



Brookville Local Schools Fall 2020 Reopening Plans

OPTION 1	STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS (INCLUDING REMOTE LEARNING IF THE DISTRICT IS REQUIRED TO CLOSE)	PAGES 1-10
OPTION 2	STUDENTS AT HOME DAILY INDIVIDUAL ONLINE LEARNING WITH SUPPORT USING A THIRD PARTY ONLINE LEARNING PLATFORM	PAGE 11

A Student's Daily Journey:

To best understand the school reopening plans for our Brookville students, let's "walk in a pair of one student's shoes" and journey through a typical day. This includes waking up in the morning, riding on a school bus to the physical school building, waiting to enter the building, entering the building, waiting inside the building in designated areas, attending adult supervised care visiting lockers, getting to class, taking into account any and all movement throughout the day (changing classes, using the restroom, lunch/cafeteria [breakfast and lunch], gym/physical education, recess, etc.), leaving school and returning home. It is only by looking at the day through a student's eyes that one can truly understand the measures taken to create a safe and healthy learning environment for both the students and adults in our schools.

This plan was developed in collaboration with the Montgomery County Health District and other Montgomery County school districts.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home.● Provide a mask or face shield for your student to wear on the bus. <p><u>Students</u></p> <ul style="list-style-type: none">● 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, two per seat.● Wear a mask or face shield while riding the bus.● Remain seated, facing forward while riding the bus.	<p><u>Drivers</u></p> <ul style="list-style-type: none">● Wear a mask or face shield while students are on the bus.● Remind students of bus expectations- 2 per seat, wearing masks or face shields, seated facing forward.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.● Ensure the bus is disinfected following outlined safety protocols. <p><u>School/District Administration</u></p> <ul style="list-style-type: none">● Monitor drop off and dismissal to ensure students do not congregate in groups.● Provide consequences, including loss of privilege to ride the bus, to those who violate rules.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home. ● Face masks are strongly recommended. A face shield will be provided by the school for students to use when required. Parents will need to provide their students a mask to wear at school if desired. ● Minimize drop-off and pick-up of items for students during the school day. Individuals picking-up or dropping-off items will need to stand in the office vestibule and wait for direction from school personnel. Visitation to our campus will not be allowed. ● 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. ● Follow posted guidelines and read all signage whenever entering the building. ● Wearing a mask or face shield is strongly recommended when entering the building. <p><u>Students</u></p> <ul style="list-style-type: none"> ● A face covering is strongly recommended when entering, exiting, or moving around the building. ● Enter the building through a corral much like the big box stores. Students will not be allowed to congregate in the hallways before or after school. ● Report directly to your assigned classroom/area upon entering the building. ● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. 	<p><u>Teachers/Staff</u></p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks. ● Coordinate designated doors being propped open at arrival and dismissal. ● Coordinate designated doors being closed after arrival and dismissal. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Coordinate adequate supervision being available on bus lots, in parking lots, and in common areas of the building. ● Coordinate proper signage being installed in hallways and common areas. ● Coordinate supplies being readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. ● Coordinate designated doors being propped open at arrival and dismissal. ● Coordinate designated doors being closed after arrival and dismissal. ● Eliminate parent and community volunteers to ensure safety and health of students and staff. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F must stay home. ● Face masks are strongly recommended. A face shield will be provided by the school for students to use when required. Parents will need to provide their students a mask to wear at school if desired. <p><u>Students</u></p> <ul style="list-style-type: none"> ● A face covering is required of students when appropriate distancing cannot be maintained. (ie. in hallways, small group instruction, face-to-face interaction and when congregating) ● Maintain maximum physical distance from peers whenever possible. ● Clean desks and seats at the beginning and conclusion of each class as directed by staff. Consideration will be given to age appropriateness. 	<p><u>Teachers/Staff</u></p> <ul style="list-style-type: none"> ● Coordinate classroom setup of desks that provides maximum physical distancing for students. ● Wearing a mask or face shield is required. ● Help students maintain physical distance whenever possible. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Eliminate shared classroom materials to the extent possible. ● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles. ● Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room, ● Clean and sanitize workspace regularly. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Make sure teachers are provided with all cleaning supplies needed daily. ● Disinfect classrooms as scheduled. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Coordinate classrooms being physically distanced. ● Coordinate classrooms being disinfected as scheduled. ● Coordinate supplies being readily available for custodians and teaching staff.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Face masks are strongly recommended. A face shield will be provided by the school for students to use when required. Parents will need to provide their students a mask to wear at school if desired. ● Provide your student with a water bottle daily as water fountains will not be available for use. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a face covering is required when in hallways or at lockers. ● Report immediately to your classroom, upon entering the building. ● Carry a water bottle as water fountains will not be available for use. ● Follow all signage in the hallways and common areas. ● Stay to the right when traveling down hallways and using stairs. ● Follow locker use schedules as provided by staff for buildings who issue lockers. <p><u>Building differences as noted</u></p> <p>Brookville Elementary School</p> <ul style="list-style-type: none"> ● Access assigned cubbies only during scheduled time provided by the classroom teacher. <p>Brookville High/Intermediate School</p> <ul style="list-style-type: none"> ● Follow established procedures concerning locker use. 	<p><u>Teachers/Staff</u></p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to encourage students to report immediately to class and not congregate in hallways or common areas. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Supervise implementation of locker use schedule to minimize congestion in hallways for buildings who issue lockers. