

Delphos St. John's Fall 2020 Reopening Plan

Last updated: August 20, 2020



**Option
1**

**Students In-Person and In-Buildings
Daily with Safety Protocols
(Including Remote Learning if the
School is Required to Close)**

**Option
2**

**Students at Home Daily Individual
Online Learning with Support Using
Google Suite Apps**

Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
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<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.◦ Students in grades K-12 will be required to wear a mask when entering and exiting the building and throughout the entire school day.◦ An appropriate mask may be worn by students in grades K-12 as long as they are school appropriate. If a mask is not appropriate, the student will be sent to the office and given a disposable or reusable mask from the office to wear for the day. Inappropriate masks may also be met with disciplinary action.◦ Masks need to be washed every day or a clean one needs to be worn. <p><u>Students</u></p> <ul style="list-style-type: none">◦ Wearing a mask is required at all times indoors and when not properly distanced outdoors◦ Maintain maximum physical distance from peers whenever possible.◦ Students in grades 7-12 may carry book bags to/from classes to eliminate multiple locker visits.◦ The desks will be sprayed with disinfectant and allowed to air dry. If there is any remaining moisture a quartered paper towel will be used to dry it off.◦ Specials in grades K-6, staff will work to wipe tables, seats, equipment, etc. before the arrival of a new class.◦ For classes in grades 7-12 that change rooms, students and staff will work to wipe desks and seats prior to leaving and upon arrival in the new room. In grades 4-6, teachers will be switching classrooms, not students.	<p><u>Teachers</u></p> <ul style="list-style-type: none">◦ Ensure classroom setup of desks provides as much physical distancing as possible for students.◦ Wear a mask or face shield at all times.◦ Ensure students maintain physical distance whenever possible.◦ Eliminate shared materials; no passing around of materials.◦ 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 students transition to the room.◦ Teachers are encouraged to take students outside for a mask break throughout the day.◦ The desks will be sprayed with disinfectant and allowed to air dry. If there is any remaining moisture a quartered paper towel will be used to dry it off. You will be provided with gloves. <p><u>Custodians</u></p> <ul style="list-style-type: none">◦ Make sure teachers are provided all supplies needed daily including disinfectant and sanitizer.◦ Disinfect classrooms during teacher planning time, during lunch, and after school.◦ Make sure dividers/shields are available in classrooms in which students cannot be socially distanced. <p><u>Administration</u></p> <ul style="list-style-type: none">◦ Ensure classrooms are physically distanced as much as possible.◦ Ensure classrooms are disinfected between classes, during planning time, lunch, and after school.◦ Ensure supplies are readily available for custodians and teaching staff.
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Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Hallways, Lockers, and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
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<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">◉ Provide a mask for your student to wear at all times in hallways, common area and/or lockers◉ Provide your students in grades K-6 with a water bottle daily as water fountains will not be available for use. A water filling station will be available.◉ The school will provide your students in grades 7-12 with a water bottle daily as water fountains will not be available for use. A water filling station will be available. <p><u>Students</u></p> <ul style="list-style-type: none">◉ Wearing a mask is required when in hallways or at lockers at all times◉ Report immediately to your classroom, upon arrival to school.◉ Carry a water bottle as water fountains will not be available for use (except to refill water bottles)◉ When possible, stay single file and to the right when traveling down hallways and using stairs.	<p><u>Teachers</u></p> <ul style="list-style-type: none">◉ Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. <p><u>Custodians</u></p> <ul style="list-style-type: none">◉ Disinfect common areas regularly through the school day. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks; continuously circulating through the building. <p><u>Administration</u></p> <ul style="list-style-type: none">◉ Ensure supplies are readily available for custodians.◉ Implement staggered dismissal times if necessary to maximize physical distancing and student safety.◉ When standing in the hallway or playground, ensure students are maintaining safe social distance by standing on floor markings/dots.
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Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Drop-off, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
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<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 for your student to wear on the bus and while at school at all times. ● Limit visits to school as much as possible. ● Conduct a personal health screening prior to coming to school and do not come if you are running a fever higher than 100 degrees or showing other symptoms ● Wearing a mask is required when entering/exiting the building. ● The school doors will be opened at 7:30 AM for entry into school, and then closed at 3:30 PM except for approved school extracurricular activities. All visitors during the school day must enter at Door 9 (South Door) for the Elementary School or Door 1 (East Door) for the High School. At the time of their arrival they will be required to buzz in with their reason for entrance, sign-in on the visitor screening protocol sheet, and complete the proper health checks before entry will be permitted. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required at all times ● Report directly to your assigned classroom/area upon arrival to school. ● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. ● Doors 9, 10, and 11 will be opened at 7:30 AM for students in grades K-6 to enter and have their temperature taken by a staff member ● Grades 7 and 8, at 7:30 AM grade 7 will enter through the breezeway junior high east door (Door 12) and grade 8 will enter through the high school east door (Door 1) to have their temperatures 	<p><u>Teachers</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. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas regularly throughout the school day. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks; continuously circulating through the building. ● Ensure designated doors are propped open at arrival and dismissal, and locked after the school day has begun. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure adequate supervision is available in parking lots and in common areas of the building. ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Ensure designated doors are propped open at arrival and dismissal. ● Ensure designated doors are closed after arrival and dismissal. ● Limit parent and community volunteers to ensure safety and health of students and staff. ● Implement staggered arrival and dismissal times if necessary to maximize physical distancing and student safety.
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taken by a staff member.

