# TABLE OF CONTENTS

- Reopening Schools ................................................................. 3
- 2020-2021 School Calendar & Start Times .......................... 4
- 2020-2021 Soft Start Plan .................................................. 5
- COVID-19 Symptoms & Exposure .................................... 6
- What to Expect ........................................................................ 7
- Options for Learning K-8 ....................................................... 8
- Options for Learning 9-12 .................................................... 9
- Option 1 - In-Building Learning ........................................ 10-15
- Option 2 & 3- Online Learning .......................................... 16-17
- Building Specific Information .......................................... 18-24
  - KHS .................................................................................. 19
  - KJH .................................................................................. 20
  - CIS .................................................................................. 21-22
  - JFB, KME & SLE ............................................................ 23-24
- Additional Information ......................................................... 25
- Mask/Face Covering Policy ............................................. 26
- Questions About COVID-19 ........................................... 27
REOPENING SCHOOLS - A GUIDELINE

The health and safety of our students, staff, and families is of the utmost importance. When the 2020-2021 school year begins at Kings, on-campus school will look much different than previous years due to new health and safety measures.

This plan was developed by guidance from The Ohio Department of Health and the Ohio Department of Education in collaboration with the Warren County Health District, a team of Kings Administrators and teachers, and other Warren County school districts. This plan has been vetted and discussed with a team of teachers, administrators, and the Kings Education Association.

As with many things in these unprecedented times, this plan could change with new or additional information. Changes and updates will be shared with our families through our regular communication channels. District plans will be updated as the situation evolves.

The Kings Board of Education grants the superintendent the authority to change this document, as needed, based on the progression of COVID-19 and any changes in state and local guidelines.
2020-2021 SCHOOL START TIMES

KHS/KJH - 7:20 a.m. - 1:50 p.m.
JFB/SLE - 8:15 a.m. - 2:45 p.m.
CIS/KME - 9:15 a.m. - 3:45 p.m.
2020-2021 SOFT START PLAN

In order to make the transition back to our school buildings, we will incorporate a soft start of the school year. This will allow us to bring small groups of students into the buildings to get acclimated, meet teachers, and learn the new safety protocols and procedures that have been put into place.

During the week of August 24, each building will offer staggered in-person orientation/virtual open house opportunities. Each student and one parent may be invited to the building to attend a homeroom orientation meeting.

During the week of August 31, students will come back to school, by alphabet, for one full day at school utilizing transportation and a normal schedule, including lunch and normal arrival and dismissal times.

August 31st - letters A-F
September 1st - letters G-L
September 2nd - letters M-R
September 3rd - letters S-Z
September 4th - Full remote day

First full day of instruction is Tuesday, September 8, 2020
WHAT DOES AN EXPOSURE TO COVID-19 LOOK LIKE?

According to the Warren County Health District, close contact is defined as any individual who was within 6 feet of an infected person for at least 10-15 minutes starting from 2 days before illness onset of COVID-19, whether wearing a mask or not. Other variables, such as wearing a mask and how the actual classroom is arranged and operated will impact individuals that are identified as close contacts and need to quarantine for 14 days.

ILLNESS AND COVID-19

STUDENT ILLNESS

- Any student with a fever over 100° F should stay home.
- Any student that 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

RETURNING TO SCHOOL AFTER ILLNESS

- If a student is diagnosed as having COVID-19, they must meet the following criteria to return to school:
  - 3 days with no fever (without using fever-reducing medication) AND
  - Other symptoms improved AND
  - 10 days since symptoms first appeared
- Students that only have a fever and no other symptoms and does not meet the clinical criteria for COVID-19 may return to school after they are fever-free for 24 hours without using any fever-reducing medications.
- Any other illnesses should be handled in a routine manner according to district policies.
- To return to school the child must be transported to school by the parent and must be checked by the school nurse.

COMMUNICATIONS WHEN A STUDENT/STAFF MEMBER HAS BEEN DIAGNOSED WITH A COVID 19 POSITIVE CASE

- Communication will be developed by the Warren County Health District, not the school district. A common template will be developed to include the following:
  - Specify to parents which classroom/bus/school/other school activity the confirmed case was in (e.g. Mr. Smith).
  - More generalized statement to building staff.
  - The school district will cooperate with the Warren County Health District in contact tracing to identify close contacts of the case of COVID-19.
  - 14-day quarantine will be required of any student who is determined to have close contact with the case of COVID-19 by the Warren County Health District. A person who was exposed, not tested positive, must stay in quarantine for 14 days.
  - The Warren County Health District will write a letter for the school district to use and the letter will explain/define what is considered close contact to a COVID-19 case that will result in quarantine.
HERE IS WHAT YOU CAN EXPECT:

Schools will reopen with a continuum of options that include on-campus and distance learning.