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Implement proper signage in hallways and common areas. ● Implement supplies being readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. ● Develop and implement locker use schedules for buildings where lockers are issued to students. ● Implement staggered dismissal times to maximize physical distancing and student safety. <p><u>Building differences as noted</u></p> <p>Brookville Elementary School</p> <ul style="list-style-type: none"> ● Provide and monitor cubby use schedules to minimize congestion at the cubbies during arrival and dismissal.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Attend meetings via phone or virtual platform when possible.● Enter the school through the specified entrance in the event that an in-person meeting is needed.● In person meetings should follow appropriate physical distancing protocols and it is strongly recommended masks or face shields be worn.● 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. <p><u>Students</u></p> <ul style="list-style-type: none">● Participate in meetings as requested by parents/caregivers or school staff.● Follow appropriate physical distancing protocols.● It is strongly recommended masks or face shields be worn.	<p><u>Custodians</u></p> <ul style="list-style-type: none">● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Teacher/Staff/Administration</u></p> <ul style="list-style-type: none">● Provide parents/caregivers with options for in-person, phone, or video conferencing.● Implement physical distancing guidelines being followed as much as possible when in-person meetings are held.● Coordinate physical space used for meetings allows for distancing guidelines.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. ● Face masks are strongly recommended. A face shield will be provided by the school for students to use when required. Parents will need to provide their students a mask to wear at school if desired. ● 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. ● Wait for direction from school personnel in the office vestibule when picking-up a student who is ill. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Use designated entrances and exits to the office. ● Following physical distancing protocols as much as possible when in office. ● Wearing a face covering is required when in or moving around the clinic. ● Wearing a mask is required if a student is determined to have a fever or other symptoms. 	<p><u>Nurse</u></p> <ul style="list-style-type: none"> ● Wear a mask or face shield when working individually with students. ● Clean and sanitize workspace regularly. ● Follow appropriate physical distancing protocols. ● Isolate students who are showing symptoms to a predetermined separate area away from other students already in the clinic. ● Coordinate the clinic being disinfected immediately following a student entering who is exhibiting symptoms. ● Keep doors to the clinic open to minimize use of door handles and to ensure maximum air flow to the area. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. ● Disinfect the isolation area after students who utilize the area have left the building. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Implement proper signage being installed. ● Implement regular cleaning and disinfecting in the office area. ● Coordinate seating areas being properly physically distanced. ● Ensure student isolation area is properly supervised when in use.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● A face shield will be provided by the school for students in hallways and restrooms. Parents will need to provide their students a mask to wear at school if desired. <p><u>Students</u></p> <ul style="list-style-type: none">● Wearing a face covering is required when in hallways and in restrooms.● Follow all signage in the hallways, common areas and restrooms.● Stay to the right when traveling down hallways to get to restrooms.● Follow strict guidelines set for the maximum capacity of students or staff in a restroom at one time.	<p><u>Teachers/Staff</u></p> <ul style="list-style-type: none">● Assist in supervision of restrooms, hallways, and common areas between classes.● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none">● Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none">● Implement proper signage being installed in hallways, common areas and restrooms.● Implement supplies being readily available for custodians.● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.● Provide supervision of restrooms to ensure limited numbers of students are in restrooms at the same time.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • A face shield will be provided by the school for students when congregating. Parents will need to provide their students a mask to wear at school if desired. • Limit visits to school as much as possible including visits to drop off forgotten items. <p><u>Students</u></p> <ul style="list-style-type: none"> • Stay to the right when traveling down hallways. • Sit in assigned seats. • Follow guidelines for restroom use during lunch periods. • Report immediately to your designated seating area if bringing a packed lunch to school. • Follow appropriate physical distancing guidelines as much as possible when in line and in the serving areas. • Visit lockers/restrooms as directed at lunch time. Do not cluster with peers during this time. 	<p><u>Teachers/Staff</u></p> <ul style="list-style-type: none"> • Supervise designated eating areas to ensure students are appropriately physically distanced. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Wearing a mask or face shield is required. • Monitor restroom use during lunch time. • Use staggered dismissal to allow for appropriate physical distancing at the end of lunch. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect all table tops and seats before and after each lunch. • Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> • Wear masks or face shields while serving food. • Clean and disinfect serving areas and tables between lunches. • Serve all food to students. (Students will not self-serve items as they have in the past.) <p><u>Administration</u></p> <ul style="list-style-type: none"> • Implement proper signage being installed in designated eating areas. • Allow enough seating to maximize appropriate physical distancing. • Implement supplies being readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● 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. ● Wearing a mask or face shield is strongly recommended when entering, exiting, and moving around the office/building. ● Follow appropriate physical distancing protocols if an in-person office visit is necessary. ● Eliminate outside deliveries to the school (i.e. food, flowers, etc). <p><u>Students</u></p> <ul style="list-style-type: none"> ● Use designated entrances and exits to the office. ● Following physical distancing protocols as much as possible when in office. ● Wearing a face covering is required while in or moving around the office. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Wearing a mask or face shield is required. ● Follow appropriate physical distancing protocols. <p><u>Office Staff</u></p> <ul style="list-style-type: none"> ● Monitor and control the number of people in the office at any one time. ● Implement physical distancing guidelines being followed as much as possible when in-person meetings are held. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Install barriers to protect employees working in the main office. ● Eliminate community and parent volunteers to ensure safety of all students and staff. ● Implement proper signage being installed in the office and leading into the office. ● Coordinate regular cleaning and disinfecting takes place in the office area. ● Coordinate seating areas being properly physically distanced.

