

South Range Local School District

COVID-19 Handbook

August 2020

The South Range Local School District's "Return to School Plan" was developed to ensure there will be a safe, flexible, and rigorous educational process while addressing the potential challenges that may arise throughout the 2020-2021 school year. The district has taken into account the needs of staff, students, and parents while developing safe, effective, and educationally sound plans. Our staff, administration, and Board of Education are committed to providing our school community with safe and effective options that are able to fit your family's needs. Our goal is to ensure each and every student receives a safe, emotionally healthy, rigorous, and consistent education.



**South Range Local Schools
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Canfield, Ohio 44406
330-549-5226**

<https://www.southernrange.k12.oh.us/>

Academic Delivery Models

South Range Local Schools will begin our return to school through an in-person Hybrid/Alternating Day as well as offering a remote learning option. This is a return to school plan. The goal is to return students to a 5 day a week in person educational structure. Families who select remote learning are committing to remote learning for 9 weeks. At the end of 9 weeks, a decision to remain remote or return to the school setting must be made.

The first day of school for students will be September 8, 2020. Please note the calendar is subject to change due to the COVID-19 pandemic.

Traditional Instructional Model

Students who return to the school building will follow the alternating day schedule. The alternating day schedule will be evaluated routinely to identify when it is appropriate to bring all students face to face 5 days a week. The goal is to return to a normal school schedule. Students in grades K-8 will travel with their homeroom class. Specials will begin with students traveling to the specialist; this will be evaluated routinely to ensure we are able to support proper safety protocols. Recess will be throughout the day to accommodate physical distancing and cleaning. Students in grades 5-8 will travel between classes remaining in their homeroom groups. Grades 9-12 will travel between classes following safety procedures.

Remote Instructional Model 9-Week Commitment/School Year Commitment

Students, who choose the remote instruction for a 9 weeks or the entire school year, will be provided their instruction through an eLearning platform. Grades K-4 will utilize Google Classroom and students in grades 5-12 will be placed in our new Raider Academy. A South Range employee will be connected to the student to support his/her academic progress. The eLearning program offers course work that is designed to offer a self-paced instructional model that is aligned to the Ohio Learning Standards. Students will continue to be expected to follow a daily schedule and communicate with the assigned teacher. If students need assistance, they will work with the remote learning teacher; if additional assistance is required, the district will provide support.

Technology will be provided to families who are in need of a Chromebook or Hotspot.

Before and After Care

Before and after care will continue at South Range. To participate in the program, all families must complete an application prior to the start of school. No student will be allowed to stay after school and participate in after care if they have not previously signed up.

Before and after care will follow all school procedures and practices.

Prior to Arriving at School Temperature and Symptom Checks

Parents are expected to take their child's temperature prior to sending them to school as well as reviewing the symptoms checklist provided by the school. If a child has a **fever of 100.4** degrees or higher the parents are required to keep him/her at home and immediately contact the school regarding his/her absence. If the child has other COVID-19 symptoms, please do not send them to school and contact your family physician as well as the school. When contacting the school, parents are to clearly state why they have kept their child home and the possible symptoms the child is having. School districts are required to report absence data to the local health department and this information will assist with trend data.

The school will also be checking temperatures upon student entrance. This is a collective effort between parents and the school to ensure that we identify students who may be showing signs of COVID-19.

Arrival and Dismissal

Students who are not in the before and after care program are not permitted into the building until 7:45 a.m. Parents are not allowed to drop off students prior to the time the doors open. Upon dismissal, students who are not participating in an after school activity will be required to be immediately picked up or leave the school property.

Parents and volunteers are not permitted in the buildings. Upon entering the first set of doors, we ask parents to buzz the office and communicate with the building secretary while remaining in the glassed-in entrance. Students will be permitted to enter the office and attain a tardy slip to report to class. If a student is leaving early, we again ask parents to wait in the enclosed glass area. If a parent is dropping off an item, they will be asked to leave it on the table in the

enclosed area, and the secretaries or aids will either alert the classroom or deliver the item personally.