- ◉ Grades 9-12, at 7:45 AM grade 9 will enter through the breezeway junior high east door (Door 12), grade 10 will enter through the 2nd street main entrance doors (Door 2), grade 11 and 12 will enter through the high school East door (Door 1) to have their temperatures taken by a staff member.

*If siblings are coming to school together, they can enter any door assigned to their grade level.

Visitors

- ◉ All visitors will be required to take their temperature at the door and show the reading to the camera for verification.
- ◉ Conduct a wellness check, including temperature prior to arriving at school. Visitors with temperatures over 100°F are not permitted in the building.
- ◉ All visitors are required to have a mask on prior to entering the building.

Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
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<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 for your student to wear on the bus and while at school at all times. If students attempt to get on the bus without wearing one, they may not be allowed to ride 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 with a family member or in assigned seat.◉ Wear a mask 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 and/or face shield while students are on the bus.◉ Provide reminders to students of bus Expectations; sit with a family member wearing masks, seated facing forward.◉ Ensure the bus is disinfected before/after routes. <p><u>Administration</u></p> <ul style="list-style-type: none">◉ Monitor drop off and dismissal to ensure students do not congregate in groups.
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Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Meetings and Conferences

Student and Parent/Caregivers Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">◉ 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.◉ Masks must be worn at all times in the building.◉ Conduct a personal health screening prior to coming to the 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 physical distancing protocols.◉ Wearing a mask is required at all times in the building.	<p><u>Teachers</u></p> <ul style="list-style-type: none">◉ Notify the principal of your preference to attend meetings in person, via phone, or using a virtual platform.◉ In person meetings should follow appropriate physical distancing protocols. Masks must be worn at all times in the building. <p><u>Custodians</u></p> <ul style="list-style-type: none">◉ Clean and disinfect conference rooms after meetings and/or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none">◉ Provide parents/caregivers and teachers with options for in-person, phone, or video conferencing.◉ Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.◉ Ensure 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
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<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 for your student to wear at all times. ◉ 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. Keeping contact information up-to-date is extremely important. <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 mask is required to report to the clinic. ◉ Wearing a mask is also required if a student is determined to have a fever or other symptoms. ◉ Touchless hand sanitizer dispensers have been installed in every classroom, offices, and the main entrances of school for students to use. ◉ Students in K-6 are permitted to wear uniform shorts until the middle of October. When it becomes too warm, students are permitted to untuck their shirts and girls are permitted to remove their jumpers. ◉ Students in 7-12, boys will be able to wear a polo or the short sleeve uniform shirt, along with a solid colored dress short that is khaki, black, navy, or gray, and an athletic tennis shoe or uniform shoe through September 30. Girls will not be required to wear a vest or sweater, and they will have the option of the knee high or no show socks. 	<p><u>Nurse</u></p> <ul style="list-style-type: none"> ◉ Wear a mask when working individually with students. ◉ Ensure the workspace is kept clean and sanitized. ◉ Ensure physical distancing protocols are followed whenever possible. ◉ Isolate students who are showing COVID-19 symptoms to a separate area away from other students already in the clinic. ◉ Ensure the clinic is disinfected immediately following a student entering who is exhibiting COVID-19 symptoms. Notify the custodian as necessary. ◉ Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum airflow to the area. