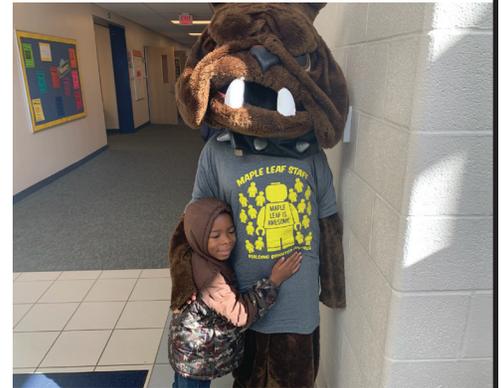


# Garfield Heights City Schools

## Returning to Learning Plan 2020-2021 School Year



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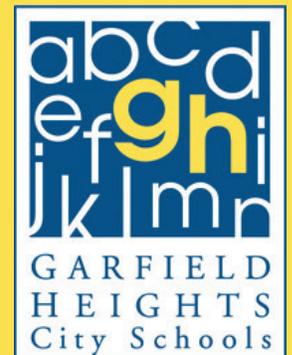
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## INTRODUCTION

The continuing health crisis demands we begin the 2020-21 school year in an unprecedented way—including new health protocols, physical distancing, and changes to the learning environment. As the pandemic evolves, so will our plan to service the students of the Garfield Heights City Schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the State of Ohio, and the Cuyahoga County Board of Health. Regular updates will be made to this plan based on information provided by the above applicable federal, state and local agencies.

## GUIDING PRINCIPLES

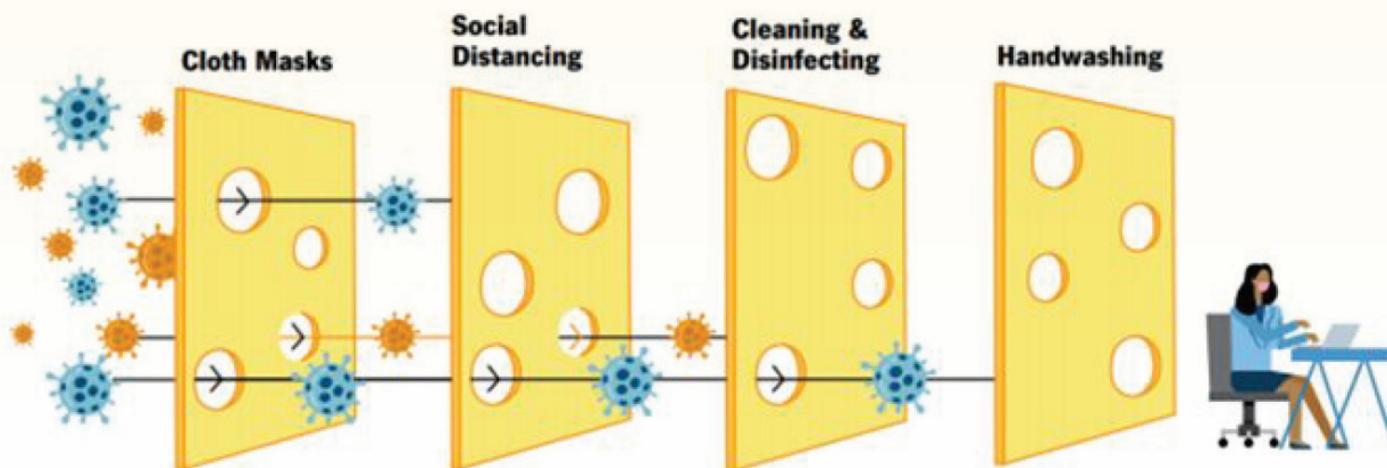
We have worked tirelessly and with an enormous sense of responsibility to ensure the return to school is safe, collaborative, and prioritizes student achievement and the health and well-being of all. Across this work, our planning and decision process is being aided by these guiding principles:

1. Employee and Student Safety Measures
2. Health and Wellness
3. Academics and the Learning Environment
4. Commitment to Continuous Improvement and Flexibility in Teaching and Learning
5. Educational Equity
6. Social Emotional Considerations

## SECTION I - EMPLOYEE AND STUDENT HEALTH AND SAFETY

### A. PROTECTION - WE WILL EMPLOY THE THREE Ws

1. Wear your mask
2. Wash your hands
3. Watch your distance





## **VISITOR RESTRICTIONS**

It is essential to create a healthy and safe environment by limiting potential exposure to COVID-19 whenever possible. Our district will be limiting access to visitors to emergency situations only. Administrators will establish protocols for greeting visitors and the use of screenings and temperature checks.

