



**Pleasant Local Schools  
Elementary  
Restart Plan  
Fall 2020**

**OPTION 1-  
Plan A**

**STUDENTS IN-PERSON AND IN-BUILDINGS DAILY  
WITH SAFETY PROTOCOLS  
(INCLUDING REMOTE LEARNING IF  
THE DISTRICT IS REQUIRED TO CLOSE)**

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**OPTION 1-  
Plan B**

**HYBRID --STUDENTS WILL COME TO SCHOOL  
EVERY OTHER DAY**

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Plan C**

**REMOTE LEARNING --STUDENTS AT HOME DAILY**

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**OPTION 2**

**ONLINE LEARNING OPTIONS—See link  
<https://sites.google.com/a/pleasantstaff.org/pleasant-k-12-academy/?scrlybrkr=ee78a79f>**

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

### **General Policies**

The safety of our students, staff, and community is our main priority. We will be implementing these safety measures based on the feedback, guidelines, and recommendations of: community surveys, staff input, collaboration with other local schools, the Ohio Department of Education, the State of Ohio-Governor DeWine, and the Marion Health Department.

Throughout the year we will diligently monitor and adhere to the state of Ohio's and our local health department's recommendations.

### **Mission of our plan:**

- To minimize the risk of exposure for students and staff by isolating cohorts (classrooms) of students as much as possible throughout the day.

### **Highlights of our plan**

- Staff will record & fill out temperatures/check-off daily by 8:30am.
- Staff are required to wear masks/face shields when unable to maintain social distance.
- Staff & students are required to wear masks when transitioning/traveling outside of their homerooms (buses, hallways, bathrooms, etc.).
- Students will eat breakfast/lunch in their rooms and recess will be limited to designated areas.
- Parents are expected to take their student's temperature and look for symptoms before sending their student to school each day. Do not send your child to school if they have a fever (greater than 100.4 degrees F), or exhibit multiple symptoms, such as: shortness of breath, sore throat/cough, diarrhea, or any other symptoms attributed to COVID-19.
- Parents/families are strongly encouraged to notify the school if a relative or family member has been exposed to COVID-19.
- No visitors. Our building will be closed to all non-essential personnel. We will use the vestibule in the lobby for pickup/drop off of students and deliveries.
- There will not be any face-to-face open houses, field trips, conferences, assemblies, musicals, and staff meetings. Special education meetings will be conducted via Zoom.
- Multiple cleanings (especially in high traffic areas) & hand-washing frequently will be routinely performed.
- Students with temperatures above 100.4 degrees will be quarantined in a separate room and parents will be required to pick them up immediately.
- Students & staff suspected of having COVID-19 will be quarantined at home. Teachers will work with families to continue students' learning while at home.
- Bus passes will not be granted during the 20-21 school year. Students are expected to maintain designated pick-up and drop-off.
- Signage on floors, walls, and doors are used to assist in physical distancing when entering and exiting school grounds and navigating school buildings.
- Students, teachers, and families should be prepared to go remote with little to no advance notice.

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

### Classrooms, Hallways, & Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>● Conduct a student wellness check including temperature prior to sending a student to school.</li><li>● Do not send your child to school if they have a fever (greater than 100.4 degrees F), or exhibit multiple symptoms, such as: shortness of breath, sore throat/cough, diarrhea, or any other symptoms attributed to COVID-19.</li><li>● Provide a mask or face shield for your student to wear when needed during small group instruction, hallways, transitions, and the bus.</li><li>● Students with temperatures above 100.4 degrees F will be quarantined in a separate room and parents will be required to pick them up immediately.</li><li>● Provide your student with a water bottle daily as water fountains will not be available for use.</li><li>● Students will be assigned a technology device that they will be required to transport to and from school each night. Please make sure your student charges their device nightly and handles it with care.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>● Wearing a mask or face shield is required in hallways, on the bus, and during transitions.</li><li>● Wearing a mask or face shield is recommended in the classroom when distancing cannot be maintained.</li><li>● Maintain maximum physical distance from peers whenever possible.</li><li>● Sanitize area frequently and wash hands multiple times throughout the day.</li><li>● Report immediately to your classroom upon arrival to school.</li><li>● Carry a water bottle as water fountains will not be available for use.</li><li>● Follow all signage in the hallways and common areas.</li><li>● When possible, stay to the right when traveling down hallways.</li><li>● Use your grade level's designated bathroom.</li><li>● Use good hygiene practices: keep fingers/hands out of your mouth, eyes, and nose.</li><li>● If all restroom stalls are in use, wait on floor markings outside the restroom entrance.</li><li>● Charge your technology device nightly and handle it with care.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>● Reduction and rearrangement of furniture in classrooms to accommodate more physical separation between students.</li><li>● Wear a mask or face shield when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained.</li><li>● Minimize students in the hallways: no group bathroom breaks. Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.</li><li>● Ensure students maintain physical distance whenever possible.</li><li>● Assign each student one device; no sharing of technology. Remind students to charge devices at home.</li><li>● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.</li><li>● Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.</li><li>● Sanitize desks/tables multiple times throughout the day and ensure students are washing their hands and sanitizing frequently.</li><li>● Ensure students are using their grade level's designated bathroom.</li><li>● Teach good hygiene practices.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>● Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.</li><li>● Disinfect classrooms during teacher plan bell, during lunch, and after school.</li><li>● 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.</li><li>●</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>● Ensure classrooms are setup to minimize risks of exposure.</li><li>● Ensure classrooms are routinely disinfected between classes.</li><li>● Ensure supplies are readily available for custodians and teaching staff.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.</li></ul>