Masks

Masks are required to be worn at all times. Masks must cover the nose, mouth, and chin at all times. Governor DeWine has provided exemptions for identified areas and student needs. Parents should communicate with the building administrator if they have a concern.

Parents are expected to provide their child with a mask, wash the mask frequently, and support the school expectations. If a mask is forgotten, a paper mask will be provided. If a student refuses to wear a mask, they will be sent home. If the issue cannot be resolved, they will be moved to remote learning. Masks must follow the school dress code in regards to images and messages. If a mask becomes distracting, the administration has the right to have the student remove the mask and wear a paper mask.

Clinic Procedures

The school nurse will be located in the elementary clinic. All students who are identified as having possible COVID-19 symptoms will be immediately isolated to either an identified area in the elementary or the clinics within their building. Students will be monitored while in the isolation rooms and parents will be asked to immediately come and pick up the student. Clinics will be disinfected on a routine basis and immediately after a student leaves from isolation.

To contact the school nurse (Mrs. Peterson) please call: 330-549-4079 Ext: 39307

Safety Precautions and Prevention

South Range Local Schools has been preparing for the return to school. Our district has the following items purchased and will continue to evaluate the needs of the building.

- Temperature scanners
- Sanitizer
- Sanitizer stations
- Soap
- Sanitizing wipes
- Sanitizer and tubs to make wipes
- Lightweight Shields for all staff and students

- Extra masks
- Plexiglas shields for office, library, and cafeteria
- Desk barriers
- Desk barriers for small group lessons with staff
- Gloves
- Signage

South Range teachers will be following and teaching routines to assist with the prevention of transmission and academic disruption. The following are precautions that the district has put in place:

- Cleaning between transitions: wiping off desks, barriers, computers, lab materials, and other routinely shared items.
- Reduction or elimination of shared items and spaces. If shared, items will be sanitized between use (i.e. computer lab)
- Washing of hands either with soap and water as well as providing approved sanitizer throughout the building.
- Support physical distancing as another layer of precaution.
- Continually monitor staff and student symptoms.
- Teach students how to safely rotate through hallways.
- Teachers will monitor students while in transitions.
- Teach students proper hygiene in regards to coughing, sneezing, disposal of Kleenex and to follow up with hand washing.
- All staff and students will be required to wear a mask per the governor's orders. When the order is lifted, the district will communicate with parents on the required mask/face shield procedures.
- Alternate locker usage to reduce crowding in halls.
- Develop travel patterns to reduce crowding in halls.
- Additional cleaning support has been hired and will be evaluated routinely.

Social Distancing

Social distancing will be enforced as another layer of precaution. Social distancing may vary depending on the activity, location, and availability of spacing. The Ohio Department of Education and the American Pediatric Association states that schools are able to follow a 3-6 feet social distancing guideline. We will be making every effort to increase the distance to the maximum distance available. The district has also purchased desk barriers to assist in classrooms where the minimum distance occurs or in-class lunch occurs. The district has purchased various signs and markers to remind students of the social distance expectations. Teachers will be expected to also teach and monitor the expectations.

Water Bottles: Water fountains have been disabled. We encourage all students to bring a water bottle to school. The district will continue to have operational bottle fillers on each floor. Please do not freeze bottles as they begin to perspire and leave water either on desks or floors. If water bottles are used inappropriately, discipline or alternative solutions will be offered.

Cafeteria and Lunch

Students in grades K-6 will have lunch delivered to their classrooms. Barriers have been purchased for students to freely talk during this time. The cafeteria will be providing two meal options daily. All desks will be cleaned after the students have finished their lunch.

Students in grades 7-12 will have lunch in the cafeteria. When the district returns to a traditional 5-day a week schedule, grade 7 could possibly need to eat in their rooms. Students will be socially distanced at a maximum required spacing. Cafeteria spacing will follow the American Pediatric Association recommendation of 3-6 feet when all students return to school. Students will be monitored to support a safe environment. After students have finished eating, they will be asked to place their mask back on while socializing.

