



## **Introduction**

The administrative team has been working hard to determine plans for the 20-21 school year. We have been in contact with our local health department, reviewing guidelines from the CDC, Ohio Department of Health, Ohio Department of Education and consulting with staff. As a result, here is our current plan including some of the safety procedures and guidelines we will be using. This is a living document and will continue to be updated as we approach the first day of school. Because of the fluidity of the circumstances, the school may determine between now and August 19 that there is a need to delay the start of the school year. If this is necessary, we will give families as much advance notice as possible. Because we would be losing instructional days at the beginning of the school calendar, we would need to make adjustments to the calendar later in the year.

## **Instructional Model**

As communicated a few weeks ago, our plan is to return to campus for the 20-21 school year, 5 days a week. We will continue to advance use of technology in the classroom and invest in additional technology to move closer to a one-to-one ratio for students so that learning is streamlined and able to continue with limited disruption if changes have to be made. All students in grades 6-12 will receive a school-issued device. Our goal is to extend this one-to-one ratio for grades 3-5 before the start of the school year and for grades K-2 before the end of the first semester. In addition to traditional classrooms, teachers will be maintaining an online class environment to further enhance students' 21st century skills and more smoothly accommodate the likely rise in absences. The start of the school year will be moved back to Wednesday, August 19 instead of Thursday, August 13 to allow our staff more time for training sessions and professional development as we prepare.

## **Online Learning**

We are going to offer online learning for families K-12 who are not yet comfortable with sending their students to school. We will have a teacher facilitate, monitor, and support student progress through this curriculum and communicate with families. The teacher will not deliver live instruction for online learning; however, the teacher will hold check-in meetings with students and families to assess progress. Parents must be able to assume responsibility for equipment required for online learning. Due to purchasing licenses and the time involved to offer online learning, tuition will be the same as in-person instruction. Students participating in online learning will only be able to do so a semester at a time. Students will not be able to go back and forth throughout the semester. Families who select online learning must notify their student's

principal by **Tuesday August, 18 by 3:00 pm** via phone call or email: Due to licensing, the earliest your student will be able to start is Monday, August 24.

- K-5 Elementary Principal (513)-423-4542 Ext. 1301 or [jfluegge@mcseagles.net](mailto:jfluegge@mcseagles.net)
- 6-12 MS/HS Principal (513)-423-4542 Ext 1182 or [tcoats@mcseagles.net](mailto:tcoats@mcseagles.net)

#### Grades K-2

- Online learning for Grades K-2 will follow a Christ-centered education via ABEKA and BJU Press instructional videos and Microsoft Teams. Your student will get their assignments and submit completed work via Microsoft Teams.
- Work must be submitted in the correct format via Microsoft teams (details/instructions will be given).
- Although the curriculum is the same (except the pacing may differ than what is taught in the classroom), students will earn both letter grades and satisfactory ratings for work.

#### Grades 3-12

- Online learning for grades 3-12 will follow a Christ-centered education through Alpha and Omega online curriculum (<https://www.aopschools.com/curriculum/ignitia/>).
- This will be a separate curriculum from the in-person classroom curriculum and will not mirror the same pacing, sequence nor activities in classroom instruction.
- Students will earn letter grades in each course for submitted work.

### Remote Learning

If a short-term closure of the school building or a specific grade/class is required by a governing authority (Governor of Ohio, ODE, ODH, CDC, local health department), MCS or the specific grade/class will transition from in-person instruction to remote learning for that time period. In-person instruction will resume as soon as we are able and can do so safely following recommendations from our local health department.

### Waivers

Due to the sensitivity, complexity, and many variables around COVID-19 and the reopening of schools, all families will be required to sign a waiver. The waiver will be distributed to families on the first day of school.

### Cleaning and Sanitizing Practices

- The school's cleaning company will clean daily and sanitize with safe disinfectants paying particular attention to high-touch surfaces like door handles, desks, and shared materials.
- All classrooms and common spaces will have access to cleaning supplies. Classrooms will be disinfected during the teacher's plan bell and at the end of the school day.
- We have purchased a hospital-grade disinfectant machine (Kärcher PS 4/7 mister [CLICK HERE FOR VIDEO](#)), which will be used daily to reduce the risk of infection by maintaining healthy facilities.