## **B. DAILY HEALTH CHECK ROUTINE**

Prior to sending your child(dren) to school, we ask that you run through the GHCS Health Assessment. [https://docs.google.com/document/d/1hcU4lNYQMLexR6Cd7S7Y\\_unx6qVJBUh4wPgwpvLRCqE/edit](https://docs.google.com/document/d/1hcU4lNYQMLexR6Cd7S7Y_unx6qVJBUh4wPgwpvLRCqE/edit)

### **1. SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, faculty and staff are to enter through the min entrance of the building for a temperature check and self-screening.

Parents are asked to assess their children prior to school and keep them home from school if they are exhibiting any of the symptoms listed below.

We will be requiring a daily temperature and symptom check of faculty and staff. They are to complete a self-screening answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4°F
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the school office and/or nurse.

### **2. STUDENT ARRIVAL PROCEDURE**

- a. There will be staff members conducting a health check of students when they enter the building. Health check includes:
- b. Temperature check - If 100.4°F or higher, parents will be contacted to return and retrieve their child;
- c. Proper placement of cloth mask and/or face covering. Disposable masks will be available for those who have forgotten their mask;

\*Students will maintain a six-foot physical distance while waiting to enter the building. Floors will be marked accordingly.



### **3. GUIDANCE IF EXPOSED**

If you or someone you've been in contact with has been exposed to the virus, please remain at home. In this ever-changing situation, healthcare providers will have the most up-to-date information from the CDC or Cuyahoga County Board of Health. Anyone experiencing potential COVID-19 symptoms or anyone who has been in close contact (within six feet for longer than 15 minutes at a time) with someone who has recently (within the past 14 days) tested positive for COVID-19 should remain at home.

### **4. SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. GHCS employees, students, parents and visitors should practice staying approximately six feet away from others and eliminating contact with others.

- a. Traffic Flow - Taped lines on the floor will mark the walking direction throughout the school in order to maintain the social distance requirement of six feet. Included will be tape to show students/adults shall stay to the right on the stairs at all times, in a controlled pattern movement.
- b. Classroom seating will be arranged in a way that maintains social distancing of six feet between students
- c. Field trips and mass gatherings will be avoided
- d. Staggered arrival and dismissal patterns will be devised

### **5. DISMISSAL**

We ask that teachers and students arrive at their designated times to ensure a safe distance while dismissing. Additionally, we ask that parents arrive at the appropriate times to ensure a smooth traffic flow.

### **6. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include masks or face shields.

- a. **Students must wear a cloth mask or face shield during the school day.**  
Face coverings are critical to preventing the spread of the virus from person-to-person. Use of cloth face coverings can reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19.
- b. **School Staff must wear masks or face shields during the school day.**  
As with other businesses/organizations, all school staff and volunteers must wear face coverings unless it is unsafe to do so, or where doing so would significantly interfere with the learning process. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth and chin. COVID-19 Health and Prevention Guidance for Ohio K-12 Schools 14 19 Centers for Disease Control.
- c. **Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process.** Some situations where face shields would be useful include:



- i. When interacting with students where communication can be impacted.
- ii. For individuals who have difficulty wearing a cloth face covering.
- d. Please note that social distancing should still be practiced even with the use of face shields and/or masks. However, there may need to be a student "mask break" for a short period of time, which would be determined by the classroom teacher.

**In addition to using PPE, please remember to:**

- a. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- b. Avoid touching your eyes, nose and mouth.
- c. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

**7. PERSONAL WORKSPACE/CLASSROOM**

All teachers and students are asked not to visit other classrooms.

Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Classrooms will be disinfected nightly.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- a. **Capacity:** Garfield Heights City Schools will be monitoring the number of employees in the building while the risk of infection exists and begins to diminish. All meetings are required to use Zoom as a virtual option to ensure social distancing of six feet and wearing of masks or shields.
- b. **Teacher's Lounge/Lunchroom:** This space will remain open. Shared appliances (such as coffee machines, refrigerators and microwaves) should be sanitized after each use.
- c. **Copy Machine:** There will be limited access to the copy machine. Guidelines are building-specific.