The following health and safety guidance has been recommended by the Warren County Health District for the reopening of schools based on current information and will be updated as the situation changes.

Screening at Home
- Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100°F or higher should not go to a school building.
- Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.

Arriving at School
- Students will arrive on buses with 2 students per seat; 3 if family members.
- Students will be required to wear a face covering while riding the bus and entering the building.
- All students will have assigned seats.
- Parents that pick-up/drop off will remain in vehicle.
- It is likely that arrival and dismissal times may vary depending on grade level.

*Plans may need to be modified as public health guidelines are updated.

General Safety Precautions Throughout the Day
- Schools will follow disinfection guidelines by ensuring classrooms are disinfected.
- All students and staff will be required to wash/clean their hands regularly.
- Wearing a face covering is required when entering, exiting, or moving around the building.
- Face covering breaks will be provided throughout the day.
- Schools will limit sharing of supplies between students and disinfect between uses if sharing is unavoidable.

ON CAMPUS AND IN THE CLASSROOM

Social distancing will help limit the spread of the virus. Schools will consider the following strategies to maintain smaller groups of students in shared spaces:
- Modify school schedules
- No visitors on campus beyond front office
- Activities that require students to congregate will be limited and modified
- Locker use will be implemented by building
- Staggered class and dismissal times, as needed to maximize physical distancing and student safety
OPTIONS FOR LEARNING K-8

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

- Students will attend school.
- Families understand that some level of risk will always be present when children and school district employees occupy school district facilities.
- There may be times when the school building(s) will need to be closed due to COVID-19 or lack of substitute teachers.
- If there needs to be a closure, students will be expected to use that day as a remote learning day. The District will use our all-call system to inform of a school closing.

OPTION 2
ONLINE LEARNING FROM HOME USING VIRTUAL LEARNING ACADEMY

- Guaranteed at least one class per week taught by a Kings teacher with Option 2 students. This class will focus on social emotional learning standards, read alouds, etc.
- Students will be placed in virtual homerooms with students from their grade level and building. This creates a tie to school and other students. This option is for students whose families do not wish to send them physically to school.
- Students will commit to learn from home one semester at a time.
- Once the decision is made for online learning, that student will not be able to return to Option 1 until the following semester.
- Students with disabilities that enroll in virtual learning will be contacted to discuss services and to develop a plan that supports both core and specially designed instruction. The plan will be developed based on each student's Individualized Education Plan and/or Section 504 Plan.

OPTION 3
ONLINE LEARNING FROM HOME WITH INSTRUCTION BY A KINGS TEACHER

- Students will log in to their homeroom. Students will be placed in homerooms with students from their grade level and building.
- Students will receive instruction from Kings teachers.
- Students will participate both in real-time and self-paced learning activities.
- Instruction will be focused on ELA and Math Ohio Learning Standards with Science and Social Studies folded in throughout the semester.
OPTIONS FOR LEARNING 9-12

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

- Students will attend school.
- Families understand that some level of risk will always be present when children and school district employees occupy school district facilities.
- There may be times when the school building(s) will need to be closed due to COVID-19 or lack of substitute teachers.
- If there needs to be a closure, students will be expected to use that day as a remote learning day. The District will use our all-call system to inform of a school closing.

OPTION 2
ONLINE LEARNING FROM HOME LIVESTREAMED WITH KHS TEACHERS

- Login to each class
- Teacher live streams or has asynchronous (prepared lesson that is not live) lesson
- Teachers and students can easily go remote at any time
- Quality instruction from Kings teachers
- Some limitations in the classes that can be provided

OPTION 3
ONLINE LEARNING FROM HOME USING VIRTUAL LEARNING ACADEMY

- Students will commit to the whole year for Apex. The year long commitment is due to curriculum calendars being different from Kings classes.
- Students WILL NOT be permitted to move to Option 1 or Option 2
- Students will work at their own pace and will not necessarily following the timing of the Kings Curriculum Map
- Students will have a Kings teacher tied to them to make sure they are staying on track
- Students can access Kings teacher tutors at the end of the school day
- APEX courses will only be available for KHS corresponding classes.
- This option is ideal for the student who cannot attend classes during the “normal school day” because of work and/or family obligations and/or only need a few classes to graduate.
- See this document to see possible courses available to take using APEX.
OPTION 1:
STUDENTS IN-PERSON AND IN BUILDINGS DAILY WITH SAFETY PROTOCOLS
OPTION 1 - STUDENTS IN-PERSON AND IN BUILDINGS DAILY WITH SAFETY PROTOCOLS

CLASSROOMS

Student & Parent/Caregiver Expectations

Parents/Caregivers
- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F and over should stay home.
- Provide a face covering for your student to wear.

