



Educational Plan 2020-2021

This document was created with the guidance of the checklist in the Reset and Restart document available through the Ohio Department of Education. We have done our best to address the items in that list with the most current information we have available.

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Online, Hybrid, or In person?

The 2020-2021 will be a unique year. Due to the COVID-19 presence, schools have had to develop detailed plans indicating how they intend to adapt learning and safety measures to best meet the needs of the community during this ongoing, global health crisis.

As of 8/4//2020, factoring all relevant health and government guidelines, and taking into consideration the virus data available for Franklin County, Horizon Middle School plans to start the school year under a fully online structure. This is a change from a hybrid model due to the concerning trend in data regarding positive cases of children and communicability of Covid 19. We will review available data and guidance by October 1 for a decision for the second quarter which starts on October 26.

As the health crisis evolves, we will follow this plan to adapt to the situation. Which learning options are offered at any given time will largely be dependent on the designated level for Franklin County in the Public Health Advisory System established by the State in July.

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system>

This link allows all stakeholders to identify the assigned level for Franklin County. Government orders, CDC and health department guidelines, and practice of neighboring schools will be factored into the school's decision to be fully online, fully in person, or a hybrid of the two. Minimizing risk and maximizing education will be the driving principle for decision making.

Level 4

We will immediately transition to online only if Franklin County is classified as a Level 4 under the Public Health Advisory System found at the above link.

1. Students will continue to have two days of synchronous learning as scheduled and 3 days of asynchronous learning.
2. Staff must either have the capability to meet their contractual obligations at home or report to the building.
3. All individuals will report to an online learning environment at their regularly scheduled time.
4. Under a stay at home order, staff will be expected to maintain educational opportunities for students from home.

Level 3

We will establish either a fully online or hybrid learning system based on guidance from ODE and ODH regarding data trends.

1. Students will have two days of synchronous learning at scheduled times and 3 days of asynchronous learning monitored by completing tasks with time allocations.
2. Staff will report to the building for their normal hours during the school week unless they meet specific triggering events to allow for telework.



Level 2

We will maintain the previous learning environment or transition to a hybrid learning environment while evaluating evidence of safety for returning to fully in person classes.

Level 1

Classes will resume in a fully in person model within two (2) weeks of the indication of this level. All students will transition to this environment and the fully online option will end within two (2) weeks of this classification.

Communication

For ALL electronic communication... remember it is in writing and that there is no benefit of non verbals. Be conscientious and never email in anger. We are all on the same team.

District or School Hotline

ms.covid@horizoncolumbus.org This email address has been established as a single point of contact for notifying the school of a student's isolation or quarantine due to close contact or positive diagnosis of Covid-19. Families unable to email should call.

How Policies will be Shared

1. Website
2. School Messenger and/or Concept SIS for email and/or phone call when contact information is accurate.
3. Notification through Google Classroom when appropriate.

Transportation Communication

1. Transportation is done through Columbus City Schools.
2. Staff will use any routing information from Columbus City Schools to limit the number of students on the bus at any given time. Busses will be monitored for the number of students boarding and disembarking and any adjustments within the school's control will be made within one week of the identification of crowding.
3. Parents will be notified of crowding issues within 24 hours.

Expectations will be shared by the bus driver in person according to Columbus Public Schools (CPS) protocols, through email from CPS, and as information becomes available to the school.

Orientation days

Student orientation

Date: August 24th
6th grade 9am-12pm
7th grade 1-3pm
Updated 8/4/2020



8th grade 3-5

1. Students will enter through the gym door for student orientation.
2. Parent will be provided with a pen and Combined Technology Agreement form to sign.
3. Students will be provided a packet with their class schedule.
4. Students will have their picture taken.
5. Students will be issued a chromebook assuming the parent is present to sign the agreement. Chromebooks cannot be issued if there is not a parent and student present to sign.
6. Students will exit through the door at the end of the 6th grade hallway.
7. PARENTS WILL NOT BE PERMITTED IN THE BUILDING AT THIS TIME.
8. Students unable to attend orientation will need to schedule an appointment. Signatures still must be collected for assignment.

