



CLINTON-MASSIE LOCAL SCHOOLS

2556 LEBANON ROAD ▪ CLARKSVILLE, OH 45113

PHONE: 937.289.4166 ▪ FAX: 937.289.3616

WWW.CMFALCONS.ORG

Reopening our Schools

The health and safety of our students, staff, and families are of the utmost importance. When the 2020-21 school year begins at Clinton-Massie, on-campus school will look much different than previous years due to new health and safety measures.

This plan was developed with guidance from the Ohio Department of Health and the Ohio Department of Education in collaboration with the Clinton and Warren County Health Departments, a team of administrators with feedback from building leadership teams, and other school districts.

As with anything in these unprecedented times, this plan could change with new or additional information.

Changes and updates will be shared with our families through our regular communication channels. District plans will be updated as the situation evolves.

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Clinton-Massie Local Schools

2020-2021 Reopening Framework

Our framework is based on the following guiding principles:

- 1) Protect the health and safety of students and staff.
- 2) Follow the guidance set out by Ohio, Warren, and Clinton County health authorities and ODE.
- 3) Provide students with a familiarity of school routines to foster social/emotional and academic learning.
- 4) Provide clear expectations to students, teachers, and parents for the return to school.
- 5) Respond with flexibility to changing circumstances and operate with various instructional models as needs demand.

Within the framework, district families will choose one of the following two instructional models:

| | | |
|---|--|-----------------------|
| <p><u>Option 1</u></p>  | <p>5-DAY A WEEK IN-PERSON & IN-BUILDING LEARNING MODEL</p> <p>STUDENTS LEARN WITHIN A PHYSICAL BUILDING & CLASSROOM WITH FACE-TO-FACE INSTRUCTION</p> <p>DISTRICT SAFETY PROTOCOLS IN PLACE</p> | <p>pg. 1-6</p> |
| <p><u>Option 2</u></p>  | <p>VIRTUAL EDUCATION LEARNING MODEL</p> <p>STUDENTS LEARN FROM HOME IN ONLINE ENVIRONMENT</p> <p>CMLS TEACHERS FACILITATE, MONITOR, AND SUPPORT</p> | <p>pg. 11</p> |
| <p><u>ADDITIONAL INFORMATION</u></p> | <p>FAMILIES CHOOSING OPTION 2 MUST NOTIFY THE DISTRICT BY <u>AUGUST 5th</u></p> <p>FIRST DAY FOR STUDENTS IN BOTH MODELS: <u>AUGUST 26TH</u></p> | |

★ This is a working document. All future changes made in accordance with changing health recommendations, state guidelines, or district needs will be communicated by the District Administration.

OPTION 1



5-DAY A WEEK IN-PERSON & IN-BUILDING LEARNING MODEL

STUDENTS LEARN WITHIN A PHYSICAL BUILDING & CLASSROOM

DISTRICT SAFETY PROTOCOLS IN PLACE

General Expectations

In partnership with the Clinton and Warren County Departments of Health, CMLS has determined the following protocols to promote a safe return to school.

| <u>Parent Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|--|--|---|
| <ul style="list-style-type: none">• Conduct a student wellness check daily including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.• Provide a face covering for your student to wear.• Provide your student with a water bottle daily as water fountains will only be available to fill bottles.• No visitors past the front office of the school unless participating in a required school meeting.• If picking up an ill student, conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.• Follow the posted guidelines and read all signage whenever entering the building.• Wearing a face covering is required for visitors when entering district facilities.• Ensure contact information in Final Forms is up to date in the event the nurse needs to contact home.• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. | <ul style="list-style-type: none">• CMLS staff members are expected to maintain a physical distance of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate.• All staff members will wear face coverings while in class with students, and in common areas where staff and students are present.• Wash hands / use hand sanitizer regularly.• Follow coughing and sneezing etiquette.• Assist in assuring surfaces within classrooms and common areas are cleaned frequently (especially high-touch areas).• Follow the specific health and safety protocols communicated by the district.• Custodial staff will follow all cleaning protocols in accordance with the recommendations of the Clinton and Warren County Departments of Health. | <ul style="list-style-type: none">• Students are expected to maintain physical distancing of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate.• <u>It is required</u> that students wear personally provided face coverings at school including classrooms, buses, during arrival & dismissal, in hallways (the district will initially provide masks to students who cannot secure them).• Wash hands / use hand sanitizer regularly.• Follow coughing and sneezing etiquette.• Assist in assuring areas within their direct control remain clean.• Follow specific health and safety protocols communicated by district staff and administration. |