- Interior doors will be propped open during class changeovers, and whenever else it is practical to avoid significant touch by multiple people.
- Interior rooms that do not have windows will have an air purifier with HEPA filters.

## Face Coverings

- Per the state of Ohio mandate for schools, all faculty and staff and visitors will be required to wear a mask or shield during the school day.
  - Faculty members involved in direct teaching of students will be encouraged to wear a face shield to foster strong communication and a better learning experience with their students. If the distance becomes less than 6 feet, the staff member or volunteer must wear a mask as well.
  - At minimum, face coverings should be cloth/fabric and cover an individual's nose, mouth, and chin. Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder learning if distanced at a minimum of 6 feet. If closer than 6 feet, a face mask will be required.
  - Exceptions include:
    - Faculty and staff members who have a documented medical reason.
    - Faculty and staff members may remove face coverings while working alone in a separated area such as a private office; however, if others enter the office, a face covering must be worn.
    - Faculty and staff members who are outdoors and able to maintain a 6-foot distance from others.
- Students grades K-12
  - Face coverings (mask or gaiter) are REQUIRED while inside the school building:
    - Exceptions may be made for the following reasons:
      - Students with health conditions that would prohibit safely wearing a mask, provided the student presents written confirmation from his/her doctor to the school nurse that a mask can not be safely worn by the student.
      - Students engaged in exercise in PE class, athletic practice or outdoor recess.
      - Students engaged in playing a musical instrument that requires the use of the mouth.
      - Students consuming lunch, a snack, or water during class.
      - Students will be given opportunity during the day to have "mask breaks" by either going outside with their class or by receiving permission from a staff member to momentarily remove the mask.
  - Face coverings should be appropriate for the classroom and not cause a distraction to the learning environment.
  - Per the Ohio Department of Health on 8/15/20 ([Click Here](#)) face shields are not a substitute for face mask.

**Please note** that our goal is to keep students and faculty safe while maintaining a learning environment that is free of distraction or conflict. For this reason, face coverings will not be a source of disciplinary action.

\*The expectations set for Grades K-12 follows the orders signed on 8/13/20.

## Travel Advisories

Students or staff who return from travel to one of the states listed on the [Travel Advisory List](#) after the first day of school will be required to remain out of school for 14 days upon return.

## Health Screening

All students, faculty/staff, and volunteers with the help of parents or a caregiver, when appropriate, will complete a health check before leaving home each school day for the following symptoms. A person shall not come to school under any circumstance if he/she displays any of the following:

- A body temperature of 100 degrees or higher any time in the previous 24 hours
  - If a student or staff develops a fever (non-COVID-19 related), he/she will need to be home until fever free for 24 hours without taking fever-reducing medication.
- Consistent cough
- Shortness of breath or difficulty breathing
- Nausea, vomiting or diarrhea
- Chills
- Loss of taste or smell

Or, any two of the following:

- Body ache
- Headache
- Sore throat
- Runny nose or congestion

Any person determined by a staff person to meet these criteria during the school day will be immediately sent home or placed in a designated isolation area at the school until he or she is picked up. It is required that parents make immediate arrangements for the pick-up of a child presenting any of these symptoms.

A student who is sent home sick from school must be clear of symptoms for 24 hours before returning to school.

## **Physical Distancing**

All classrooms will follow these guidelines:

- We will space desks out as much as possible, around 3 feet apart and up to 6 feet when classroom space allows.
- When possible, the sharing of supplies among students will be avoided. When supplies are shared, they will be disinfected between uses.
- Six feet of distance between adults will be maintained when at all possible. The nature of the teacher-student relationship makes absolute adherence to this impractical at times, so the teacher will use common sense when applying distancing practices between themselves and their students.
- Students will be encouraged to maintain distancing at appropriate times; however, this is not always practical in normal social interactions.
- Hallways will be one-directional for the most part, although there will be some hallways that can have traffic going both directions with proper spacing.