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ◉ Disinfect clinic regularly. This includes, but is not limited to, door handles, countertops, seating areas, restrooms, etc. Health department staff may request specific times for extra attention after students have been in the clinic. ◉ 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"> ◉ Ensure proper signage is installed. ◉ Ensure regular cleaning and disinfecting takes place in the office area. ◉ Ensure seating areas are properly physically distanced. ◉ Ensure the student isolation area is properly supervised when in use
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Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
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<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">◉ Provide a mask for your student to wear when in hallways and in restrooms. <p><u>Students</u></p> <ul style="list-style-type: none">◉ Wearing a mask is required when in hallways and in restrooms◉ When possible, stay to the right when traveling down hallways to get to restrooms.◉ There should be no more than 4 students in the restroom at any times.◉ If the restroom has 4 students, the students should wait by the signs on the wall.	<p><u>Teachers</u></p> <ul style="list-style-type: none">◉ Assist in supervision of restrooms, hallways, and common areas between classes.◉ Provide reminders to students about behavior in the restroom <p><u>Custodians</u></p> <ul style="list-style-type: none">◉ Disinfect common areas regularly throughout the school day. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks; continuously circulating through the building.◉ Make sure common drinking fountains, except the refill stations, are not accessible to students/staff. <p><u>Administration</u></p> <ul style="list-style-type: none">◉ Ensure supplies are readily available for custodians.◉ Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.◉ Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.
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Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Lunch and Recess

Student and Parent/Caregiver Expectations	Staff Expectations
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<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Provide a mask for your student to wear while at school when needed. ● 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"> ● Lunch time will be in the classrooms ● Lunches will be delivered to the classrooms for grades K-12. ● Students will remain in their seats ● Follow guidelines for restroom use during lunch periods. ● Packed lunch should go in a bookbag at the start of the day as well as all materials needed for periods 1-4 for Junior High and periods 1-5 for High School! <p><u>Recess</u></p> <ul style="list-style-type: none"> ● Students in Grades K to 6 will participate in recess with other students from their own classroom only. There is a schedule for students to be at recess for the appropriate amount of play time for their grade level, while being able to properly distance each classroom from other classrooms. ● Students will not be required to wear a mask to recess, although they will be asked to wear them on the way in and out; there will be a lanyard provided for each student to safely hold their mask during recess. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise designated eating areas to ensure students are properly physically distanced. ● Wear a mask or face shield when circulating around designated eating areas. ● Monitor and issue passes for bathroom use during lunch time. ● Use staggered dismissal to ensure physical distancing at the end of lunch. ● Disinfect all table tops and seats before and after each lunch <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● 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 while serving food. ● Help clean and disinfect serving areas between lunches as needed. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure supplies are readily available for custodians, teachers, and cafeteria workers.
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Option 1-Students In-Person and In-Buildings Daily with Safety Protocols