| Classrooms | | |
|---|--|---|
| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
| <ul style="list-style-type: none"> Classrooms reconfigured to maximize social distancing where feasible. All classrooms will have hand sanitizers and cleaning supplies provided by the school district. Students in grades 3-12 are <u>required</u> to wear face coverings. Limit or eliminate shared supplies. All excess furniture will be removed from the classrooms. All desks will face the same direction (ex. front of the classroom). Classroom doors will be left open to increase airflow and limit the number of door handle touches. | <ul style="list-style-type: none"> Teachers/Staff are required to wear face coverings while in class with students. Students assigned to seats within classrooms. Staff will be required to disinfect the desks, chairs, and common touch surfaces between each class period. Students will assist in this process when possible. Staff will configure classrooms to maximize physical distancing. | <ul style="list-style-type: none"> Wearing a face covering is <u>required</u> when entering, exiting, or moving around the classroom. Wearing a face covering is <u>required</u> when working directly with staff (i.e. one-on-one, small group instruction, etc.). Wearing a face covering is <u>required</u> when working closely with other students in small groups or lab settings. Maintain maximum physical distance from peers whenever possible. Follow cleaning protocols as communicated by building staff. |
| Hallways, Lockers, Restrooms, and Common Areas | | |
| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
| <ul style="list-style-type: none"> Two-way traffic may occur and face coverings are <u>required</u>. When traveling down hallways and using stairs, stay to the right. Water fountains will only be used to fill water bottles. Lockers cannot be shared. Follow the posted guidelines and read all signage. Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing. | <ul style="list-style-type: none"> Teachers/Staff are required to wear face coverings while in hallways with students. Significantly limit the use of hall passes, as determined by each building principal. Supervise hallways and common areas to ensure students are reporting immediately to class. Supervise the implementation of the locker use schedule. Custodians will disinfect restrooms daily. | <ul style="list-style-type: none"> Wearing a face covering is <u>required</u> when in hallways or at lockers. Report immediately to classroom or assigned area upon arrival to school. Carry a water bottle as water fountains will not be available for use. Follow all signage and staff directions in the hallways and common areas. Stay to the right when traveling down hallways and/or using stairwells. Follow locker use procedures as provided by staff for buildings that utilize student lockers. |

Dropoff, Pick Up, and Visitors

| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|---|---|---|
| <ul style="list-style-type: none"> No visitors past the front office of the school unless participating in a school required meeting. Student dropoff and pickup locations will be spread throughout the school building to reduce overcrowded spaces. Specific details will be created by building principals before school starts. Waiting areas will be eliminated. Stay in vehicle at morning drop off/afternoon pick up and follow building routine. | <ul style="list-style-type: none"> Teachers/Staff are required to wear face coverings while in hallways with students. Supervise hallways and common areas to ensure students are reporting immediately to class. Ensure classroom doors are propped open at arrival and dismissal. Eliminate the use of parent and community volunteers to ensure the safety and health of students and staff. | <ul style="list-style-type: none"> Wearing a face covering is <u>required</u> when entering, exiting, or moving around the building. Students will report directly to their assigned classroom/area upon arrival to school. Students will maintain physical distancing from peers whenever possible in hallways, common areas, offices, etc. |

Transportation

| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|---|---|---|
| <ul style="list-style-type: none"> Students will have assigned seats. Siblings will be assigned seats together to minimize contamination and make contact tracing more effective. Face coverings are required for drivers; and the district <u>requires</u> students to wear a face covering while on the bus. Buses will load from back to front and students will maintain their assigned seats. Buses will empty front to back (when feasible). | <ul style="list-style-type: none"> Each bus will have all windows open, to allow for air circulation, weather permitting. Drivers are required to wear a face covering. Ensure the bus is disinfected following outlined safety protocols. | <ul style="list-style-type: none"> Conduct a student wellness check daily including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Maintain appropriate physical distancing while at the bus stop and while entering the school building. Sit in your assigned seat, with a sibling when applicable. Wearing a face covering while riding the bus is <u>required</u>. Remain seated, facing forward while riding the bus. |