## **Hand Hygiene**

Regular hand washing and sanitizing are among the most effective ways to control viral spread. Students will have regular access to soap and water and alcohol-based hand sanitizers.

- All classrooms and common spaces have hand sanitizer stations available to students and staff. Students will be encouraged to use regularly.
- Sinks are available in all K-5 classrooms and in some middle school classes. Those rooms without sinks will have easy access to restroom sinks. Students will be encouraged to wash his or her hands as needed.
- Students will be expected to wash their hands before and after lunch, before and after recess, and after using the restroom.
- Instruction and reminders on handwashing will be provided by staff. Signs, announcements, and other methods will be used to reinforce the importance of hand hygiene.

## **Water Bottles**

- All students are asked to bring a personal water bottle marked with their name.
- Drinking fountains will only be used to refill student water bottles.

## **Chapel/Assemblies**

- Elementary chapel will be held virtually in classrooms weekly and once a month in smaller groups in the auditorium.
- Since we have the unique opportunity for the Pastoral staff to teach HS Bible this year and collaborate with the Middle School Bible teacher, MS/HS chapel will not be offered in a large group setting for the 20-21 school year. We will bring in guest speakers virtually into the Middle/High school Bible classes throughout the year.
- Other large group assemblies will be limited or done virtually.

## **Cafeteria**

- Food service will remain in the cafetorium; however, it will be held to a 50% capacity, which will not significantly affect the schedule because of our school's number of students.
- Elementary will alternate weeks between eating in their classroom and in the cafeteria due to the number of students.
- Middle/High school will eat in the cafetorium with proper spacing; we are able to do this at 50% capacity without having students alternate eating in the classroom.

## **W.G. Grinders**

- Will meet all county health requirements, including:
  - Daily temperature checks for all employees
  - Face coverings required at all times
  - Sanitizing before, after, and between lunches with approved food safe sanitizer
  - Wearing gloves

## **Recess**

- Will be outdoors whenever the weather permits.
- Distancing requirements will not be enforced, although teachers will apply common sense.
- Students will be required to wash/sanitize hands before and after recess.
- One grade-level at a time will be at the playground.

## **Transportation**

- Local school districts will dictate policies for transporting students to and from school.
- Please reach out to your local transportation office to find out those policies if you have not already.

## **Symptoms, Exposure, and Positive Test Protocol for Return to School**

- A student or staff person who is sent home from school with symptoms related to COVID-19 must be symptom-free for 24 hours and present evidence to the school nurse of clearance from a doctor before returning to school.
- A student or staff person who tests positive for COVID-19 must do the following before returning to school:
  - Remain out of school for at least 10 calendar days from the date of test, and
  - Remain fever-free for 24 hours without the aid of fever-reducing medication
  - Remain free of all major symptoms for 24 hours.
  - Demonstrate improved respiratory function, and
  - Receive clearance to return to school from his/her doctor.

- A student or staff person determined to have been in close contact with someone who has tested positive for COVID-19 must remain out of school for 14 calendar days from the date of exposure. The person may return after 14 days if he/she remains symptom-free. If symptoms develop, he/she must see a doctor and present clearance from the doctors before returning to school. “Close Contact” is defined as being within 6 feet of an infected person for more than 15 minutes (whether they were wearing a face covering or not). Under this definition, an entire classroom would likely not be considered close contact to an infected person. Close contact may be limited to those in immediate proximity of an infected person. The school nurse and principal have the authority to determine whether a student or staff person has been in close contact while at school. Middletown health department will provide direction in determining who has been in close contact to a positive case.
- MCS will communicate with the Middletown Health Department when a student or staff person has tested positive for COVID-19 and will fully cooperate with their guidance.

### **Communication Policy:**

We will work on a level system regarding communication of infected students. Please keep in mind that due to privacy laws, we will not reveal the names of infected persons.