Students
- Wearing a face covering is required. (Face covering breaks will be provided throughout the day).
- Maintain maximum physical distance from peers whenever possible.
- Will utilize hand washing protocols upon entering and exiting the classroom.

Staff Expectations

Teachers/Assistants
- Ensure classroom setup of desks provides maximum physical distancing for students.
- Ensure students maintain physical distance whenever possible.
- Teachers will enforce the District Face Covering Policy.
- Limit shared classroom materials.
- When possible, keep the classroom door open to reduce the number of touches to door handles and improve airflow.
- Teacher-directed face covering breaks will be given throughout the day.

Custodians
- Disinfect desks and touch points nightly.

Administration
- Ensure classrooms are physically distanced.
- Enforce the use of face coverings by students and staff.
- Apply antimicrobial treatment in all classroom, common spaces, and hallway surfaces one time per month. This will take place when buildings are closed and will be applied by a professional.

TRANSPORTATION

Student & Parent/Caregiver Expectations

Parents/Caregivers/Students
- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or over should stay home.
- Provide a face covering for your student to wear on the bus and while at school.
- Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.
- Sit two per seat on the bus (3 if in the same family). Seats will be assigned for contact tracing and limited exposure.
- Wear a face covering while riding the bus.
- Remain seated, facing forward while riding the bus.

Staff Expectations

Drivers
- Required to wear a face covering while students are on the bus.
- Provide reminders to students of bus expectations wearing masks, seated facing forward.
- Enforce the District Face Covering Policy.
- Ensure the bus is disinfected following outlined safety protocols.
- Drivers will sanitize bus between each route.

School/District Administration
- Reduce the number of transfers and overall time on buses for students.
- Monitor drop off and dismissal to ensure students do not congregate in groups.
- If students refuse to wear a face covering, they will lose the privilege of riding the bus.
- The District will implement staggered loading and unloading procedures.
HALLWAYS, LOCKERS, AND COMMON AREAS

Student & Parent/Caregiver Expectations

**Parents/Caregivers**
- Provide a face covering for your student to wear.
- Provide your student with a water bottle daily. Filling stations will be made available for refills.

**Students**
- Wearing a face covering is required. (Face covering breaks will be provided throughout the day).
- Report immediately to your assigned area upon arrival to school and upon transitions.
- Carry a water bottle. Drinking fountains will not be available for use. Filling stations will be made available for refills.
- Follow all signage in the hallways and common areas.
- Follow locker use schedules as provided by staff.

Staff Expectations

**Teachers/Assistant**
- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Enforce District Face Covering Policy.
- Implement staggered dismissal times to minimize congestion in hallways for buildings who issue lockers.

**Custodians**
- Disinfect common areas based on a schedule provided by the school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.

**Administration**
- Ensure proper signage is installed in hallways and common areas.
- Enforce District Face Covering Policy.
- 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.
- Apply antimicrobial treatment on all classroom, common spaces, and hallway surfaces one time per month. This will take place when buildings are closed and will be applied by a professional.

MEETINGS & CONFERENCES

Student & Parent/Caregiver Expectations

**Parents/Caregivers**
- 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 will require masks when entering, exiting, and moving around the building.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100 and higher or showing other symptoms.

**Students**
- Participate in meetings as requested by parents/caregivers or school staff.
- Follow physical distancing protocols.
- Wearing a face covering is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.

Staff Expectations

**Teachers/Assistant**
- When possible, attend meetings using video technology.

**Administration**
- Provide parents/caregivers with options for in-person, phone, or video conferencing.
- Ensure physical space used for meetings allows for physical distancing guidelines.
OPTION 1 - STUDENTS IN-PERSON AND IN BUILDINGS DAILY WITH SAFETY PROTOCOLS

DROP-OFF, PICK-UP & VISITORS

Student & Parent/Caregiver Expectations

Parents/Caregivers
- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F or above should stay home.
- Provide a face covering for your student to wear at school.
- No visitors past the front office of the school building.
- Stay in vehicle at morning drop off/afternoon pickup and follow building routine.
- Follow the posted guidelines and read all signage whenever entering the building.
- Wearing a face covering is required when entering the building.