| Lunches and Cafeteria | | |
|---|---|---|
| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
| <ul style="list-style-type: none"> ● All district buildings will offer food service (breakfast/lunch). ● Food will be distributed in “to-go” boxes/sacks. ● Logistics will be determined by each building in compliance with Clinton/Warren County Health Departments based on current requirements: <ul style="list-style-type: none"> ○ Additional locations will be utilized depending on the building. ○ No self-service of food items permitted ○ Face coverings are <u>required</u> to be worn in the food service line ○ Individual condiments will be used ○ Marked assigned seats | <ul style="list-style-type: none"> ● Staff will be required to wear a face-covering when circulating around designated eating/kitchen areas. ● Cafe workers/lunch monitors to clean and disinfect serving areas and tables before and after each lunch. | <ul style="list-style-type: none"> ● Wearing a face covering is <u>required</u> when in line or moving around the cafeteria. ● Sit in designated seats. ● Follow guidelines for restroom use during lunch periods. ● Follow all directions and protocols communicated by the school staff. ● Follow social distancing guidelines when going through the cafeteria line and the serving area. |
| Meetings/Conferences | | |
| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
| <ul style="list-style-type: none"> ● No physical assemblies or large student meetings will be held until further notice. ● No physical field trips will be held. ● Meetings will be held virtually where possible. ● In-person meetings should follow appropriate physical distancing protocols and it is required to wear face coverings when entering, exiting, and moving around the school building. ● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms. | <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/guardians or school staff. ● Follow physical distancing protocols. ● Wearing a face covering is required when attending a meeting. | <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/guardians or school staff. ● Follow physical distancing protocols. ● Wearing a face covering is <u>required</u> when entering and exiting a meeting, or when moving around the building to attend a meeting. |

Office

| <u>General Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|---|---|---|
| <ul style="list-style-type: none"> Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms. Seating areas will be properly socially distanced. Face coverings will be required for all visitors to the office. Follow the posted guidelines and read all signage. | <ul style="list-style-type: none"> Custodians will disinfect the office on a regular schedule. Wearing a face covering is required when moving around an office area. Follow physical distancing protocols where possible. Monitor and control the number of people in the office at any given time. Wash hands / use hand sanitizer regularly. Follow coughing and sneezing etiquette. | <ul style="list-style-type: none"> Follow physical distancing protocols where possible. Wearing a face covering is <u>required</u> when moving around an office area. |

Health Services

School buildings will have separated areas for the clinic (nurse's office) and a quarantine room. Students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans, will be seen in the clinic.

| <u>Parent Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|---|---|--|
| <ul style="list-style-type: none"> Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. It is strongly recommended that a parent/guardian provide a face covering for your student to wear on the bus and while at school. Ensure contact information is up to date in Final Forms in the event the nurse needs to contact home. Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. | <ul style="list-style-type: none"> Conduct a wellness check daily including temperature prior to coming to school. Anyone with temperatures over 100°F should stay home. Ensure information is up to date in Final Forms. Nurses will wear a mask or face shield when working individually with students. Workspace will be kept clean and sanitized. Ensure physical distancing protocols are followed when possible. Ensure the clinic or quarantine room is disinfected immediately following a student entering who is exhibiting symptoms. Ensure doors to the clinic are open to minimize the use of door handles and to ensure maximum airflow to the area. | <ul style="list-style-type: none"> Use designated entrances and exits to the clinic and quarantine room as directed. Follow physical distancing protocols as much as possible. Wearing a mask is required when visiting either the clinic or the quarantine room. Follow the posted guidelines and read all signage. |

Remote Learning

(if state or local regulations require a school closure, we would shift into remote learning)

| <u>Parent Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|--|--|--|
| <ul style="list-style-type: none">• Monitor student progress on coursework.• Developing a “school schedule” is recommended to keep routines in place. | <ul style="list-style-type: none">• Create engaging lessons using a variety of strategies.• Use Class Dojo, Google Classroom, or Canvas as a platform for all assignments, links to resources, etc.• Grade work in a timely manner and provide feedback to students.• Office hours/class meeting times to be established in conjunction with building leadership. | <ul style="list-style-type: none">• Communicate questions and concerns to teachers.• Participate in virtual sessions as scheduled.• Follow a regular “school schedule” to help keep routines.• Complete assignments according to timelines. |

What Does An Exposure To COVID-19 Look Like?