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

### Transportation and Visitors

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>● Provide a mask or face shield for your student to wear on the bus and while at school when needed.</li><li>● No visitors. Our building will be closed to all non-essential personnel. We will use the vestibule in the lobby for pickup/drop off of students and deliveries.</li><li>● Fill out all necessary paperwork online through Final Forms.</li><li>● If picking up or dropping off a child, please remain in the vestibule while waiting on your student.</li><li>● There will not be any face-to-face open houses, field trips, conferences, assemblies, musicals, and staff meetings. Special education meetings will be conducted via Zoom.</li><li>● There will be no early drop off, please do not drop your student off until 8:30am.</li><li>● Bus passes will not be granted during the 20-21 school year. Students are expected to maintain designated pick-up and drop-off.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>● Wearing a mask or face shield is required when entering, exiting, or moving around the building; including when on the bus.</li><li>● Sit with family members on the bus and follow all bus rules.</li><li>● Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.</li><li>● Report directly to your assigned classroom/area upon arrival to school.</li><li>● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li><li>● Go to your assigned car-rider rooms in the 4<sup>th</sup> hallway at dismissal.</li></ul>	<p><b><u>Teachers/Assistants/Bus Drivers</u></b></p> <ul style="list-style-type: none"><li>● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.</li><li>● Ensure your class adheres to our staggered dismissal schedule (youngest grades will go first).</li><li>● Drivers will stagger their release in the mornings.</li><li>● Ensure the bus is disinfected following outlined safety protocols.</li><li>● Drivers will maintain a seating chart.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>● 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.</li><li>● Ensure designated doors are propped open at arrival and dismissal.</li><li>● Ensure designated doors are closed after arrival and dismissal.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>● Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.</li><li>● Ensure proper signage is installed in hallways and common areas.</li><li>● Ensure supplies are readily available for custodians.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li><li>● Eliminate parent and community volunteers to ensure safety and health of students and staff.</li><li>● Implement staggered dismissal times, to maximize physical distancing and student safety. Monitor drop off and dismissal to ensure students do not congregate in groups.</li><li>● Provide consequences, including loss of privilege to ride the bus to those who violate rules.</li></ul>

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

### Office & Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>● Provide a mask or face shield for your student to wear on the bus and while at school when needed.</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> <li>● Do not send your child to school if they have a fever (greater than 100 degrees F), shortness of breath, sore throat/cough, or any other symptoms attributed to COVID-19.</li> <li>● Pick up your student in a timely fashion.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the office.</li> <li>● Follow physical distancing protocols as much as possible when in office.</li> <li>● Wearing a mask or face shield is recommended when in or moving around the nurse’s clinic.</li> <li>● Wearing a mask or face shield is required if a student is determined to have a fever or other symptoms.</li> </ul>	<p><b><u>Nurse</u></b></p> <ul style="list-style-type: none"> <li>● Wear a mask or face shield when working individually with students.</li> <li>● Ensure the workspace is kept clean and sanitized.</li> <li>● Ensure physical distancing protocols are followed whenever possible.</li> <li>● Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li> <li>● Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.</li> <li>● Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.</li> </ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"> <li>● Monitor and control the number of people in the office at any one time.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li> <li>● Disinfect the isolation area after students who utilize the area have left the building.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed.</li> <li>● Ensure regular cleaning and disinfecting takes place in the office area.</li> <li>● Ensure seating areas are properly physically distanced.</li> <li>● Ensure the student isolation area is properly supervised when in use.</li> <li>● Eliminate community and parent volunteers to ensure safety of all students.</li> </ul>