Students
- Wearing a face covering is required when entering, exiting, or moving around the building.
- Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.
- Report immediately to your assigned area upon arrival to school.

Staff Expectations

Teachers/Assistants
- Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.
- Enforce the District Face Covering Policy.
- Face Covering is required.

Custodians
- Disinfect common areas based on a schedule provided by the school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.

Administration
- Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.
- Ensure proper signage is installed in hallways and common areas.
- Enforce the District Face Covering Policy.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.
- Eliminate parent and community volunteers to ensure the safety and health of students and staff.
- Implement staggered dismissal times to maximize physical distancing and student safety.

RESTROOMS

Student & Parent/Caregiver Expectations

Students
- Wearing a face covering is required when in hallways and in restrooms.
- Follow all signage in the hallways, common areas, and restrooms.

Staff Expectations

Teachers/Assistants
- Assist in the supervision of restrooms, hallways, and common areas between classes.
- Enforce the District Face Covering Policy.

Custodians
- Disinfect restrooms based on the schedule provided by the school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.

Administration
- Ensure proper signage is installed in hallways, common areas, and restrooms.
- Enforce the District Face Covering Policy.
- 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.
**BREAKFAST/LUNCH & CAFETERIA**

**Student & Parent/Caregiver Expectations**

**Parents/Caregivers**
- Provide a face covering for your student to wear while at school.
- No visitors during breakfast or lunch.

**Students**
- Wearing a face covering is required when in line or moving around the cafeteria.
- Sit in designated seats.
- Follow guidelines for restroom use during lunch periods.
- Follow physical distancing guidelines when in line and in the serving areas.

**Staff Expectations**

**Teachers/Assistants**
- Supervise designated eating areas to ensure students are properly physically distanced.
- Enforce the District Face Covering Policy.
- Wear a face covering when circulating around designated eating areas.
- Monitor for bathroom use during lunchtime.
- Use staggered dismissal to ensure physical distancing at the end of lunch.

**Custodians**
- Disinfect all tabletops and seats before and after each lunch.

**Cafeteria Staff**
- Face coverings are required.
- 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.)

**Administration**
- Ensure proper signage is installed in designated eating areas.
- Ensure enough seating is provided to maximize physical distancing.
- Enforce the District Face Covering Policy.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

**OFFICE**

**Student & Parent/Caregiver Expectations**

**Parents/Caregivers**
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever 100 F or higher or showing other symptoms.
- Wearing a face covering is required when entering, exiting, and moving around the office/building.
- In-person office visits should follow appropriate physical distancing protocols.

**Students**
- Use designated entrances and exits to the office.
- Following physical distancing protocols when in office.
- Wearing a face covering is required while in or moving around the office.

**Staff Expectations**

**Teachers/Assistants**
- Wearing a face covering is required when moving around the office area.
- Follow physical distancing protocols.

**Office Staff**
- Wearing a face covering is required when moving around the office area.
- Monitor and control the number of people in the office at any one time.
- Ensure physical distancing guidelines are followed when in-person meetings are held.

**Custodians**
- Disinfect office based on the schedule provided by the school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

**Administration**
- Install barriers to protect employees working in the main office.
- Eliminate community and parent volunteers to ensure the safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
HEALTH SERVICES

Student & Parent/Caregiver Expectations

Parents/Caregivers
- Conduct a student wellness check including temperature prior to sending a student to school.
- Students with temperatures of 100°F or above should stay home.
- Provide a face covering for your student to wear on the bus and while at school.
- Ensure contact information is up to date in FinalForms 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.

Students
- Use designated entrances and exits to the clinic.
- Following physical distancing protocols when in clinic.
- Wearing a face covering is required when in or moving around the clinic.

Staff Expectations

Nurse
- Wearing a face covering is required.
- Ensure the workspace is kept clean and sanitized.
- Ensure physical distancing protocols are followed whenever possible.
- Isolate students who are showing 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 symptoms.

Custodians
- Disinfect clinic based on the schedule provided by the 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.

Teachers
- Refer students to the health clinic to be evaluated for illness.

Administration
- Install barriers as needed to protect employees working in the clinic.
- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the clinic area.
- Ensure seating areas are properly physically distanced.
- Ensure the student isolation area is properly supervised when in use.

