at bus stop, during arrival / dismissal.
- Remain seated, facing forward while riding the bus.

### Lunches and Cafeteria

**General Information:**

- All district buildings will offer food service (breakfast/lunch).
- Logistics will be determined by each building in compliance with WC Health Department based on current requirements:
  - Reduced (ex. 50%) capacity/occupancy within school cafeterias when appropriate with use of sneeze guards
  - Additional locations will be utilized depending on building (ex. gyms/classrooms)
  - No self-service of food items permitted
  - Face coverings required to be worn in food service line
  - Individual condiments will be used
  - Marked assigned seats

### **Student Expectations**

- Wearing a face covering is required when in line or moving around the cafeteria. May be removed when eating/drinking
- Sit in designated seats.
- Follow guidelines for restroom use during lunch periods.
- Follow all directions and protocols communicated by school staff.

### Meetings/Conferences

**General Information:**

- No physical assemblies or large student meeting will be held
- No physical field trips will be held
- Meetings will be held virtually where possible and when agreeable to all team members

#### **Parent/Guardian Expectations**

- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.
- In person meetings should follow appropriate physical distancing protocols and it is required to wear face coverings when entering, exiting, and moving around the school building.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.

#### **Student Expectations**

- Participate in meetings as requested by parents / guardians or school staff.
- Follow physical distancing protocols.
- Wearing a facing covering is required when entering and exiting a meeting, or when moving around the building to attend a meeting in Grades K-12.

## District Health Protocols

### Parents/Guardians

- Conduct a student wellness check including temperature prior to sending a student to school.
- Students with temperatures over 100°F should stay home.
- Provide a face covering for your student to wear on the bus and while at school when needed.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

### Nurse's Offices

- School buildings will have separated areas for a well clinic (nurse's office) and an ill 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 (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans, will be seen in the well clinic.

### Symptoms

- Staff & students presenting symptoms will report to the ill clinic.
- Face coverings mandated for individuals displaying symptoms.
- Individuals sent home will follow protocols established by the Warren County Health Department.

### Student Illness

- Any student with a fever over 100°F must stay home.
- Any student who has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:

Any of the following symptoms: cough, shortness of breath, or difficulty breathing

**OR**

Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea)

**OR**

Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea) **AND** an epidemiological link to a case of COVID-19.

### Confirmed Cases

Families & staff must notify the school if they have been exposed or diagnosed with COVID-19 and quarantine for 14 days:

- Individual (staff/student) stays home
- Distance learning occurs
- Return to school dictated by ODH and Warren County health department requirements

Communications when a student/staff member has been diagnosed with COVID-19:

- Communication will come from the Health Department, not the school district.
- The school district will cooperate with the Health Department's work in social tracing.
- A 14 day quarantine will be required of any student who tests positive with COVID-19 and anyone who is determined to have "exposure" as determined by the Health Department.
- The school district will utilize communication from the Warren County Health Department explaining / defining "exposure" to COVID-19 that would necessitate

	quarantine.
<u>Returning to School After Illness</u>	<ul style="list-style-type: none"> <li>● If a student is diagnosed as having COVID-19, they must meet the following criteria to return to school: <ul style="list-style-type: none"> <li>○ 3 days with no fever (without using fever reducing medication) <b>AND</b></li> <li>○ Other symptoms improved <b>AND</b></li> <li>○ 10 days since symptoms first appeared</li> </ul> </li> <li>● Students only presenting a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using any fever reducing medications.</li> <li>● Any other illnesses will be handled in the routine manner according to district policies</li> <li>● To return to school the child must be transported by the parent and must be checked by the school nurse.</li> </ul>

<b>MODEL 2</b>	<b>REMOTE LEARNING MODEL</b> <b>STUDENTS LEARN FROM HOME IN ONLINE ENVIRONMENT</b> <b>FCS TEACHERS FACILITATE, MONITOR, AND SUPPORT</b>
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## GENERAL INFORMATION