**8. FACILITIES CLEANING**

**Custodial and Maintenance:** The pandemic has required that extra precautions be taken to protect the health of students and employees by ensuring regular cleaning and sanitizing. Custodial and maintenance personnel play key roles in ensuring a safe, clean environment for all. The Ohio Department of Health guidelines state the following:

- a. Masks and gloves must be worn by custodial and maintenance staff, and proper training for COVID-19 transmission and disinfection of facilities should be provided.
- b. Each classroom needs to be properly disinfected after use by students. If schools are using a rotating schedule for students, this may result in each classroom needing to be cleaned multiple times a day.
- c. Like classrooms, all bathrooms and other common spaces will need to be properly disinfected on a frequent and regular basis.



- d. Internal doors should be propped open wherever and whenever possible to minimize touching surfaces.
- e. Schools should determine specific sanitizing schedules, protocols for cleaning surfaces in all areas of the building and checklists for before and after school.
- f. HVAC systems should be inspected, monitored and cleaned following indoor air quality recommendations from the Environmental Protection Agency.

**The safety of our employees and students are our first priority.** Upon reopening, our Schools will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection on a regular basis.

**GENERAL DISINFECTION MEASURES**

Category	Area	Frequency
<b>Appliances</b>	Classrooms, Offices, Desks	At the end of each use/day
<b>Workspaces</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copy Machines, Shared Computer Monitors, TVs, Telephones, Keyboards	At the end of each use/day; and/or between use
<b>General Used Objects</b>	Handles, Light Switches, Sinks, Restrooms	At least 2 times a day
<b>Common Areas</b>	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each use/day; and/or between groups

Our goal is to establish a sanitary baseline before the school opens. The school will be 100% disinfected prior to anyone returning to work. The CDC has guidelines for maintenance to follow in terms of cleaning and disinfecting the school.



### **C. COVID-19 CASE FORM**

If an employee/student becomes ill on campus, he/she will immediately report to the COVID-isolation room and the case form will be completed.

Once the employee/student arrives at the isolation room, they will immediately be provided with a mask and gloves to prevent the spread of the potential virus.

1. The health aide must complete the Suspected COVID-19 Case Form and inform the building principal. The principal will call the parent/guardian/emergency contact, as well as, the Assistant Superintendent of Human Resources. The Assistant Superintendent will call the Cuyahoga County Board to assess the situation.
2. The health aide and others tending to the suspected infected person should wear a protective mask and gloves.
3. The health aide will direct the ill employee to leave work or call the parent of the ill student to be picked up if the principal has not already done so.
4. The principal will follow the guidelines of the Cuyahoga County Board of Health as to advising employees, students, and families that they may have been in contact with an infected individual. They will be instructed to carry out self-screening every morning.  
[https://docs.google.com/document/d/1hcU4INyQMLexR6Cd7S7Y\\_unx6qVJBuh4wPgwpvLRCqE/edit](https://docs.google.com/document/d/1hcU4INyQMLexR6Cd7S7Y_unx6qVJBuh4wPgwpvLRCqE/edit)
5. The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee/student as outlined by the Cuyahoga County Board of Health.
6. Under OSHA's new requirements, COVID-19 is now a recordable illness unlike the common cold or seasonal flu. That means that employers are responsible for recording cases of COVID-19 if it is confirmed as a coronavirus illness, the illness is work-related, and the incident involves one or more of OSHA's general recording criteria.

### **D. DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an employee/student is identified as positive for COVID-19 confirmed by testing. The school may be closed during the cleaning. Cuyahoga County Board of Health guidelines will be followed.

### **E. BUS DRIVERS/BUS PROTOCOL**

Follow District Policy

### **F. RESTROOM USAGE DURING THE SCHOOL DAY**

Building principals will assign times for classrooms to use the restroom. A cleaning schedule will be developed after each group has completed the bathroom breaks.

### **G. CAFETERIA AND MEAL PERIODS**

Building-specific guidelines will be followed for both breakfast and lunch.



#### **H. AY TIME HOUSEKEEPER**

Each building will have a housekeeper during the day. This person will be responsible for frequently cleaning highly touched, common areas throughout the school day.

#### **I. CLASSROOM ARRANGEMENTS**

Student desks will be physically distanced at approximately six feet apart. Classrooms will be set up with desks in rows, facing one direction. There will not be extra tables, reading corners, or excess furniture.