Parent Orientation

One hour session by appointment on August 20 and 21.

1. Parents will schedule an appointment for a one hour orientation.
 - a. Parents may request a zoom invitation to an orientation session instead of in person session.
 - b. Parents may request a video link if they are not able to attend the session.
2. No more than 1 individual from each family may attend parent orientation due to social distancing requirements.
3. Sessions will be focused on protocols and helpful practices. Questions and answers may be submitted to administration and will be addressed through the school's website.
 - a. Communication with staff
 - a. How to reach staff
 - b. Reasonable expectations for staff to return emails and messages.
 - b. Guidelines for home instruction/remote learning including synchronous versus asynchronous sessions.
 - a. The work will not be reduced for online learning. Students and families should expect that students will need roughly 30 hours a week to complete school work.
 - b. Household expectations need to reflect this change from the spring. Students will need to be organized and will need to have time to "be at school" while at home.
 - c. Attendance issues- excused versus unexcused and hourly accumulation for truancy purposes.
 - a. On Synchronous days, attendance is taken during class time. Students not attending will be marked absent.
 - b. On Asynchronous days, attendance will be calculated through the completion of activities. All activities will have a designated time that students should take to complete the activity. Completion of the activity equates to the time designated being counted as present.
 - d. Establishing a schedule for remote learning



- a. Have a schedule! Students have to be logged in on time two days a week. It will be beneficial if they can keep that schedule. There will not be reduced work as there was in the spring and students should expect to put in a full day.
- e. Parent support/guidelines to engage students in remote learning
 - a. create a school time schedule with your student
 - b. designate a study space in the home where distractions are minimized
 - c. help them create a calendar reminder or phone reminder set for pre-scheduled Zoom meetings
 - d. check ConceptSIS at least two times a week to see what assignments have been completed and entered
- f. Access to technology, including database and Google Classroom access at a parent level.
- g. Flexibility of hours and availability of staff to support parents
 - a. By appointment if after hours
 - b. Email communication is best for outside of school hours
 - c. Communication will be acknowledged in a reasonable amount of time during school hours

Signs of illness for a hybrid or in person learning environment

When should staff stay home

1. Staff should complete a wellness check each morning prior to reporting to the building.
 - a. Fever- Any staff with a fever must stay home until there is no fever with no medication for 72 hours (3 days).
 - b. Cough
 - c. Shortness of breath
2. Staff should seek medical care regarding these symptoms the same day as concern of symptoms arises.
3. Staff with a fever must attempt to be tested for Covid-19.
4. Additional protections are available for Covid-19 specific situations. Eligibility and benefit of protections will be posted in staff break rooms and through digital communication.
5. Staff must communicate with administration with regards to any health concerns and should expect to provide documentation as required by statute and standard practice.

When should students stay home

1. Families should complete a wellness check each morning prior to reporting to the building.



- a. Fever- Any student with a fever must stay home until there is no fever with no medication for 72 hours (3 days).
 - b. Cough
 - c. Shortness of breath
2. Families should seek medical care regarding these symptoms the same day as concern of symptoms.
 3. Students with a fever must attempt to be tested for Covid-19.
 4. Families must communicate with the administration with regards to any health concerns including confirmed exposure to COVID-19 and positive results of COVID-19 screening.
 5. Students being screened for COVID-19 or in a quarantine situation will be moved to a fully online learning environment upon notification of the concern. Families wishing to transition to a fully online environment must have that election approved by the APA so that attendance measures can be met.

What will be done if there is a confirmed case of COVID-19 in the building?

In the event of a student or staff member testing positive for COVID-19, the school will take the following steps.