Hallway and Stair Travel

Students will be taught to walk on one side of the hallway quickly navigating to their next class. Stairway travel will be scheduled to reduce student crowding.

Lockers

Students will continue to use their lockers. The teachers will develop a routine to reduce the overcrowding in the halls due to locker usage.

Classroom Rotations and Procedures

Students will continue to travel to specials and/or classrooms. Students in grades K-8 will travel in homeroom groups. The district will evaluate the effectiveness of students rotating to specials; if a concern were to arise, we will adjust schedules to increase teacher transitions and reduce student transitions. Special classes such as Art, Music, Library, Technology and P.E. will be evaluated routinely to ensure the safety of all participants. If a need arises, we will return

to having specials held in the classrooms. All desks and chairs will be wiped prior to students exiting the classrooms.

Athletics/Extracurricular Activities

Sports activities will continue to follow the guidelines of the OHSAA and the local health department. Extracurricular activities will follow all school guidelines.

Field Trips

Until further notice, all field trips will be cancelled. The school district will continue to evaluate the guidelines throughout the school year to determine if and when out of school field trips may resume.

Student and Staff Travel

Per Governor DeWine's travel advisory, we are asking that if a family or staff member travels to an identified hot spot, either outside or within Ohio, that they alert the administration immediately. We will be inquiring about the nature of the travel, accommodations, interactions and length of travel. The school district may ask that the child not return to school for a specified period of time.

Remote/School Closure Instructional Delivery Method and Expectation

In the event of a school closure, all students who are face-to-face learners will be expected to maintain their daily schedules. Educational hours will follow a regular school schedule. Teachers will be instructing through their Google Classrooms using daily assignments, videos, assessments, or Google Meetings. Students are expected to complete all tasks per the teachers' assignment dates. The goal will be for the teachers to maintain consistency of instruction to support a seamless return to the classroom when permitted. If a student is not completing assignments, the teacher will communicate with the student, parents, and administration to immediately address the concern. Students not completing assignments will result in the failure of that assignment and being marked absent.

Google Classroom

Teachers are expected to use their Google Classroom on a daily basis to ensure students are prepared to move to remote learning. The use of Google Classroom

for homework or completion of classwork will also be expected when appropriate.

Substitute Teachers

The district will be hiring 3 floating substitutes that will be working in the buildings daily. This will offer support if a staff member falls ill or if additional coverage is needed.

Social-Emotional Supports

The South Range Local Schools will continue to partner with Youth Intensive Services to provide another layer of emotional and behavioral support for our students. If parents feel their child would benefit from additional supports, they should communicate with the building administrator and counselor.

Transportation

Students riding a bus either to school or an athletic event must wear a mask. Windows are permitted to be lowered to assist with airflow. School transportation guidance allows for 2 students to a seat. If a student has a sibling, they will be seated together. We thank you in advance if you are electing to transport your child, this will assist our transportation and reduce the need to place two to a seat.

Working Together to Make a Difference

As we are all aware, COVID-19 spreads via air droplets from person to person. There are many individuals who are asymptomatic and do not show signs of the virus. It is very important that we work as a team to ensure that we can make an impact on the reduction of the spread while also reducing the disruption to student learning. We are asking that parents carefully evaluate their child every morning to ensure he/she is not showing signs of the virus. According to the CDC, symptoms can appear 2-14 days after exposure.

PLEASE DO NOT send your child to school if they have COVID-19 symptoms or are awaiting a COVID-19 test result. Your decisions and actions impact others, so please act responsibly to keep our schools healthy and safe.

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

Communication is key in supporting the home-to-school concerns. It is very important that we stand together to ensure the safety of staff, students, and families. We ask that parents routinely remind students of the following:

- Socially distance from individuals in all areas of the school.
- Wear the cloth mask appropriately (covering nose, mouth, chin) at all times.
- Use sanitizer or soap routinely throughout the day.
- Do not congregate on campus prior to or immediately after the school day.
- Respect others regarding social distancing and masks.