REMOTE LEARNING
(If state or local regulations require a school closure, we would shift to remote learning)

Student & Parent/Caregiver 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
- We will follow a regular “school schedule” to help keep routines in place for students 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.

Staff Expectations

Teachers/Assistants
- Create lessons that are engaging for students using a variety of strategies.
- 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.

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 and work from home guidelines for teachers.
OPTION 2 & 3: STUDENTS AT HOME DAILY WITH INDIVIDUAL ONLINE LEARNING
Online learning through Virtual Learning Academy K-8 or with a Kings Teacher - CLICK HERE

Student & Parent/Caregiver 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.
- Monitor and support student progress.

**Students**
- This option is different from what students experienced during remote learning last spring.
- Students participating in this option will be using Virtual KHS Learning, VLA, and APEX.
- Students will not come to a school building for instruction.
- It is recommended students follow a schedule to complete online learning, assignments, and assessments.
- The VLA and APEX online curriculum will meet the same standards as our Kings Local Schools curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings.
- Students will have limited access to 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.
- 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.
- 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.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities.

Staff Expectations

**Teachers**
- A teacher 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 office hours.
- Teachers will grade work in a timely manner.

**Technology Department**
- The district will provide a Chromebook for each student to use at home; students will not be asked to share devices.
- The district will provide help desk assistance for district-owned devices.

**Administration**
- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.
Student Expectations

Hallways & Common Areas
- Report immediately to your classroom, upon arrival to school. Do not gather in common areas.
- Carry a water bottle as water fountains will not be available for use.
- Follow all signage in the hallways and common areas.
- When possible, stay to the right when traveling down hallways and using stairs.
- Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.
- Follow locker use schedules as provided by staff for buildings who issue lockers.
- Students should not arrive early to school.

Cafeteria
- Follow physical distancing guidelines as much as possible when in line and in the serving areas.
- Students will sit at every other seat and not across from one another in the cafeteria during lunch to increase physical distancing.
- Wearing a mask is required when in line or moving around the cafeteria.

Restrooms
- Students will wash their hands before exiting the restroom.
- Use of restrooms will be limited to the number of available stalls.

Office
- Dropped off items (lunches, books, etc) will be left on a table in the foyer.

Staff Expectations

Hallways & Common Areas
- When possible supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Enforce the District Face Covering Policy.
- When possible, supervise hallways to minimize congestion.

Drop-off, Pick-up & Visitors
- Implement staggered dismissal times to maximize physical distancing and student safety.

Restrooms
- When possible, restroom doors will remain open to ensure better air circulation and allow staff to monitor restroom numbers.
- When possible, 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.

Lunch & Cafeteria
- Use staggered dismissal to ensure physical distancing at the end of lunch.
- Enforce District Face Covering Policy.

Transportation
- Reduce the number of transfers and overall time on buses for students.
- 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.
**Student Expectations**

**Hallways, Lockers & Common Areas**
- Follow locker use schedules. Locker use will occur during Team Time with teacher permission, before/after lunch, and at the end of the school day with teacher permission.
- Students will be allowed to carry backpacks to reduce trips to lockers.

**Cafeteria**
- Follow physical distancing guidelines as much as possible when in line and in the serving areas.
- Students will sit at every other seat and not across from one another in the cafeteria during lunch to increase physical distancing.

**Staff Expectations**

**Hallways, Lockers & Common Areas**
- Develop and implement locker use schedules for each team.
- Develop a staggered schedule to maximize physical distancing during class changes.
- Students will be encouraged to report directly to class and not congregate in the hallways. Implement staggered dismissal times to maximize physical distancing and student safety.
- Supervise the implementation of the locker use schedule.

**Drop-off, Pick-up & Visitors**
- Implement staggered dismissal times to maximize physical distancing and student safety.

**Restrooms**
- Restroom doors will remain open to ensure better air circulation and allow staff to monitor restroom numbers.

**Lunch & Cafeteria**
- Use staggered dismissal to ensure physical distancing at the end of lunch.
Student Expectations

**Lunch**
- Student lunch times will be 30 minutes.
- Students will wash/sanitize their hands before entering the cafe.
- Students will be assigned seating for contact tracing purposes.
- Students will wash/sanitize before entering the classroom after lunch.

**Recess**
- Students will have a 20-minute recess.
- Students will wash/sanitize their hands before and after recess.
- Students can participate in different outdoor activities. Play activities will include shooting baskets, chalk drawing, a class set of play items (balls, chalk, jump ropes), whole group games: kickball, wiffle ball, soccer, and “hang-out” with small groups of friends walking and talking. There will be no-touch/contact type games: football, basketball, tag, etc.
- Students will use multiple entry and exit points to get to play areas to avoid large group congestion at doors.
- If parents need to opt students out of recess, they will need to notify the homeroom teacher in advance of the exemption.