- Families choosing this model must commit to participate for an entire semester at a minimum.
- Students **will not be permitted** to transition between Model #1 & Model #2 within a semester.
- The remote learning model will follow a rigorous district approved online-based curriculum and instructional platform. While this curriculum will align with state standards, it may not mirror the same pacing, sequence, or activities as the district’s “in-building” instruction. Students will earn letter grades in each course based on submitted coursework.
- FCS teachers will facilitate, monitor, and support student progress through this virtual curriculum and communicate regularly with families.
- Teachers may deliver live instruction within this instructional model, including holding check-in meetings with students and families to facilitate progress.
- Parents must be able to assume responsibility for equipment required for this instructional model including access to the Internet and a computer.
- **Families selecting the remote learning model have to notify the Superintendent’s Office by August 17th at 2:30 pm**

### Parent/Guardian Expectations

- Attend a district remote learning orientation session.
- Monitor student daily progress on assignments.
- Assure student is attending daily by completing daily assignments.
- Developing a set schedule and established routine for the student is recommended.
- Communicate questions and concerns immediately to the assigned support teacher.
- Support student progress through the online curriculum with parent/guardian access to the online platform and progress information.
- Provide needed infrastructure for remote learning (ex. device and internet access).

### Student Expectations

- Students will not come to their school building for instruction, but will work from home.
- Students will work with an assigned support teacher.
- Students will need to complete assigned lessons, assignments, and assessments daily.
- Students will enroll in courses in core areas and have limited access to elective courses.
- Students will communicate questions and concerns immediately to their support teachers.
- Students will participate in virtual check-in meetings at least weekly with their support teacher designed to support student progress.
- Students will earn letter grades for their course work.
- Students may continue to participate in after-school activities at their home school building, including extra-curricular activities.

### Staff Expectations

- Support teachers will assist students with the use of the online platform, pacing, and providing feedback on assignments and assessments.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress at a minimum of once a week.
- Teachers will be available for office hours during typical school hours of the student’s home building.
- Teachers will grade work in a timely manner.





August 4th, 2020

This document has been prepared to assist parents that have either chosen remote learning or are strongly considering remote learning for their child for the 2020-21 school year.

- ❖ Families are committing to at least one semester when choosing this instructional option. Students may return to face-to-face instruction, if they choose, on January 7, 2021.
- ❖ Families will need to provide Internet access. Families will need to provide devices except in grade levels where Franklin City Schools already provides 1:1 devices (7-12).
- ❖ Families will need to commit to assisting and monitoring their children through the online curriculum and assignments.
- ❖ School attendance is taken daily based on the hours logged in the system. To be counted “present” a student must have 5 active hours in the digital system daily. The system tracks the time based on “*actively engaged*” in the platform. (i.e. If the student is engaged for 2 hours, Franklin marks the student absent for 3 hours.)
- ❖ Letter grades will be entered into ProgressBook by Franklin staff and students will receive quarterly report cards.
- ❖ Franklin City Schools will be using a third-party vendor to deliver the instruction:
  - VLA (Virtual Learning Academy) for Grades K-8
  - CourseWare for Grades 9-12
  - K-3 students will be enrolled in ELA and math
  - Grades 4-8 students will be enrolled in ELA, math, science, and social studies
  - Grades 9-12 students will be enrolled in courses that follow their graduation path
- ❖ Direct and indirect instruction will be provided by dedicated FCS teaching staff. Franklin City Schools staff will also monitor and check in with families regularly (a minimum of once per week).
- ❖ If a student is identified as eligible for special education services, FCS intervention specialists and related service therapists will work with families to schedule in-person sessions to be held at a FCS facility or virtually when possible. Sessions will be held during regular school hours.

***Once you have committed to remote learning, please mark your calendars for August 18th at 1:00 pm for a mandatory, introductory meeting of this platform hosted by FCS and the vendor. This will take place at Franklin High School. Parents, students, and a charged device are required for this meeting.***