1. School Messenger and Concept SIS will be used to communicate via email and phone that the building has had a member of the school community test positive for COVID-19.
2. School will contact the Department of Health to report the case.
3. School will follow all guidance from the health department to facilitate contact tracing, notification of exposed families, and the potential to close the school building and transition to an online environment for disinfection. All of these decisions will be communicated through School Messenger and Concept SIS as well.

Staff

1. Staff will submit documentation from a medical professional to the school.
2. School will notify the health department to initiate their response.
3. Staff able to teach remotely will be permitted to do so without using PTO.
4. Staff must be provided a fitness for work statement from a medical professional at a minimum. If possible, two negative COVID-19 tests within one week would serve as this fitness for work statement.

Students

1. Family will submit documentation from a medical professional to the school.
2. School will notify the health department to initiate their response.
3. Students able to learn remotely will be permitted to do so under an excused absence or online learning election.
4. Family must be provided a fitness for school statement from a medical professional at a minimum. If possible, two negative COVID-19 tests within one week would serve as this fitness for school statement.



Screening Procedures and Documentation-Visitors

1. Any visitors will be limited to those having relevant educational needs that cannot be completed virtually either due to access or task.
2. Visitors should schedule an appointment with the appropriate staff member(s) whenever possible.
3. Visitors must have their temperature taken by an administrator and complete the health screening questions prior to entering the building past the lobby.
4. All visitors must wear a mask covering their mouth and nose for the duration of their stay as a condition of admittance to the building.

Setting up the building for hybrid or in person learning

Arranging Classrooms

Seating

1. Classrooms will be arranged with all desks facing the same direction.
2. Students will be staggered in their seats.
3. Students attending Monday/Tuesday will have one desk on each side of their desk that will be assigned to a Wednesday/Thursday student.
4. All students must stay in their assigned space and may not use empty desks to set their things on.

Space for teachers

1. All teachers sharing a classroom will be assigned a specific space to keep any items they need.
2. Since all students are assigned one seat, all items should be stored at the student's desk if possible.

Safety equipment

What we have

1. Masks for all staff and students.
2. Several face shields for each classroom.
3. Gloves for staff to provide care.

How it will be used

1. All individuals will be expected to use a mask in accordance with health orders.
2. Face shields will be used based on specific circumstances to support the needs of staff and students
3. Gloves will be used by staff when indicated by the task they are completing



Masks

Staff and students **must follow the current mandates and orders from governing agencies**. In the event there is no order from governing agencies, the school will follow this protocol.

1. If anyone in the room, including the teacher, is out of their seat, all individuals should wear their mask.
2. If everyone in the room, including the teacher, is in their seat and maintaining social distance, masks may be removed.
 - a. If at any time the mask is used to distract others from learning, it must be put on.
 - b. Teachers will identify the protocol for where to place the mask when the student is permitted a break from wearing it.

Chronic Health Information

1. All student medical issues are updated on the database.
2. Staff are responsible to know chronic medical conditions through the database and through forms provided and updated throughout the year.
3. Families are required to notify the school regarding a student's relevant health information.

Cleaning Protocols

General Building

1. All spaces will be cleaned and sanitized each evening.
2. Attention to doors and desks will be paid.

Classrooms

1. Each teacher will be provided sanitizing wipes for sanitizing any space shared with other teachers (desk, white board, etc.)
2. Each student will be provided with one sanitizing wipe if they transition to a new classroom for any electives. Students are responsible to sanitize their own space.
3. Each student will be provided with one sanitizing wipe before they leave a classroom to sanitize their space.

Offices

1. Administration will sanitize their office following the exit of any visitors.
2. Day cleaning staff will sanitize the main office a minimum of once per hour.

Cafeteria/Gym

1. Cafeteria staff will clean and sanitize the food distribution area before and after each meal service.



Sick Room

1. The designated sick room (room 303) will only be for students or staff needing to leave due to illness.
2. The room will be thoroughly cleaned once the individual or individuals have left for the day.