- Level 1: Your student was in the same facility with many others but there is no indication that your child was in proximity of a COVID-19 infected person during the day. No communication will be sent directly to your family. Your student may remain in school and take part in all activities.
- Level 2: Your student was in proximity of a COVID-19 infected person, but he/she is not likely to be considered a close contact with your student. You will receive communication because of the increased exposure. Your student may remain in school and take part in all activities.
- Level 3: Your student is identified as being a close contact with a COVID-19 infected person, as they were in proximity during the same activity and/or in the same cohort. Your student will not be permitted to come to school until he/she has been out for 14 days from exposure and has been symptom-free the 48 hours prior to a return to school.
  - Cohort: A “cohort” is defined as a small group of students, a small class, or athletic team.

### **Instruction for Absent Students**

All teachers will set up classrooms with access to Teams for Education from the first day of school. Assignments, lesson plans, videos, etc. will be posted to Teams throughout the year. If a student is absent, teachers will continue to provide instruction to that student through Teams.

## Upcoming Events

- HS Retreat/MS Merge- We are looking to reschedule or do something different later in the year; however, we will not be having the HS Retreat nor the MS Merge on August 20-21.

## Late Stay:

We will still offer late stay for grades 6-12 until 5:30. After-school care for grade K-5 is available at our Early Learning Center <http://elc.mcseagles.net>.

## Volunteers / Visitors:

To reduce potential exposure and risk to our staff and students, MCS is discouraging volunteers and visitors, including parent visitors, in the building at this time.

- If a visit is necessary, please call ahead or use the doorbell/intercom system to state your reason for visiting.
- Visitors/volunteers whom are permitted to proceed into the building must have their temperature taken and wear a face covering for the entirety of their visit.
- Parents are not permitted to enter the building during Drop-Off nor Pick-Up.

## Pick-up and Drop-off of Students:

While school doors will open for the supervision of students at 7:20, we are requesting that parents limit the amount of time their child arrives before the start of school as much as possible. Likewise, we are asking that all students depart the campus, except for those with after-school activities, within 15 minutes of the end of the day. Parents will not be permitted into the building during Drop-Off nor Pick-Up. Parents will need to remain in their cars, and their student will come to them.

## Early Care:

- Grades K-5 will be able to wait in the Cafetorium beginning at 7:20.
- Grades 6-12 will be able to wait in the Gymnasium beginning at 7:20.
- Students will be dismissed by grade level and go to homeroom/classroom.

## Arrival:

- Grades K-5 may enter through the Cafetorium entrance or the Main Entrance and then proceed to the Cafetorium or homeroom.
  - *First day of school for **Kindergarten Only**:*
    - We know that the first day of Kindergarten is a significant event for your family. We will be staggering the start of school for the first day only by class, the times are as follows: 8:15, 8:35, and 8:55. More information will be forthcoming before the first day of school.
- Grades 6-12 will enter the Main Entrance ONLY and proceed to the gym or to homeroom.

## **Dismissal:**

### Elementary students:

- Elementary students will be dismissed from their classroom at the end of the day. We will be making signs to post in your car so that staff working carline can call ahead and have your student come out as you pull up. Students riding the bus will wait in their classroom as well and will be dismissed when the bus arrives in the back of the building.

### MS/HS students:

- Bus Riders: will be dismissed at 2:40 and will wait in the cafetorium until their bus arrives.
- Carline: will be dismissed at 2:45 and will wait in the gymnasium at an assigned location.
- Athletes: Will be dismissed from their classroom to the gymnasium once all other groups have exited.

## **Library:**

The school library resources will be available for checking out. The recommendation from Battelle research is that materials undergo a 72-hour quarantine prior to materials being made available again.

## **Field Trips:**

Per ODE guidelines for school reopening, field trips will be rescheduled or canceled through the first semester of the 20-21 school year. These will be reviewed for the second semester.

## **Gym/PE:**

Classes will be held outside when possible (weather permitting). The gymnasium has enough space to spread out. Equipment will be sanitized after use.

## **Music Classes:**

- Choir/Band/String Orchestra: Given the size of the music room, we have enough space to allow for social distancing.
  - Face coverings will be required for choir when singing inside, but they will not be required outside if students are 6 feet apart (weather permitting).

**Resources:**

- [State of Ohio COVID-19 Guidance for Schools](#)
- [CDC Coronavirus Fact Page](#)
- [Battelle Research on Library Materials](#)