#### **J. RECESS AND PLAYGROUND**

When possible, students will have recess and play outside. Grade levels will be separated and a rotation for use of playground equipment will be scheduled. Students may engage in activities that limit contact.

Health guidelines are to be followed (physical and social distancing) for recess periods. According to the American Academy of Pediatrics (2013), "Recess represents an essential, planned respite from rigorous cognitive tasks. It affords a time to rest, play, imagine, think, move and socialize. After recess for children, or after a corresponding break time for adolescents, students are more attentive and better able to perform cognitively. In addition, recess helps young children to develop social skills that are otherwise not acquired in the more structured classroom environment."

The CDC does not recommend sanitizing playground equipment but regular cleaning with soap and water.

Guidance will come from various health sources. This may change daily considering community transmission and spread.



## **SECTION II - THE STUDENT EXPERIENCE**

### **A. ACADEMIC LEARNING MODELS**

1. **Blended Learning** - for those who elect to participate in brick-and-mortar schooling this semester:

**Buildings will operate on an alternating week, blended learning schedule**

#### **Elementary Buildings**

Week A - even grades (K, 2, 4)  
Week B - odd grades (1, 3, 5)

#### **Middle School**

Week A - Teams 1 & 2  
Week B - Teams 3 & 4

#### **High School**

Week A - Grade 9  
Week B - Grade 10  
  
Grades 11 & 12  
*will remain fully remote*

**Attending school five days in a row will allow for:**

- momentum in the classroom;
- teacher planning and lesson execution to be similar to previous years;
- time to complete diagnostic and state assessments;
- opportunities for relationship building;
- time to develop and implement PBIS structures;
- student-interaction among peers;
- appropriate, daily student-routines;
- cleaning and sanitation protocols after each school day;
- well-defined schedules for students and families;

**Brick-and-mortar school days will be as closely aligned to the current building schedule as possible :**

#### **Elementary**

- classrooms will have approximately 15 students, allowing for physical distancing;
- students will be assigned a homeroom pod and will remain with their pod the entire day;
- lessons from outside the homeroom teacher will be delivered digitally to the students in their classrooms;
- the homeroom teachers will also hear the lessons and be able to assist their pod with assignments;
- Encore/Explore teachers may have homeroom pods;
- Intervention Specialists may have homeroom pods;



## **Middle**

- classrooms will have approximately 15 students, allowing for physical distancing;
- students will be assigned a homeroom pod and will remain with their pod most of the day;
- lessons will be delivered by teachers in various content areas;
- Encore/Explore teachers may have homeroom pods;
- Intervention Specialists may have homeroom pods;

## **High**

- classrooms will have approximately 15 students, allowing for physical distancing;
- students will transition in the hallways following strict physical distancing guidelines;
- students will follow a traditional schedule interacting with their teachers throughout the day.

## **Digital-week days will be strictly online. Both staff and students remain at home:**

- staff and students will follow a set schedule;
- attendance will be taken during each online session;
- lots of zoom and teacher face time;
- teachers will post assignments, but also work in groups with students;
- intervention and enrichment time for students, as well as the opportunity for small groups and station assignments;
- TBT time via zoom
- parents-only office hours/PD to discuss work for the week and explain how to use certain tools.

**Teachers will begin the year by assessing any gaps** that may have occurred in learning during the previous quarter. **MAPPING** will also occur earlier in the year to help with this analysis.



2. **Online Learning** - for those electing to participate in the Bulldog Digital Academy this semester:

**Buildings will operate on a daily, remote learning schedule**

**Zoom and Google Classroom are our online components** to deliver daily instruction. Students can expect both live and recorded lessons from the classroom teacher. Attendance will be taken during each remote session. Student participation will also be tracked during asynchronous work. Assignments will be posted online, have due dates, and be graded. All grades will be recorded in ProgressBook.

**Students and parents can expect an array of teaching strategies and assignments including:**

**Zoom**

- live, whole group lessons
- live, small group lessons
- live stations and differentiated group models
- small group assignments as teacher assists
- individual conferencing
- small group conferencing
- peer-to-peer collaborations

**Google Classroom**

- recorded lessons posted in the classroom
- class announcements and messages
- varied and visually engaging assignments
- assignments digitally distributed, organized, and collected in one place
- varied assessments
- timely feedback
- allows for real-life collaboration in a virtual space

**Teachers will begin the year by assessing any gaps** that may have occurred in learning during the previous quarter. **MAPPING** will also occur earlier in the year to help with this analysis.