What the school day looks like in the building

Entry and exit points

1. Entry for all students through the front office door
2. Entry for staff through the side door by the kitchen or the front office
3. Exit for all individuals through the gates
 - a. Exception for parents entering the building. They will exit through the opposite front door.

Arrival

7:15. Students will report to their assigned room during arrival.

Students will collect their breakfast on the way to their room

Students may have their temperature checked at any point during the school day.

Traffic Flow

All students will enter by the front door. Bus students will walk around to the front door.

All students will exit by the gate area.

Students will be dismissed in the following order

1. Parent pick up
2. Bus by number
3. Walkers

Staff will be placed strategically around the building to help ensure students follow health requirements such as masks and social distancing.

Dismissal

1. There will be no on-site after school activities at this time.
2. Any student not picked up within 15 minutes of dismissal will be documented.
 - a. Parent will be issued a letter stating the first late pick up and potential consequences
 - b. Letter will be provided upon the second offense as well with an explicit explanation that staff will be required to report to CPS if the student is not picked up in a timely manner.
 - c. Administrator will contact CPS upon the third late pick up.



3. If a student misses their bus due to teacher negligence, the teacher is responsible to monitor the student until their ride arrives.

Breakfast

1. Students will be given a “sacked” breakfast when they arrive at school.
2. Students will go to their homeroom class with all of their things
3. Students will dispose of their trash according to the direction of the teacher
4. Any sealed non-perishable items may be stored at the student’s seat since there is no share crate option. Eating during an unauthorized time will result in the food being disposed of.

Lunch

1. The designated staff member will report to the classroom to escort a reasonable number of students to the restroom and cafeteria.
2. All students will be given the option to use the restroom and will be encouraged to wash their hands prior to lunch.
3. Students will enter the cafeteria and collect their lunch. Milk must be handed out in order to limit contact.
4. When one student leaves the lunch line area, the next student will enter.
5. The classroom teacher will escort any remaining students through steps 1 to 4 and return to the classroom.
6. Trash will be disposed of according to the staff member’s directions limiting the number of students moving about the room at the same time.

Leaving the classroom

Water Fountain

1. Water fountains will be disabled.
 2. All water bottles must be made of non-glass material and include a lid that can be secured to prevent spills in the classroom.
 3. Students will not be able to fill water bottles when getting their lunch due to the amount of time it will take to escort all of the students.
 4. There will be three filling stations
 - a. 6th grade next to water fountain by the Teacher’s lounge
 - b. 7th grade next to water fountains by the restrooms
 - c. 8th grade next to water fountains by the restrooms
 5. Teachers may limit students use of water bottles due to to protection of materials
- Grade level teams will determine the process and expectations for filling water bottles for each grade level.



Restroom

1. All students will be escorted to the restroom prior to getting their lunch.
2. PLC grade level groups can strategize a time for full class restroom breaks.
3. Any student requesting the restroom will be escorted.
 - a. Teacher will send an email with the room number
 - b. An available staff member will respond that they are addressing it.
 - c. The student will be escorted to the restroom. No more than 2 students of each gender may be escorted by any one staff member.

Hand Sanitizer

1. All classrooms will have hand sanitizing stations available.
2. Students will not need to or be permitted to leave the classroom to retrieve hand sanitizer.
3. Students may have their own hand sanitizer as long as the use and size does not pose a disruption to the learning environment.
4. Any items brought by the student must not be passed around or shared.

Main Office

1. Students calling home should be limited to emergency and may be restricted by administration. No student phone in the main office will not be available.
2. Parents will be able to come into the main office, but will be expected to meet requirements of health orders in effect for Franklin County and the City of Columbus.
3. Meetings with families will be conducted virtually whenever possible. In the event that an in-person meeting is necessary, staff attendance will be limited.
4. Paperwork requiring signatures will be collected in one location and scanned by one staff member for upload to limit contact.