According to the Center for Disease Control and Prevention (CDC), close contact is defined as any individual who was within 6 feet of an infected person for at least 10-15 minutes starting from 2 days before illness onset of COVID-19. Other variables, such as wearing a mask and how the actual classroom is arranged and operated will impact individuals that are identified as close contacts and need to quarantine for 14 days.

Illness And COVID-19

Student Illness

- Any student with a fever over 100°F should stay home.
 - Any student who has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:
 - Any of the following symptoms: cough, shortness of breath, or difficulty breathing
- OR**
- Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea)
- OR**
- Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea) AND an epidemiological link to a case of COVID-19.

Returning To School After An Illness

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

Communications When A Student/Staff Member Has Been Diagnosed With A COVID-19 Positive Case

- Communication will be developed by the Clinton County Health Department, not the school district. A common template will be developed to include the following:
 - Specify to parents which classroom/bus/school/other school activity the confirmed case was in. More generalized statement to building staff.
 - The school district will cooperate with the Clinton County Health Department in contact tracing to identify close contacts of the case of COVID-19.
 - A 14-day quarantine will be required of any student/staff member who is determined to have close contact with the case of COVID-19 by the Clinton County Health Department.
 - The Clinton County Health Department will write a letter for the school district to use and the letter will explain/define what is considered close contact to a COVID-19 case that will result in quarantine.

Clinton-Massie Face Covering Policy

USE OF FACE MASKS/COVERINGS

The Board of Education is committed to providing students, staff, and visitors with a safe and healthy environment.

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

STAFF

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

STUDENTS

Pursuant to the [Director's Order Requiring the Use of Facial Coverings in Child Education Settings](#) it is required that all students in grades K-12 wear face masks/coverings in the following areas:

- On the bus
- Entering and exiting the buildings
- Hallways during transition periods to class, lunch, and restroom breaks
- In the classroom when working in small groups, experiments, or cannot maintain at least 6' social distancing
- Teacher-directed face-covering breaks will be implemented throughout the day.

Cloth face masks/coverings should:

- Fully cover the mouth, nose, and chin;
- Not create difficulty breathing while worn; and
- Held secure through either a tie, elastic, etc. to prevent slipping.

Face masks shall not include respirators (as those should be reserved for healthcare workers), masks designed to be worn for costume purposes, etc. All face masks/coverings shall meet the requirements of the appropriate dress code policies and/or codes of conduct. Clinton-Massie Local Schools have been given surgical masks from the Clinton County EMA. Surgical masks will be used as a temporary solution for students that have forgotten their mask or their mask has been rendered unsafe.

EXCEPTIONS

Exceptions to the face-covering policy may be made for the following:

- Anyone who has trouble breathing;
- Facial coverings that significantly interferes with the learning process;
- Individuals may receive approval from District administration after discussing their request not to wear a face-covering/mask due to a physical, mental, or developmental health condition, if wearing a mask would lead to a medical emergency or would introduce significant safety concerns. In line with the Governor's guidance a medical exemption form can be found [here](#).
 - In this exception, the District administration may also discuss other possible accommodations for the student or staff member. Such discussion shall follow District policies.

The Clinton-Massie Local School District is required to provide written justification to the local health officials, upon request, explaining why a staff member is not required to wear a facial covering in the school. Therefore, if any of the above exceptions are made, the request for such an exception must be submitted in writing to the individual's supervisor, and a decision on the request will be provided in writing. An individual may be required to wear a face shield or other face-covering as appropriate for the accommodation of this face-covering requirement. Any school nurse or staff who care for individuals with COVID-19 symptoms must use appropriate personal protective equipment (PPE) in accordance with OSHA standards.