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

### Food, Cafeteria, & Recess

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>● Provide a mask or face shield for your student to wear while at school when needed.</li><li>● Lunch and recess visitors are not permitted.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>● Students will eat in their rooms and are not permitted to eat in the cafeteria.</li><li>● Breakfast and lunches will be delivered to classrooms.</li><li>● Follow the rules and expectations of the lunch monitors.</li><li>● Clean and sanitize your area when finished eating.</li><li>● Follow guidelines for restroom use during lunch periods.</li><li>● Follow physical distancing guidelines as much as possible.</li><li>● To maintain isolation of cohorts, there will be five designated areas for recess: regular playground, Field 4, Field 5, staff parking lot, and walk/softball field.</li><li>● Students are required to stay in their designated areas and are not permitted to play with students in other classes.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>● Supervise eating areas/classrooms/recess.</li><li>● Ensure students are staying in their designated recess areas.</li><li>● Routine sanitizing of the classroom after eating.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li></ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"><li>● Disinfect all classrooms daily.</li><li>● Disinfect restrooms and common spaces daily. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li></ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"><li>● Wear masks or face shields while serving food.</li><li>● Clean and disinfect between lunches.</li><li>● Serve all food to students.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>● Ensure supplies are readily available for custodians.</li><li>● Implement staggered dismissal times to maximize physical distancing and student safety.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li></ul>

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

### Plan B- Hybrid (If state or local regulations require a school closure, we will shift into remote learning.)

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"><li>● In order to reduce the number of students in the building at one time, grade levels will move to a hybrid model coming to school every other day combining remote learning and face to face learning.</li><li>● Students will come to school every other day, with families coming to school on the same day. There will be online assignments when not face to face.</li><li>● Students will be divided by last name.</li><li>● Be prepared for coverage of children for those at home.</li><li>● Monitor student progress on coursework.</li><li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li><li>● Communicate questions and concerns immediately to staff.</li><li>● Ensure your child is taking good care of their school-issued technology/device.</li><li>● Regularly check PowerSchool and/or with teachers regarding your child’s effort in completing coursework.</li><li>● Student attendance will be taken and school polices regarding absences will be enforced.</li><li>● Student engagement is expected during virtual learning.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>● Traditional grading will take place during virtual learning.</li><li>● Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.</li><li>● Communicate questions and concerns immediately to teachers.</li><li>● Participate in virtual sessions with teachers as scheduled.</li><li>● Watch lessons provided by teachers and complete assignments according to timelines.</li><li>● Take good care of your school-issued device.</li><li>● Read for 20 minutes and practice math facts daily.</li><li>● Engage in discussions, complete all coursework, and be actively involved in learning.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>● Create lessons that are engaging for students using a variety of strategies; including daily zoom sessions, opportunities for collaboration, and frequently assessing student learning and mastery of concepts.</li><li>● Grade work in a timely manner and provide feedback to students on assignments.</li><li>● Set a consistent forum (Class Dojo, Canvas) and predictable schedule for communicating with students, teachers, and families.</li><li>● Assist students/families with navigating online platforms and tools.</li></ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"><li>● Provide help desk assistance when technology issues occur.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>● Ensure each student has a device and internet access.</li><li>● Monitor and assist teachers in the delivery of content for students.</li><li>● Implement appropriate grading procedures and work from home guidelines for teachers.</li></ul>

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

### Plan C- Remote Learning (If state or local regulations require a school closure, we will shift into remote learning.)

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Monitor student progress on coursework.</li> <li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to staff.</li> <li>● Ensure your child is taking good care of their school-issued technology/device.</li> <li>● Regularly check PowerSchool and/or with teachers regarding your child’s effort in completing coursework.</li> <li>● Student attendance will be taken and school polices regarding absences will be enforced.</li> <li>● Student engagement is expected during virtual learning.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Traditional grading will take place during virtual learning.</li> <li>● Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to teachers.</li> <li>● Participate in virtual sessions with teachers as scheduled.</li> <li>● Watch lessons provided by teachers and complete assignments according to timelines.</li> <li>● Take good care of your school-issued device.</li> <li>● Read for 20 minutes and practice math facts daily.</li> <li>● Engage in discussions, complete all coursework, and be actively involved in learning.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Create lessons that are engaging for students using a variety of strategies; including daily zoom sessions, opportunities for collaboration, and frequently assessing student learning and mastery of concepts.</li> <li>● Be available for office hours: One session in the morning and one in the afternoon.</li> <li>● Grade work in a timely manner and provide feedback to students on assignments.</li> <li>● Set a consistent forum (Class Dojo, Canvas) and predictable schedule for communicating with students, teachers, and families.</li> <li>● Assist students/families with navigating online platforms and tools.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>● Provide help desk assistance when technology issues occur.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure each student has a device and internet access.</li> <li>● Monitor and assist teachers in the delivery of content for students.</li> <li>● Implement appropriate grading procedures and work from home guidelines for teachers.</li> </ul>



## **Additional Information**

Pleasant Local Schools Website: <http://www.pleasantlocalschools.org/>

Pleasant's Healthy Restart Plan: <https://www.cognitopia.com/apps/MyLife/viewPortfolioShare/D4YY4-sONocWJdZUxTMaQEVEywbmNagiJvMhIT6y4nZ/portfolio>

Marion Health Department: <https://marionpublichealth.org/>

Reset and Restart—Guide for Ohio Schools: <http://education.ohio.gov/Topics/Reset-and-Restart>