**Specials**
- All students will participate in one special area class daily. (General Music, Art, P.E., iTime, and SPARK)
- Students will travel to special area teacher classrooms for instruction. It is required that students wear facial coverings when traveling to classes.
- Students will wash/sanitize hands before entering the specials classroom.
- Adjustments to the 6th-grade performance-based music programming at CIS. We will offer Band, Choir, and Orchestra as a music option (NO LONGER REQUIRED) for the 20-21 school year to accommodate space needed to ensure safe social distancing and safe methods of instruction to be followed.

Staff Expectations

**Lunch**
- Additional seating will be added to the stage area to support social distancing in the cafe.
- The cart for condiments, utensils, and napkins will be placed in the main cafe space to help manage student use.
- Stickers will be placed on tables for physical distancing.
- Monitor the use of restrooms and limit use to 3 students at one time.
- Add a 5 minute transition period between lunch groups.

**Recess**
- Limit the number of students at recess to 6 homerooms.
- Expand recess locations to include the main playground area, the gully, the front lawn, and the gym side outdoor space.
- Assign students to play areas attempting to keep the size in each location to 40 students.
- All recesses supervised by homeroom teachers.

**Specials**
- PE classes conducted outside when possible.
- Eliminate the playing of the recorder from our 5th-grade music programming.
- Add additional transition time between special classes to accommodate cleaning.
- Use additional transition time between special classes to support limited students moving in the hallways.
**Student Expectations**

**Classroom Spaces**
- Students will wash/sanitize their hands upon entering all classrooms.
- Students will need individual supplies for classes.
- Students will carry drawstring/cinch bags with their instructional materials from class to class. Students will not be permitted to use backpacks.
- Students are encouraged to bring a water bottle to school.
- Students will use filling stations for bottle filling only.

**Facilities/Activities**
- Students will not be allowed to carry backpacks for the 20-21 school year due to social distancing concerns in the locker bays.
- Students will need to carry a Drawstring/Cinch bag with their supplies from class to class.
- Students should bring items to school in the Drawstring/Cinch bag and should limit contents to necessary materials only.
- Students will use restrooms by limiting the number of students in the restroom identified with social distance markings.
- Students will wash/sanitize their hands before entering the bathroom and before exiting.
- Students will arrive at school and report immediately to their homeroom classroom.
- Students will be dismissed through a scheduled dismissal procedure.

**Staff Expectations**

**Classroom Spaces**
- Flexible seating and flexible learning spaces (non-essential furniture/furnishings) will be removed for the 20-21 school year.
- Avoid using shared supplies for instruction.
- Plexiglass barriers will be used at smaller sized tables.
- Student seating arrangements will be designed to provide appropriate social distancing.

**Facilities/Activities**
- Two clinics will be maintained - one for students showing symptoms of COVID-19 (such as fever, shortness of breath, cough) another separate location for students with other medical needs (such as daily medications or injury).
- No building visitors to go beyond the second set of security doors.
- No locker assignments due to the challenge of limited space and social distancing concerns in locker bays. (This plan will be reviewed as we work through our health and safety plans).
- Classroom parties/events limited to no more than a total of one homeroom size & no outside visitors can attend.
- Classes will not be permitted to be combined in the cul-de-sac area or other large spaces.
- All assemblies/guest speakers on hold for the first semester.
- Postpone 5th Grade Project Trust event to accommodate health and safety needs.
- Reschedule 6th Grade Camp to the Spring (dates TBA). Teams to be assigned at a later date.
- No PTO after school clubs, Club 56 Homework Help Club, or before school 5th-grade Choir. The plan will be reviewed at the end of the first semester.
- PTO meetings will be conducted on the first Thursday of the month in the media center to allow for physical distancing of adults.
- Seating charts for bus, cafe' & classrooms will be created for contact tracing and will be kept in the office. An arrival and dismissal plan will be established that limits the number of students using the same doorways.
**Cafeteria - lunch/breakfast**
- All three buildings will create additional space for students to eat allowing for social distancing.
- Entire grade level will eat at the same time.
- Student lunches will have built time for handwashing routine.
- Simplify lunch lines with grab and go meals, served at the table to students.
- Condiments will be single-serve packets with no shared supplies.
- Lunch tables will be arranged to provide for social distancing between students.
- Students will have assigned seats with seating charts maintained in the front office for contact tracing.
- Trash cans will be moved to each table at the end of lunch period to maintain social distancing.
- Adults supervising will wash tables between lunch periods.
- Same procedures will be followed for breakfast.