Remote Learning (If state or local regulations require a school closure, we would shift into remote learning.)

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Monitor student progress on coursework.● Develop a “school schedule” (recommended) to keep routines in place for students while working from home.● Communicate questions and concerns immediately to staff. <p><u>Students</u></p> <ul style="list-style-type: none">● Follow a regular “school schedule” (recommended) to help keep routines in place while working from home.● 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.	<p><u>Teachers/Staff</u></p> <ul style="list-style-type: none">● Create lessons that are engaging for students using a variety of strategies.● Be available for office hours. One session will be available in the morning and one in the afternoon.● Use Google Classroom as the platform for all assignments, links to resources, etc.● Grade work in a timely manner and provide feedback to students on assignments. <p><u>Technology Department</u></p> <ul style="list-style-type: none">● Provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none">● Coordinate access to a device at home as needed.● Monitor and assist teachers in the delivery of content for students.● Implement appropriate grading procedures and work from home guidelines for teachers.

OPTION 2- STUDENTS AT HOME DAILY

INDIVIDUAL ONLINE LEARNING WITH SUPPORT USING PERSONALIZED LEARNING PLATFORM (PLP)

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Wi-Fi accessibility will be required.● 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 staff. Contact information for designated staff will be provided.● Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information. <p><u>Students</u></p> <ul style="list-style-type: none">● This option is different from what students experienced during remote learning last spring.● Students participating in this option will be using PLP, an online curriculum and platform designed by an outside company 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 standards as Brookville Local Schools curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings.● Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies)● Students will also have limited access to some special area courses (K-6) and elective courses (7-12). Students in grades 7-12 will not have access to their full schedule as planned this past spring.● Communicate questions and concerns immediately to teachers. Contact information for designated staff will be provided.● Students will earn grades and credits for their work.● 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.● Students may continue to participate in after-school activities at their school building, including extra-curricular activities. All OHSAA eligibility requirements still exist.	<p><u>Teachers</u></p> <ul style="list-style-type: none">● Designated teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments.● Designated teachers will be available for support during office hours. Sessions will be available each morning and afternoon.● Student grades will be given by the PLP platform. <p><u>Technology Department</u></p> <ul style="list-style-type: none">● The district will provide a chromebook for each student to use at home; students will not be asked to share devices.● The district will support families in obtaining wi-fi access.● The district will provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure each student has a device at home.● Provide assistance when needed to online families.