Cover Coughs and Sneezes

**Stop the spread of germs
that can make you and others sick!**



Cover your mouth and nose with a **tissue when you sneeze or cough.**



If you don't have a tissue, use your **elbow.**



Wash hands often, **especially after coughing or sneezing.**

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

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COVID-19 Communication Regarding Positive Cases and Exposure

In consultation with the Mahoning County Health Department and our Medical Advisory Committee, the South Range Local Schools will be responding to COVID-19 positive and suspected exposure in the following manner.

COVID RESPONSE PROTOCOLS

Protocols for assessing, reporting, and tracing COVID-19 positives have been developed in collaboration with the Mahoning County Health Department and/or Ohio Department of Health. As the landscape of the pandemic changes, we will continue to update the protocols.

EXHIBITING COVID SYMPTOMS

If a student or staff member presents with symptoms consistent with COVID-19, the staff member will be sent home immediately, and the student will be isolated until they are able to be picked up. All individuals will be presumed to have COVID until such documentation is provided that states otherwise.

If the child has no other symptoms and is fever-free without medication for 24 hours, they may return to school.

The rule is 24 hours fever-free, 72 hours of improving symptoms, and 10 days from the onset of symptoms. If someone is severely compromised, they are asked to stay in isolation for 20 days from onset of symptoms.

If a student is sent home with probable COVID symptoms, siblings will be sent home to assist with contact tracing. Once confirmed, siblings would be on 14-day quarantine. COVID test results are taking longer to be returned. If students have probable COVID symptoms, they need to stay home until they are cleared by a physician.

SCHOOL/BUILDING CLOSURE

Decisions regarding building or school district closures will be made in consultation with the Mahoning County Health Department as part of the contact tracing and case-investigation protocols. Decisions are based on student/staff grouping and movements during a school day. According to the Center for Disease Control and Prevention (CDC), schools MAY need to close for two to five days, but the case investigation results will determine the decisions made by the school.

CONTACT TRACING

Protocols provide for immediate contact of the Mahoning County Health Department when a COVID case is confirmed. The Health Department will notify the school system of any confirmed COVID cases with appropriate contact tracing measures that need to be conducted.

Through contact tracing, the Mahoning County Health Department will identify close contacts of the confirmed case. They will work with the schools to see who would have met these criteria in the school setting. **All those that are identified will be expected to quarantine for 14 days.** No further action would need to be taken at school, except for a plan for educating the child while out.

FEVER

When a child has a fever, (100.4 or higher) he/she must be fever-free without the use of fever-reducing medication for 24 hours. If a child is sent home with a fever, they will need to remain home until a full 24 hours has passed without medication.

If a child tests positive for COVID-19, the child must quarantine and not return to school until he/she has met the local health department and CDC criteria to end quarantine which are:

- Three or more days without a fever, and
- At least a 75% reduction of other COVID-19 symptoms, and
- 10 days have passed since the onset of symptoms or positive test.

All South Range Local School employees must follow all health guidelines in place for students.

COMMUNICATION OF POSTIVE CASES

When the administration is made aware of a positive COVID-19 case, either the administration or school nurse will contact the parents of the student. The administration or school nurse will work with the local health department and follow all procedures required for any staff member or student who has been exposed. Family information will be shared with the local health department to support communication regarding the exposure and close contact.

The school district will communicate positive cases and areas affected while maintaining the individual's privacy. The school will take the advice of the local health department regarding closure of a classroom, part of the school, or the entire school. Whenever there is a positive case the classroom the room will be disinfected again. All rooms are disinfected nightly. In the event of a class or school closure students will be expected to follow their school schedule remotely. Teachers will provide instruction through their Google Classrooms.

The district will be sending home letters to the classroom that has been impacted by a positive case. The district will not be making district One Calls unless it impacts the district or an entire building.

COMMUNICATION OF A STUDENT/STAFF MEMBER SENT HOME WITH SYMPTOMS

Until the student/staff member has tested positive, the school will not communicate the information. The student/staff member will be expected to remain home and follow the above guidance.