Office

Student and Parent/Caregiver Expectations	Staff Expectations
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<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 is required at all times in the building ◉ In-person office visits should follow appropriate physical distancing protocols. ◉ In the elementary office, doors will be designated as the first door will be the Enter Only door and the door across from Mr. Stant’s office will be the Exit Only door. <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 mask is required at all times ◉ In the elementary office, doors will be designated as the first door will be the Enter Only door and the door across from Mr. Stant’s office will be the Exit Only door. 	<p><u>Teachers</u></p> <ul style="list-style-type: none"> ◉ Wearing a mask is required when moving around the office area. ◉ Follow physical distancing protocols as much as possible when in the office. ◉ In the elementary office, doors will be designated as the first door will be the Enter Only door and the door across from Mr. Stant’s office will be the Exit Only door. <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. ◉ Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. ◉ Assist with disinfecting the office area as needed when visitors come/go. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ◉ Disinfect common areas regularly through the school day. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.; continuously circulating through the building, and at other times as needed. <p><u>Administration</u></p> <ul style="list-style-type: none"> ◉ Install barriers to protect employees working in the main office. ◉ Limit community and parent volunteers to ensure safety of all students. ◉ Ensure regular cleaning and disinfecting takes place in the office area. ◉ Ensure seating areas are properly physically distanced. ◉ Limit the number of visitors to office areas. The high school office will limit visitors/teachers/staff/ students to 3 people at a time.
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Remote Learning

If the state or local regulations require a school closure.

Student and Parent/Caregiver Expectations

Staff Expectations

Parents/Caregivers

- ◉ 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.

Students

- ◉ Following a regular “school schedule” is recommended to help keep routines in place.
- ◉ 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.
- ◉ Students will remain in the sections/classes that they were in at the start of the school year. Remote Learning Students are expected to be working on school material between 8:00 AM to 3:00 PM.
- ◉ The student’s Daily Schedule must be followed.
- ◉ Students will sign in and follow along/participate with their class through the use of live-streamed class and Google Apps for Education.
- ◉ Students will be given a device from school; families may choose to use their own device as long as it is compatible with the Google Suite Apps.

Teachers

- ◉ 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, if all students are remote.
- ◉ Use Google Suite Apps as the platform for all assignments, links to resources, parent communication, updates, etc.
- ◉ Grade work in a timely manner and provide feedback to students on assignments.
- ◉ Staff will report to work daily to complete lessons, hold “office hours,” communicate with students, etc.

Technology Department

- ◉ Provide help desk assistance when technology issues occur.

Administration

- ◉ Ensure each student has a device at home.
- ◉ Monitor and assist teachers in the delivery of content for students.
- ◉ Implement appropriate grading procedures.

OPTION 2- STUDENTS AT HOME DAILY INDIVIDUAL ONLINE LEARNING

Student and Parent/Caregiver Expectations

Staff Expectations

Parents/Caregivers

- ◉ The Remote Learning option must be selected for one quarter at a time; except for cases where students are required to quarantine by the local health department or are deemed not well enough to attend in person but still feel well enough to maintain learning at home.
- ◉ 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.
- ◉ Monitor and support student progress through Google Suite Apps and Progressbook

Students

- ◉ Students will not come to a school building for instruction.
- ◉ This option is different from what students experienced during remote learning last spring.
- ◉ Students participating in this option for grades K-12 will be using Google Classroom and Google Meet.
- ◉ Students are required to follow their daily school schedule to complete remote learning assignments and assessments.
- ◉ It is recommended students follow a schedule to complete online learning, assignments, and assessments.
- ◉ The online curriculum will meet the same standards as our school curriculum. It is important that students stay current on all work as pacing should be the same as being physically in school
- ◉ Students will have access to courses in all core areas (Religion, English/Language Arts, Mathematics, Sciences, and Social Studies)
- ◉ Students may also have limited access to specials. Students in grades 7-12 may not have access to their full schedule.
- ◉ Communicate questions and concerns immediately to teachers.
- ◉ Students and teachers will participate in virtual

Teachers

- ◉ Teachers will be assigned to remote learning students and complete the necessary learning materials during their work day.
- ◉ Teachers will support students by assisting with 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 and provide opportunities for students to connect with each other.
- ◉ Teachers will be available for regularly scheduled office hours.
- ◉ Teachers will grade work in a timely manner.
- ◉ Staff will work daily to complete lessons, hold “office hours,” communicate with students, etc.

Technology Department

- ◉ Provide a laptop/chromebook for students to use at home.
- ◉ Provide help desk assistance when technology issues occur.

Administration

- ◉ Ensure each student has a device at home.
- ◉ Monitor and assist teachers in the delivery of content for students.
- ◉ Implement appropriate grading procedures.

check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.

- Students will earn grades 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.