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

Clinton-Massie Local Schools 2020-2021 School Year Calendar

Staggered Start will be students A-G only on Aug. 26th, H-O only on Aug. 27th, and P-Z only on Aug. 28th. We understand that some households have multiple last names please contact your building principal synchronize household attendance.



| AUGUST '20 | | | | | | |
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| JANUARY '21 | | | | | | |
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| FEBRUARY '21 | | | | | | |
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| OCTOBER '20 | | | | | | |
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| MARCH '21 | | | | | | |
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| NOVEMBER '20 | | | | | | |
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| APRIL '21 | | | | | | |
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| DECEMBER '20 | | | | | | |
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| MAY '21 | | | | | | |
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| 30 | 31 | | | | | |

- Teacher In-Service/No School
- Staggered Start (P-Z)
- MS/HS - End of Quarter Dates
- No School

- First Day of School/Staggered Start (A-G)
- Conf. Exchange Day/No School
- ES - End of Trimesters
- 2-HR Early Release

- Staggered Start (H-O)
- 2-HR Late Arrival
- Last Day of School

Rev. 8/03/2020

OPTION 2



VIRTUAL EDUCATION LEARNING MODEL STUDENTS LEARN FROM HOME IN ONLINE ENVIRONMENT VIRTUAL EDUCATION COORDINATOR(S) FACILITATE, MONITOR, AND SUPPORT

GENERAL INFORMATION

- This option is different from what students experienced during remote learning last spring.
- Families choosing this model must commit to participate for an **entire semester** at a minimum. Students will not be permitted to transition between Option 1 & Option 2 within a semester.
- The remote learning model will follow a rigorous district approved online-based curriculum and instructional platform. While this curriculum will align with state standards, it may not mirror the same pacing, sequence, or activities as the district’s “in-building” instruction. Students will earn letter grades in each course based on submitted coursework.
- Virtual Education Coordinators (VEC) will facilitate, monitor, and support student progress through this virtual curriculum and communicate regularly with families.
- VEC(s) will not deliver live instruction within this instructional model, however, they will hold check-in meetings via email, phone conference, or a virtual platform with students and families to facilitate progress.
- Clinton-Massie will provide a device to use for virtual learning. However, families will need to provide reliable internet access for the student’s success. If reliable internet access is unavailable, parents will need to request assistance from Clinton-Massie Local Schools by emailing david.moss@cmfalcons.org. If assistance cannot be provided, the family understands that the student(s) may need to attend in-person school as offered by Clinton-Massie.
- **Families selecting the remote learning model must complete the registration form or make a phone call to (937) 289-2471 by August 5th by 2:30 pm.**

| <u>Parent Expectations</u> | <u>Staff Expectations</u> | <u>Student Expectations</u> |
|--|---|---|
| <ul style="list-style-type: none"> ● Attend a district remote learning orientation session. ● Monitor student daily progress on assignments. ● Assure student is attending daily by completing daily assignments. ● Developing a set schedule and established routine for the student is recommended. ● Communicate questions and concerns immediately to the VEC(s). | <ul style="list-style-type: none"> ● VEC(s) will assist students with the use of the online platform, pacing, and providing feedback on assignments and assessments. ● Students and VEC(s) will participate in virtual check-in meetings designed to support student course progress at a minimum of once a week. ● VEC(s) will be available for office hours during typical school hours of the student’s home building. One session will be available in the morning and one in the afternoon. ● VEC(s) will grade work in a timely manner. | <ul style="list-style-type: none"> ● Students will not come to their school building for instruction but will work from home. ● Students will work with the VEC(s). ● Students will need to complete assigned lessons, assignments, and assessments daily. ● Students will enroll in courses in all core areas and have limited access to elective courses. ● Students will communicate questions and concerns immediately to their VEC(s). ● Students will participate in virtual check-in meetings at least weekly with the VEC(s). ● Students will earn letter grades for their course work. ● Students may continue to participate in after-school activities at their home school building, including extra-curricular activities. |

continued



VIRTUAL EDUCATION LEARNING MODEL EXPECTATIONS
STUDENTS LEARN FROM HOME IN ONLINE ENVIRONMENT
VIRTUAL EDUCATION COORDINATOR(S) FACILITATE, MONITOR,
AND SUPPORT

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CMLSD will follow mandates/requirements required by the [Governor](#), [Ohio Department of Health](#), and [Ohio Department of Education](#). **These mandates/requirements may affect any/all proposed courses of action.**