Drills

The school will follow state guidance regarding Emergency Management drills. Drills must be conducted for each group of students in the building. At this time, schools will be required to complete drills to the best of their ability. In the event of an emergency prior to further information, we will behave in the best interest of our students.

Protocol for Nurse

For Medication

1. School staff members that are distributing medication will meet students at their classroom to provide medication.
2. If medication is at lunch time, school staff members will meet at the cafeteria.



Injury

1. Staff will contact the nurse and give a brief description of the incident.
2. Nurse will come to the classroom to evaluate the student. Nurse will have bandages and ice packs with him/her and every effort will be made for the student to remain in the classroom.

Medical Emergencies

1. Staff will notify administration immediately.
2. Evacuate the classroom to the closest empty classroom as soon as an admin or the nurse are present.
3. Admin and nurse will proceed with care of the student. The front office staff will proceed with contacting emergency services and families.

Enrichment Activities

Extracurricular Activities

At this time, only those extracurricular activities that can be completed virtually will be able to be provided.

Basketball and Cheerleading

The decision to either continue or cancel basketball teams and cheerleading as in previous years will be made in conjunction with our Athletic Director closer to the start of the season.

Field Trips

The school will not have field trips at this time. We will follow CDC and health department guidelines in determining when to complete field trips.

Students may be issued vouchers or an agreed upon replacement incentive if they have earned a field trip that we are not able to provide.

Spectators

For virtual clubs, spectators may only participate by observing the interaction at the student end of delivery.



Classroom Instruction and Learning Activities

Attendance

All students will be assigned 2 days of synchronous learning and 3 days of asynchronous learning.

Synchronous learning

1. Synchronous learning is during a specific period of time.
2. Students will either be physically present in the classroom or logged on to the virtual classroom during their synchronous time in order to be considered present.

Asynchronous learning

1. Asynchronous learning is not specific to a period of time.
2. Students will have access to their weekly asynchronous work by 7am on Monday.
3. Each activity will be aligned to a standard and have a set amount of time associated with it. The time indicated is the time the student gets credit for if the activity is completed regardless of how long the activity actually takes.
4. Blank submissions will not receive credit for the time listed for that activity.
5. Students will accumulate hours towards truancy if they fail to complete the asynchronous activities by 2pm on Friday.

Class sizes

1. All classes will be split into a Monday/Tuesday cohort and a Wednesday/Thursday cohort. This limits class size to 14 maximum.
2. To further limit the number of students in the room, families choosing to use the online only option will be distributed between the cohorts and homerooms for each grade level.
3. Staff will rotate to classrooms unless the standards for the associated content cannot be accessed in the homeroom setting.

Supplies

1. Students will not be able to share supplies.
2. MyON subscription has been purchased for trade books and novels to eliminate sharing of classroom library materials.
3. Online textbook access is provided for all core classes.
4. Consumable workbooks in ELA, Social Studies, and Math classes have been provided.
5. All classrooms will be provided with materials for each student. Recommendation is for the students to leave their school provided materials in their assigned space to be used by the same student.

Labs



Unfortunately, labs will need to be simulation based at this time unless requiring only single use items that will not be shared between students.

Devices

Students may bring their own headphones to school. All other items follow the typical electronics policy.

Items that can be brought to school

Students may bring a backpack or purse and jacket or coat, but all items that would be traditionally stored in a locker must remain in their assigned space and may not be accessed throughout the day unless permission is given by the teacher.

Curriculum

Students will have access to online textbooks and physical consumable workbooks

1. MyON subscription is provided for reading literature and AR books.
2. Google Classroom will be used as a learning platform for all students.
3. Zoom accounts are used for synchronous learning when students are in an online environment.
4. Work for online days will be available by 7am on Monday. Work must be submitted by 2pm on Friday for attendance purposes.