**Visitors**
- No visitors will be allowed during school hours.
- Anyone dropping off a child or picking up a child or materials will remain in the lobby.
- Individuals attending school meetings will remain in the lobby until they can be escorted to the meeting location by school personnel. Meetings will be held virtually whenever possible.
- Guest speakers and student programs will be conducted virtually, no in-person assemblies or presentations will be held.
- Student teachers, college faculty, delivery personnel, etc. will be treated as school personnel and have access to school facilities.

**Hallways - Transitions**
- Third and fourth-grade students will remain in their homeroom classroom with teachers moving between rooms for instruction.
- Building schedules for lunch, recess, arrival, and dismissal will be structured to restrict the number of students in the hallway and traffic flow to manage social distancing.

**Recess**
- Twenty minutes a day.
- Classes will be scheduled on the playground to restrict the number of students on the playground.
- Students will be organized into structured center areas on the playground to provide social distancing.
- Students will wash their hands in the classroom prior to recess and when returning to the classroom after recess.
- Playground equipment will be provided to each class. Equipment will not be shared with the exception of climbing structures and swings.
- Examples of ideas for structured center activities might include:
  - Sidewalk chalk
  - Hula hoops/jump rope/skip-its
  - Balls - basketball, soccer, playground
  - Playground equipment
  - Toy cars
  - Assigned area for free play
  - Walking track

**Lockers**
- Teachers will manage student access to their lockers to allow for social distancing.
- Lockers will be assigned to students, a locker assignment chart will be maintained in the front office for contact tracing.
- Each time a student uses their locker, they will be required to wash hands.
Specials
- Music program will suspend the use of recorders and before school chorus.
- Classroom furniture will be arranged and PE activities will be planned to allow for social distancing.
- Materials will be provided for individual students whenever possible.
- Transitions to specials will be structured to restrict the number of students in the hallway and traffic flow to manage social distancing.
- Seating charts will be maintained in the front office for contact tracing.

Handwashing
- Students will wash hands at regularly scheduled transitions supervised by adults. Such as:
  - Arrival
  - Before and after lunch
  - Before and after recess
  - Before and after specials
  - Restroom breaks

Classrooms
- Classroom furniture will be arranged to optimize social distancing while maintaining the educational setting.
- Materials will be provided for individual students whenever possible.
- Handwashing supplies will be provided in each classroom.
- Seating charts will be maintained in the front office for contact tracing.
- Classroom doors will remain open to maximize airflow and reduce the number of touches to door handles.

Health Clinic
- Two clinics will be maintained - one for students showing symptoms of COVID-19 (such as fever, shortness of breath, cough) another separate location for students with other medical needs (such as daily medications or injury).
- Students with symptoms of COVID-19 will be sent home from school with a recommendation for medical follow up.
- Staff in the clinic monitoring students with COVID-19 will wear PPE.
- The clinic will be cleaned between each student's use.
- The school nurse will maintain records of students who showed COVID-19 symptoms for contact tracing.

Arrival - car riders
- Students should remain in cars until directed by staff to exit the car, curbside.
- Adults should remain in the car.
- Staff will direct students to exit cars individually when in the loading zones.
- Cars should remain in the line of traffic without passing other cars.
- Students may not be dropped off to wait outside the building at any time.
- Staff will begin directing students to exit vehicles and enter the building at KME - 9:00 a.m. SLE - 8:00 a.m. JFB - 8:15 a.m. This allows for physical distancing of students in the hallway while entering the building.

Arrival - bus riders
- Students should remain on the buses until directed by staff to exit the bus.
- Staff will direct students to exit buses and enter the building on a staggered schedule - allowing for physical distancing of students in the hallway while entering the building.

Dismissal - car riders
- Adults should remain in the car.
- Students will be placed in grade-level lines, socially distanced from each other.
- Adults must display a car rider tag - showing the student's first/last name and grade level.
- Cars should remain in the line of traffic without passing other cars.
- Staff will direct students to load cars individually within the loading zones.
- Students and adults will not be allowed to congregate outside the school building.
- Staff will begin directing students to load cars at KME - 3:45 p.m., SLE - 2:45 p.m., JFB- 2:45 p.m.