Guiding Principles

- All students and families will have access to high quality, research-based educational material, and to the supports needed to successfully access those materials.
- Students will have access to meaningful/high-quality educational materials that align with State standards.
- Students and teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students’ contexts (their mindset, feelings, responsibilities, home considerations, etc.).
- Simplicity is best during this time - simplicity of the framework, communication structures, and of expectations.
- Support the whole child - their mental health, nutritional needs, and safety needs.
- Parents and other caregivers need access to clear information and ample resources.
- Teachers may need support, encouragement, and compassion to ensure their success and resilience.
- The Virtual Education Learning Option will be taught by CMLS teachers, who will function as Virtual Education Coordinators (VEC) for the 2020-21 school year.

Educator Commitments

As VEC(s) are implementing our Virtual Education Learning Model, they will...

- Complete all required tasks, including taking “attendance”, providing instruction via [Google Classroom/ClassDojo/Canvas/Apex Learning/SchoolsPLP](#), and through instructional videos and/or office hours on [Google Meet/Zoom](#), checking on students’ emotional wellbeing, and offering feedback on student learning.
- Be available to students via phone, [email](#), [Google Meet](#), [Google Classroom](#), or other technology for a similar amount of time as they would if students were physically in school.
 - Electronic communication platforms will be used in accordance with District guidelines.
- Collaborate with colleagues (teachers, counselors, social works, administration, etc.) to address needs that arise along the way.
- Participate in appropriate collaborative meetings (exact requirement to be determined in conjunction with building leadership).
- Communicate with their Principals/Assistant Principals as described in the “[Keeping Students & Families Informed](#)” section on this plan.
- Provide a range of meaningful learning opportunities and resources that engage and meet the needs of all learners.

Student and Family Commitments

As students and families are implementing this Virtual Education Learning Model, we need your help...

- Having students establish and follow regular daily routines to the greatest extent possible.
- Ensuring students get enough sleep.
- Designing a specific space to work on virtual learning activities.
- Follow the syllabus and monitor the progress of your child.
- Setting sensible time limits for students’ technology use.
- Reviewing communication from the District and buildings as frequently as possible but at least weekly.
- Completing assigned activities to the greatest extent possible.
- Discussing remote learning experiences and needs and communicating these with our staff.

What Would Instruction Look Like:

K-5 Virtual Learning Option

- Approximately 80 min (K-2) and 120 min (3-5) of screen time a day
- Attendance will be tracked by seat work time and percent progress in each class.
- VECs will be using an entirely online curriculum ([SchoolsPLP](#)) tied to [State of Ohio standards](#); activities and pacing will vary.
- VECs are certified CMLSD teachers but may not be specifically credentialed in the grade level/subjects taught.
- Students have flexibility in their schedule to complete learning tasks within the day.
- Students will experience synchronous small group learning sessions and check-ins through [Google Meet/Zoom](#).
- VECs will provide ongoing feedback through digital platforms.
- A variety of assessments may be used. Grading procedures will be consistent with a traditional grading system. (The ES currently used a standards-based grading structure. This virtual learning option will operate on an A-F scale)
- Students will be responsible for taking district-wide assessments. ([MAP](#), [AIR](#), etc.). This information will be provided to you by the VEC.
- VECs will hold office hours for students to ask questions and receive additional support.
- VECs may require activities to complete offline. Consideration should be given to needed additional materials.
- The learning environment may impact the the method of delivery for service options available through an IEP or 504, as well as services for EL and gifted students, among others.
- All students will have the same learning experiences/courses. Courses will not be identified as honors, gifted, etc.
- Specials/elective classes will be tied to state standards but will likely not follow district curriculum pacing and learning activities. This content may also be embedded in the four core courses.
- **Families must commit to this plan for the first semester. (Ending December 18, 2020)**

