

KEYSTONE LOCAL SCHOOLS RESTART GUIDE 2020-21

Draft as of July 27, 2020

Dear Keystone Family,

Here at Keystone, we are committed to providing a safe, healthy and welcoming learning environment. We are working diligently to balance providing quality instruction with maintaining the health and well-being of our students, staff, families and community. Below you will find the learning models for the upcoming school year. We will be providing a face-to-face model as well as an online model. The online model will depend on the number of children choosing that model. If we have about 25% of students opting for online, we will be using the Learning Model #2: Keystone Digital Academy. If our numbers are higher than we anticipate, we will utilize Learning Model #3: Remote Learning 2.0 for the additional students who opt for the Digital Academy. Please note, the model you choose, will be the model your child will be committed to for the entire first semester, August 31 - January 15th. Near the end of the first semester, you will be given the opportunity to re-evaluate what model you feel is best for your child. These models were created with the feedback from the community and staff surveys along with the Lorain County Public Health, Ohio Department of Education and the Ohio Department of Health Reset and Restart Guidelines. Individual building plans will be included when available.

We all want to bring children back to school, but it has to be in a safe manner. Our Lorain County Health Commissioner, Mr. Dave Covell, has stated we must have “barriers” between all people in our buildings. Examples of barriers include face coverings, 6 feet of separation, and plexiglass shields. In order to reopen it is recommended that we must have at least one barrier between people. Mr. Covell also recommended limiting the amount of exposure a child has to others and each building plan will reflect this. We must also have frequent hand washing and cleaning of shared spaces. In order to prepare our staff and children for changes to how school will work at least this first semester, I will recommend to our BOE to delay the start of school. In addition, we may start the school with a “soft” start where we bring half the children in one day and the other half another day to explain expectations, routines and processes to students along with practicing and adjusting our new routines prior to having all students return that are not joining our Keystone Digital Academy.

Please continue to be patient and flexible as we continue to strive to meet each child’s and staff member’s needs. We are navigating through uncharted territory, and we will be doing our best to provide each child, staff member and family with the safest learning environment possible while also staying up to date on the most current guidance from the local health department and Ohio Department of Education. These plans are subject to change at any time based on the guidance given. This year will be different, we want to get back to “normal”, but until then, it will be important to be flexible and patient. Thank you.

Dan White
Superintendent
Keystone Local School District

Resource:
[Ohio Department of Health Reset and Restart Planning Guide](#)
[Lorain County Health Department Guidelines](#)

LEARNING MODEL #1: FACE-TO-FACE INSTRUCTION

During face-to-face instruction, we are committed to keep all individuals in the building as safe as possible by providing barriers and limiting exposure. This model will include traditional schedule, grading, and classroom instruction. If you choose this option, you must commit to the learning model for the semester (8/31 -1/15). Dave Covell, our Lorain County Health Commissioner, has approved of our plan. Our emphasis, guided by Mr. Covell, is to always have at least one barrier between people and limited exposure. A barrier can be 6 ft social distancing, face mask, face shield (not as good as a mask) or a shield such as plexiglass. When we can, we will have more than one barrier. **Please make sure you have back up plans prior to the start of the school year as we may have to close a building in the morning due to insufficient staffing.**

Attendance

Attendance is important but during this time if your child is showing any symptoms please follow the ODH guidance and keep your child home (please see page 6 of [COVID-19 Health and Prevention Guidance for Ohio K-12 School](#)). To help ensure safety, we

- Will not be giving any Attendance Awards for the 2020-2021 school year
- Are requiring staff and children with symptoms to stay home

Prior To Arrival

- Parents/guardians will do health assessments of children before sending to school.
**Please see page 6 of [COVID-19 Health and Prevention Guidance for Ohio K-12 Schools Video of how to assess your child for symptoms will be added when available](#)*
- Parents/guardians are to make arrangements for pickup if your child develops symptoms during the school day.
- Staff will do self-assessments before reporting to work.
- Your child may also be assessed throughout the school day.