Dismissal - bus riders
- Staff will direct students to exit the building and load buses on a staggered schedule - allowing for physical distancing of students in the hallway while exiting the building.
ADDITIONAL INFORMATION
The Board of Education is committed to providing students, staff, and visitors with a safe and healthy environment.

In order to maintain a healthy environment, the Board will follow the mandates and requirements set forth by the federal government, Center for Disease Control, Ohio Governor, Ohio State Health Department, Warren County Health Department, Ohio Department of Education, and other entities ("Directing Entities") as it relates to the protecting the health of students, staff, and visitors. If any of these Directing Entities or District Administration requires staff, students, and/or visitors to wear face coverings/masks while attending school, reporting to work at a school, or visiting a school, the District’s Administration will follow and enforce such directives.

**STAFF**

As of July 2020, pursuant to COVID-19 Health and Prevention Guidance for Ohio K-12 Schools issued by the Ohio Department of Health and the Ohio Department of Education, all staff members must wear face coverings.

**STUDENTS**

All students in grades K-12 will be required to wear face coverings/masks at all times including transportation unless it is during a teacher directed face covering break.

Face coverings/masks should:
- Fully cover the mouth, nose, and chin;
- Fit snugly against the side of the nose, side of the face, and covers the chin so there are no gaps;
- Parents should maintain a clean face covering for their child;
- Not create difficulty breathing while worn; and
- Held secure through either a tie, elastic, etc. to prevent slipping.
- Face shields will only be permitted by exception outlined below.

Face coverings/masks are not required to be surgical masks or respirators (as those should be reserved for healthcare works), and shall not be masks designed to be worn for costume purposes, etc. All face coverings/masks shall meet the requirements of the appropriate dress codes policies and/or codes of conduct.

**EXCEPTIONS**

Exceptions to this face coverings policy may be made for the following:
- Children under the age of 2 years old;
- Anyone who has trouble breathing;
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance;
- Facial coverings are in violation of documented industry standards;
- Facial coverings will significantly interfere with the learning process;
- Facial coverings are not required when the staff works alone in an assigned work area;
- Facial coverings are in violation of documented safety policies or documented industry standards;
- Individuals who have received approval from District administration after discussing their request not to wear a face covering/mask due to a physical, mental or developmental health condition, if wearing a mask would lead to a medical emergency or would introduce significant safety concerns.
  - In this exception, the District administration may also discuss other possible accommodations for the student or staff member. Such discussion shall follow District policies and procedures under Section 504 and the ADA.

The Kings Local School District is required to provide written justification to the local health officials upon request explaining why a staff member is not required to wear a facial covering in the school. Therefore, if any of the above exceptions are made, the request for such exception must be submitted in writing to the individual’s supervisor, and a decision on the request will be provided in writing. An individual may be required to wear a face shield or other face covering as appropriate for an accommodation of this face covering requirement.

Any school nurse or staff who care for individuals with COVID-19 symptoms must use appropriate personal protective equipment (PPE) in accordance with OSHA standards.

If face masks/coverings are required, and no exception has been applied, students and/or staff who violate this policy shall be subject to disciplinary action in accordance with the applicable Student Code of Conduct/Student Discipline Code, staff Code of Conduct, and in accordance with policies of the Board.

If that student refuses to wear a mask they will immediately be assigned to Option 2 (Online Learning) in accordance with the Superintendent’s authority to assign students contained in the Ohio Revised Code.
You may have COVID-19 if you experience one or more of the following:

- Fever or chills.
- Cough.
- Shortness of breath or difficulty breathing.
- Fatigue.
- Muscle or body aches.
- Headache.
- Loss of taste or smell.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea.

Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

QUESTIONS ABOUT COVID-19

What if my student came in “close contact” with someone who has COVID-19?

Contact tracing procedures will be used by the Warren County Health District to determine if "exposure" occurred. The Warren County Health District will contact any parent that may need to have their child tested or quarantined.

If there are other children in our home, who do not have symptoms should they stay home, too, or continue coming to school?

Please see above.

What if we live with someone who had COVID-19?

The Warren County Health District will determine when it is safe to return to school. They will work directly with any family that has been exposed or has contracted COVID-19.

What if my student that had “close contact” with someone with COVID-19 and gets sick but isn’t tested COVID-19?

- If your child has symptoms of COVID-19 you should contact your primary care physician immediately.

Questions? Contact Warren County Health District
Thank You!

WE APPRECIATE YOUR SUPPORT AND COOPERATION