3. **District-Wide Remote Learning** - in the event that community spread is high or the Cuyahoga County Board Of Health recommends we offer instruction remotely, all staff and students will work in the virtual environment:

**Zoom and Google Classroom are our online components** to deliver daily instruction. Students can expect both live and recorded lessons from the classroom teacher. Attendance will be taken during each remote session. Student participation will also be tracked during asynchronous work. Assignments will be posted online, have due dates, and be graded. All grades will be recorded in ProgressBook.

**Students and parents can expect an array of teaching strategies and assignments including:**

Zoom	Google Classroom
<ul style="list-style-type: none"><li>• live, whole group lessons</li><li>• live, small group lessons</li><li>• live stations and differentiated group models</li><li>• small group assignments as teacher assists</li><li>• individual conferencing</li><li>• small group conferencing</li><li>• peer-to-peer collaborations</li></ul>	<ul style="list-style-type: none"><li>• recorded lessons posted in the classroom</li><li>• class announcements and messages</li><li>• varied and visually engaging assignments</li><li>• assignments digitally distributed, organized, and collected in one place</li><li>• varied assessments</li><li>• timely feedback</li><li>• allows for real-life collaboration in a virtual space</li></ul>

**Teachers will begin the year by assessing any gaps** that may have occurred in learning during the previous quarter. **MAPPING** will also occur earlier in the year to help with this analysis.

**\*\*When the Cuyahoga County Board of Health recommends to proceed with re-entry, students who have chosen in-person learning will begin attending school on the A-week/B-week schedule. Students in the Bulldog Digital Academy will remain online.**



## B. SOCIAL AND EMOTIONAL CONSIDERATIONS

The direct and indirect impacts of the global COVID-19 pandemic are expected to have a lasting effect on students and staff. Garfield Heights City Schools will continue to use curriculum supports and wrap-around services focused on social-emotional learning, relationship-building, and successful transitions to new schools, classrooms, and environments, whether in-person or through virtual learning.

Research indicates that **interpersonal bonds with peers and teachers, as well as, strong classroom routines** can facilitate safe, supportive, and equitable learning environments that promote all students' social and emotional development. Teachers will continue to utilize PBIS and PAX strategies in both brick-and-mortar and virtual settings.

## C. INTERVENTION SERVICES

All learners will continue to require flexible and responsive support for their academic, behavioral, and wellness needs. Garfield Heights City Schools will support ongoing intervention services throughout the school year. Classroom teachers will continue to implement a multi-tiered system of supports (MTSS) reaching across synchronous and asynchronous instruction, in-person and online. Academic supports will provide focus and review of essential standards through whole-group and small-group instruction (Tier 1) and individual student intervention (Tiers 2 and 3). Schools will leverage resources and tools for systematic data collection, ongoing progress monitoring, and timely intervention. Support staff and resource teachers, including school counselors, psychologists, and social workers, will work flexibly across the school district to address student needs.

## D. SUPPORTS FOR SPECIAL POPULATIONS

Students with disabilities and English learners will be given special consideration to ensure appropriate instruction while complying with federal and state requirements.

The Garfield Heights City Schools recognizes that students with disabilities are general education students first, and our educational plan assures access to the general education curriculum and classrooms to the greatest extent appropriate for all students. The district educational plan allows families the option of having their child return to in-person learning or remote learning, including students with disabilities. Co-teaching, small group instruction, individual instruction, and related services will be provided in-person or remotely as documented in each child's Individualized Education Program (IEP).

## E. ATTENDANCE

All students are expected to attend school five days per week, whether face-to-face or digital, in alignment with state and school district regulations. Teachers will mark student attendance each day in person, and for each session online. Teachers, counselors, and administrators will actively identify students who are not regularly attending class and assist with addressing the barriers preventing each student's attendance.

## F. GRADING

Students will be graded in the 2020-2021 school year, following the official grading and promotion policy which was temporarily suspended during the spring school closure. Teachers will share their grading protocols with students and families at the start of the school year.

## G. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The Garfield Heights City Schools continues to discuss safe and measured processes to continue athletic and extracurricular activities. Our district is guided by the Ohio High School Athletics Association, (OHSAA) the Cuyahoga County Board of Health, and the Office of the Governor.