Parent Teacher Conferences

In the likely event that we are in a hybrid or fully online environment during parent teacher conferences, we will limit conferences to by appointment only and virtual. More information will be shared closer to parent teacher conferences through SIS and Google Classrooms.

Special Education

The following information regarding Special Education meetings, assessment, and related services are based on the Ohio Department of Education (ODE) Operating Standards for Children with Disabilities and any relevant guidance from ODE.

Staff available for collaboration with parents

Parents are encouraged to maintain communication and collaboration with all educators working with their child.

1. Classroom teachers
2. Intervention Specialists
3. Assistant Principal of School Culture for the grade level
4. Assistant Principal of Academics
5. Principal



Considerations for Special Needs students

1. Whenever possible, IEP minutes will be provided during the students synchronous learning day.
2. Special Education Services may be provided virtually unless made impossible due to the nature of the service.
3. The team (parents and staff) will make decisions about any adjustments to the student schedule that is necessitated by academic or safety needs.

Accessibility of Online Services

1. All students will be assigned a Chromebook by school staff. Distribution of Chromebooks plan is outlined in the Student Orientation section of this document.
2. Families in need of internet access will be required to communicate with the school. The school will attempt to identify resources available for the family.
3. Families may use the school's internet from a vehicle in the parking lot if needed.

Platforms for Delivery of Services

1. Telehealth may be used in accordance with state guidelines
2. Google classroom and Zoom sessions will be used when appropriate
3. Recorded sessions from classroom teachers are available to all students through the Google Classroom platform.
4. Related services will be conducted in person through a virtual platform in an online only environment.

Assessments

Psychological assessments, Speech and Language and Occupational assessments will be completed in the most appropriate environment based on specific factors with regards to the learning environment and guidance regarding safety during the pandemic.

1. Virtually
2. One on one and in person following social distance guidelines

Meeting Procedures

All meetings will be held virtually through Zoom or Google Meet due to the size of the team coming together to plan for the students to maintain social distancing.

1. The Special Education Coordinator will organize the invitation.
2. The team will have access to any relevant documents during the meeting.
3. Signatures will be collected remotely at the completion of the meeting.
4. The hard copy of the signed documents will be provided to the parent.



English Learners

Screening Protocol

1. Home Language Survey
2. State guidance with regards to incomplete OELPA testing
3. ELL Coordinator will review individual student files and complete screening process

Identification of household language preference

1. Parents can indicate their language preference to any staff member
2. Staff member will share the preference with the grade level Assistant Principal of School Culture
3. APSC will insert a note on the student's file to indicate the preferred language of the parent/guardian.

Social and Emotional Learning Supports

Support plan for “re-entry”

Staff

1. Training on mental health for themselves and their students
2. Open door policy with administration
3. Multiple mentors available in the building
4. Review Mental Health Supports provided through benefits for both elected and opted out staff.

Students

1. Additional orientation videos available for students and families
2. Specific protocols for all aspects of the school day as outlined in this document
3. Advisory sessions
4. PBIS
5. Staff are encouraged to acknowledge stress and anxiety in the world right now.

Practices used for assistance in handling uncertainty and stress

1. Advisory plans for mental health considerations
2. Counselor on staff at all times.
3. Nurse on staff while students are in the building
4. Training for all staff on their own mental health and student mental health considerations
5. Multiple mentors and supports available for all staff.
6. Students and families can request counselor session



7. Students and families can request meeting with administrators
8. Conversations with students regarding their mental health
9. Resources available for staff and families

Student Discipline

Failure to comply with safety procedures

1. Training and education on first offense
2. Follow disciplinary procedures for chronic infractions
3. Encourage family to consider online only option

Adjustments to progressive discipline process while in a hybrid learning environment

1. No Community Service. Students will be issued a written consequence.
2. No After School detention. Students will be issued a Saturday School on the next scheduled session. Saturday schools are from 9 to 12 and notification will be served through a call to the primary phone number, a letter mailed home, and written notification provided to the student.
3. Limited ISS option. Students may be assigned an alternate consequence due to the need for social distancing and to protect learning time in the synchronous environment. Students may be required to develop an action plan to address the behavior leading to this consequence.
4. OSS will be assigned by days regardless of synchronous or asynchronous time.
5. Progress will be made through the progressive discipline process regardless of the ability to serve specific consequences.