6-12 Virtual Learning Option

- Approximately 120 min to 180 min of screen time a day
- Attendance will be tracked by seat work time and percent progress in each class.
- This will not look like a traditional day. The programming is self-paced; however, students must maintain appropriate progress in each course. VECs will provide intervention or enrichment as needed.
- VECs will be using the [Apex Learning](#) curriculum. Although this curriculum is aligned with standards and resembles CMLSD on-site courses, it is not exactly the same. Activities and pacing will vary.
- Students will be enrolled in at least five courses to be considered full-time.
- VECs are certified CMLSD teachers but may not be specifically credentialed in the grade level/subjects taught.
- Students have flexibility in their schedule to complete learning tasks within the day. It is highly recommended to set a consistent schedule for yourself to complete work and maintain appropriate progress for each course.
- Students will experience synchronous small group learning sessions and check-ins through [Google Meet/Zoom](#).
- VECs will provide ongoing feedback through digital platforms.
- A variety of assessments may be used. Grading procedures will be consistent with the system currently used by the MS/HS.
- Students will be responsible for taking district-wide assessments. ([AIR](#), etc). This information will be provided to you by the VEC.
- VECs will hold office hours for students to ask questions and receive additional support.
- VECs may require activities to complete offline. Consideration should be given to needed additional materials.
- The learning environment may impact the method of delivery of service options available through an IEP or 504, as well as services for EL and gifted students, among others.
- All students will have the same learning experiences/courses. Courses will not be identified as honors, gifted,

etc.

- Like core courses, [Apex Learning](#) electives will be tied to state standards but will likely not follow district curriculum pacing and learning activities.
- Accredited and approved by the [College Board](#) and [NCAA](#).
- **Families must commit to this plan for the first semester. (Ending December 18, 2020)**

How will VECs track attendance:

- VECs will be responsible for reporting student attendance in accordance with state requirements and ODE guidelines, whether instruction is provided in person or remotely. The administration, with input from VECs, shall develop guidelines for tracking attendance in a remote learning environment (i.e. requiring student log-in to online classes or communication between students and VECs via email or phone)
- VECs will also be responsible for assigning and documenting students completion of work in a remote learning environment and/or participation in online classes, and for following up with the student’s parent/guardian as appropriate when it appears that a student is not participating in learning opportunities.
- Traditional attendance will be taken during any face-to-face learning days.

Available Courses for K-12

[SchoolsPLP](#) curriculum is developed using a backwards design approach scaffolded both vertically and horizontally offering ample opportunities for student practice. The District is currently exploring options for additional classes and electives.

K-5 Available Classes

| <u>Kindergarten</u> | <u>1st Grade</u> | <u>2nd Grade</u> |
|--|--|--|
| <ul style="list-style-type: none"> ● English ● Mathematics ● Science ● Social Studies ● Health ● Physical Education | <ul style="list-style-type: none"> ● English ● Mathematics ● Science ● Social Studies ● Art ● Music ● Physical Education | <ul style="list-style-type: none"> ● English ● Mathematics ● Science ● Social Studies ● Art ● Music ● Physical Education ● Cursive Handwriting |
| <u>3rd Grade</u> | <u>4th Grade</u> | <u>5th Grade</u> |
| <ul style="list-style-type: none"> ● English ● Mathematics ● Science ● Social Studies ● Art ● Music ● Physical Education ● Cursive Handwriting | <ul style="list-style-type: none"> ● English ● Mathematics ● Science ● Social Studies ● Art ● Music ● Physical Education ● Cursive Handwriting | <ul style="list-style-type: none"> ● English ● Mathematics ● Science ● Social Studies ● Art ● Music ● Physical Education ● Intro to Typing |

Available Courses for K-12 (continues)

Whether providing greater challenge for accelerating students or more support for struggling students, [Apex Learning](#) digital curriculum meets each student where he or she is. Students will confidently meet the requirements for courses using the standards-based digital curriculum. **VECs will work with students to determine appropriate class selections.**