FAQ

WHAT CLEANING WILL TAKE PLACE IF A CHILD OR TEACHER IS SENT HOME

If a child or teacher is sent home with COVID symptoms, the student will be taken to another location, custodial staff will come to the room and disinfect the desks and high-touch areas. After an appropriate length of time, the students will return to the classroom.

WILL THE CLASSROOM NEED TO QUARANTINE IF THERE IS A POSITIVE CASE IN THE ROOM?

The district will work with the Mahoning County Health Department to complete close contact tracing and then communicate with those impacted by the close contact (6ft. for longer than 15 min). Unless advised to quarantine the classroom, we will not close a classroom.

IF MY CHILD HAS SPECIAL NEEDS AND CAN NOT WEAR A MASK WHAT DO WE NEED TO DO?

Per the recent state mandate, all K-12 students are to wear a mask. The governor has released guidelines on how to address students who have special needs, medical, and behavioral concerns. The expectation is that parents are having students practice mask wearing. If a student has one of the above mentioned needs, parents are to communicate with the building administration prior to the start of school to determine if they are permitted to wear a shield. This is a case by case decision following the orders from the governor.

HOW WILL THE CAFETERIA MAINTAIN SOCIAL DISTANCE?

Grades 7-12 are the grades that will eat in the cafeteria. There will be three lunch periods which will allow the school to reduce the cafeteria capacity. There will be assigned seating and procedures to reduce crowding in the lunch lines. Upon a 5 day-a- week return, students will be closer to the 3 feet separation. They will be asked to immediately place masks on once they are finished eating. K-6 will remain in their rooms and eat at their desks. We have purchased barriers so that all the students can remove their masks and talk freely.

WILL THERE BE TIMES STUDENTS CAN TAKE OFF THEIR MASKS?

Presently, in accordance with the present orders the only time students are permitted to remove their masks will be during lunch and physical activity that is 6 feet or further apart.

WHAT HAPPENS IF A CHILD FALLS ILL OR IS QUARANTINED? HOW DOES THIS IMPACT THEIR ATTENDANCE?

Students who are in attendance as a face-to-face student will continue their education via the teachers Google Classroom. If a child is quarantined, they will be expected to complete all lessons loaded into Google Classrooms, eLearning activities, and communicate with teachers during school hours. The students who are quarantined, completing work at home, will be considered in attendance if work is being completed in the time teachers have assigned. If a child is ill, they will be considered absent and will be provided time to make up their work. We understand that there are varying levels of illness and we ask parents to communicate with the administration regarding when a student can or cannot complete work due to COVID quarantine or illness.

WHAT IF MY CHILD REFUSES TO WEAR A MASK?

The district has a remote learning option that will allow the student to continue their education remotely. If a child refuses to wear a mask, the administration will work with the parent to assign the student to remote learning.

WILL ITEMS BE WIPED DOWN PRIOR TO ROTATIONS?

Yes, we have sanitizing resources as well as disinfectants to support the cleaning of items prior to rotating to another location.

WILL THERE BE ISOLATION/QUARANTINE ROOMS?

Yes, there will be isolation/quarantine rooms in each building. Students will be monitored until they are picked up. Rooms will be disinfected as soon as the student is picked up.

IF A CHILD OR STAFF MEMBER IS QUARANTINED BECAUSE OF A FAMILY MEMBER WHO HAS TESTED POSITIVE, WILL THE SCHOOL NOTIFY FAMILIES OF THE CLASSROOM?

If the individual who is positive, does not attend South Range Local Schools, a notification will not be made. Until a student who is quarantined with the staff member or family member, tests positive there will not be a notification. If the student tests positive during the close contact quarantine, the district will

communicate with the Mahoning County Health Department to determine if there is a need to complete close contact tracing and notify families.

Although this may seem overwhelming, we hope that parents/families can see the time, effort, and care that the district has invested in creating a healthy, safe, and educationally sound environment for all of our students.