Bus Discipline

Bus discipline will not be changed. Drivers will issue write ups and the school will assign the consequences, up to removal from the bus.

Dress code Considerations

1. The standard dress code is unchanged.
2. Students may bring their own masks that must be school appropriate.
 - a. Reusable masks must be laundered daily
 - b. One disposable mask is available for each student per day.
 - c. No bandanas are permitted per school dress code.
3. All individuals must meet the expectations as outlined in the Masks section of this document.



Restraint Procedures

If restraint is necessary, the assumption is there is immediate risk to safety of the student or others. Restraint procedure does not change in any meaningful way.

Home Visits

1. Home visits will be virtual
2. Staff will contact families to schedule a time to “meet” with them.
 - a. Student email may be used
 - b. At least one adult student support person must be present to be considered a home visit
3. Staff will log home visits as normal. Compensation will be consistent with Thanksgiving visits.
4. Leadership will create a protocol for determining which staff is visiting which student to limit the number of staff attempting to schedule a visit with the family.

Staff Specific Information

Onboarding Protocol for New Staff

1. Training provided
2. Onboarding document created
3. Dedicated time to meet with PLC, Department, and mentors during teacher institute

Staff meetings

1. Whole staff meetings will be virtual to allow for social distancing
2. Smaller team meetings may be in person as decided by the team members through email with a decision made 24 hours prior to the meeting.
 - a. All members must be permitted to participate virtually if they choose
 - b. Mask policy must be observed
 - c. Social Distancing must be maintained
 - d. All spaces must be sanitized at the conclusion of the meeting.

Substitute Teachers

1. Mrs. Gibson or a designated staff member will orient and prepare substitute teachers.
2. Teachers will prepare students for substitute teachers in their classes as part of their orientation lessons in the classroom.
3. All students should understand that expectations are consistent regardless of the teacher in the room.



Staff Mental Health and Social-Emotional Well Being

1. We will look for creative solutions to any problems we are made aware of within the confines of our jobs.
2. We need the help of staff to know how best to help and to identify specific challenges being faced. Please utilize your PLC or bring concerns to administration!

Work from Home Expectations

1. If your internet capabilities impede your ability to meet your job requirements, you must come to the building or use a leave request.
2. You will provide a professional learning environment to the best of your ability. (Kids cry, dogs bark, cats get in the picture... none of that can be helped)
3. Staff are expected to be available during identified school hours (7:15 to 3:45 on 3 of the days from Monday to Thursday. 7:15 to 3:00 on Friday and one other day). Students or parents attempting to communicate with staff outside of those hours are at staff discretion. Staff can have asynchronous conversations through email or other electronic communication and are not expected to observe hours outside of the traditional school day.
4. Documentation of triggering events or medical considerations will be expected per the normal process for FMLA.
5. Staff that are unable to meet any of the professional obligations set forth in their contract will be required to come to the building and may be subject to disciplinary process.
 - a. Length of day
 - b. Submission of documentation
 - c. Meeting participation
 - d. All other considerations within your contract
6. COMMUNICATE WITH ADMINISTRATION!!!

Using Personal Devices

Staff are at no time **required** to use a personal device for completing job functions. Staff are responsible for any school provided devices.

Staff are provided with laptops for school use and have access to the building during online learning. Staff may choose to use their personal devices to communicate with parents and other staff, but it is not required. In a situation where all staff are unable to access the building, a mechanism, app, or program to allow for phone calls from the school assigned computer would be shared.

Be familiar with the Freedom of Information Act and what constitutes a public record.