6-12 Available Classes

| Social Studies | Math | Science |
|--|---|--|
| <ul style="list-style-type: none"> ● MS Contemporary World ● MS World History ● MS U.S History ● MS Civics ● Geography & World Cultures* ● World History ♦ ● Modern World History ● U.S. History ♦ ● U.S. Government and Politics* ♦ ● Economics* ● Multicultural Studies* ● Sociology* ● Psychology* | <ul style="list-style-type: none"> ● Math 6 ● Math 7 ● Math 8 ● Algebra I ♦ ● Geometry ♦ ● Algebra II ♦ ● Mathematics I ● Mathematics II ● Mathematics III ● Precalculus ♦ ● Financial Literacy* ● Mathematics of Personal Finance ● Probability and Statistics | <ul style="list-style-type: none"> ● Science 6 ● Science 7 ● Science 8 ● MS Physical Science ● MS Life Science ● MS Earth and Space Science ● Earth Science ● Environmental Science ● Physical Science ● Biology ♦ ● Chemistry ♦ ● Physics ♦ |
| English | World Language/Add'l Electives | Career/Tech |
| <ul style="list-style-type: none"> ● English 6 ● English 7 ● English 8 ● English 9 ♦ ● English 10 ♦ ● English 11 ♦ ● English 12 ♦ ● Creative Writing* ● Media Literacy* | <ul style="list-style-type: none"> ● Spanish I ● Spanish II ● Spanish III ● French I ● French II ● Computer Science Foundations ● College & Career Preparation I* ● College & Career Preparation II* ● Art Appreciation* ● Music Appreciation ● Physical Education* ● Health* | <ul style="list-style-type: none"> ● Accounting I ● Accounting II ● Business Applications* ● Computer Applications* ● Human Resources Principles ● Information Technology Applications* ● Introduction to Business and Technology ● Principles of Business, Marketing, and Finance ● Principles of Health Science ● Principles of Information Technology |

* =Semester Course

♦ = Honors Course is available

If student has already registered for online [CCP courses](#) for 2020-21, then those remain an option only for those that have already registered

Virtual Education Learning Model Expectations

Parent/Guardian Expectations

- Monitor student progress on coursework.
- Develop and follow a “school schedule” to keep routines in place for students while working at home.
- Communication questions and concerns to the VECs immediately.
- Read (and respond to when necessary) the communication from the District, building principal and VECs.
- Provide internet access for student use. Work with CMLSD to secure internet access if needed and possible.

Student Expectations

- Grades K-5 will utilize [SchoolsPLP](#) (and other tools as needed) to complete and submit assignments.
- Grades 6-12 will utilize [APEX Learning](#) (and other tools as needed) to complete and submit assignments.
- Check necessary technology tools multiple times during the day.
- Check CMLS [email](#).
- Develop and follow a “school schedule” to keep routines in place for students while working at home.
- Communicate questions and concerns to the VECs immediately.
- Attend assigned check-ins with VECs.
- Adhere to positive digital citizenship routines (to be reviewed by VEC) and follow the [CMLSD Responsible Use Policy](#) while online/using CMLSD devices.
- Follow proper safety precautions to keep your device in good working order.

VEC Expectations

- All students will be loaned a device which they can take home.
- Grades K-5 will utilize [SchoolsPLP](#) (and other tools as needed) to complete and submit assignments.
- Grades 6-12 will utilize [APEX Learning](#) (and other tools as needed) to complete and submit assignments.
- All VECs will be required to hold daily office hours and regular check-ins with students or groups of students.
 - Daily office hours - open time for all students to receive support.
 - Regular Check-Ins
 - Every student will be scheduled to attend a check-in with teacher(s) on a regular basis depending on grade level. Check-ins can be on an individual basis or in small groups of students.
 - Additional targeted check-ins for students that need additional support.
 - Specific office hours will be created once the total enrollment for the Virtual Education Learning Model is determined.
- All staff members will be required to respond to all emails within a 24-hour period that falls within normal school days.
- Attending required meetings, including district, building or teacher.
- See [Keeping Families and Students Informed](#) section.

- Refer any discipline concerns to the appropriate building leadership.

Keeping Students and Families Informed

- Any changes to the Virtual Education Learning Model or district-wide updates will come from the Central Office and will be communicated to all participants.
- Every Friday by 12:00 pm, VECs will provide their Principal and the Director of Innovation and Learning with the following information:
 - An update on any additional instruction provided that was outside of the scope of [SchoolsPLP/Apex Learning](#).
 - The names of students that did not engage in two-way communication during the week so we can track “attendance” as required by the State.
 - Information about students/families who might need support from administration, counselors or other resources outside the building (food distributions, access to social emotional supports, etc) that could not be solved during the week.
 - Important notes for the upcoming week
 - Any questions or needs they have.