Face Covering Policy

- All staff members are required to wear face coverings that cover [nose and mouth](#) unless it is unsafe to do so for that individual with a doctor's note.
- Children will be required to wear face coverings that cover nose and mouth when entering the building, exiting the building, in hallways, and when no other barrier is in place. Not all classrooms will be able to provide another barrier such as 6 ft separation or plexiglass so children should be prepared to wear face coverings in the classrooms.
- Children unable to wear a mask/covering must have a doctor's note.
- If a child (or parent) is unwilling to wear their coverings, the student may be moved to the Keystone Digital Academy.
- Face coverings should be cleaned regularly. Lorain County Public Health recommends a covering should be washed at least 1 time per week.
- Any parent or caregiver entering the building must wear a face covering.
- Children who ride a bus are required to wear a face covering.
- Resource: Tutorial on [How to Wear A Mask](#)

Arrival

In an effort to decrease the amount of times mass amounts of children are clustered together, we may potentially have staggered starts as building plans come together.

Classroom Measures

- Children will be spaced out to the best of our ability using the 6 ft rule whenever possible. If 6 ft distancing is not possible, then a face covering will be required. Children may also be asked to wear a face covering even when 6 ft can be implemented in order to have multiple barriers in place.
- For students in Kindergarten and First Grade that mostly have tables instead of desks, we are looking into providing a plexiglas shield between children at the tables.
- Hand washing, and sanitizing will take place throughout the day.
- Classrooms will be disinfected and sanitized during the day.
- Due to the close proximity of lockers, children will have limited use of lockers. Students will be permitted to carry a backpack.
- No classroom volunteers, visitors, or field trips will take place until further notice.
- Brain breaks, classroom yoga, stretching and other such breaks will be incorporated throughout the day to give children and staff a break and to help manage stress.
- Teachers will utilize Google Classroom for instructional purposes so we can quickly shift from face-to-face instruction to online learning and vice versa if necessary.
- Individual building plans will address potentially staggering the start of classes to limit the number of children in hallways.
- Band- Mr. Benzin will be sharing his plan with parents and children in band.
- Choir - Waiting on further guidance from Lorain County Health Department. We know children will not be able to sing in a traditional manner.
- Children should dress appropriately when Physical Education is on their schedule as there will be limited use of lockers or locker rooms.
- We will not have large group gatherings such as assemblies or pep rallies.
- Instructional time may be shortened to accommodate safety measures.

Breakfast/ Lunch

- Social distancing measures will take place and may include children eating in areas other than the cafeteria. Individual building plans will have more details.
- No whole classroom food delivery or drop-off (example: birthday treats)
- No shared food in classrooms

Recess (Elementary Only)

- K-5 classrooms will be given assigned recess times throughout the day. The times will be staggered to limit the number of children on the playground. "High touch" playground equipment will be sanitized throughout the day. Children will be encouraged to continue to practice social distancing through a zoned recess which assigns specific parts of the playground to a specific number of children.

Restroom Policy

- Children will use the restroom when needed during class time.
- There will be no whole-class restroom breaks.
- Restrooms should not be utilized between class switches.
- Restrooms will be cleaned and sanitized throughout the day.

General Cleaning/Cleaning Protocol

- Hand washing will be implemented several times throughout the day.
- Sanitizing stations will be available in classrooms.
- Classroom desks and materials will be sanitized throughout the day.
- Water fountain will be closed but the automatic refillers will be open.
- Students and staff must use refillable or disposable water bottles.

Nursing

- Your child may be assessed during the day by a staff member
- There will be a separate room or area for children with symptoms of COVID-19 will wait for a guardian to come pick them up.
- When a child is being sent home, they must be picked up immediately.
- If your child is sent home with symptoms, you must follow the Lorain County Public Health guidance before returning your child to school. **Link will be added when available**
- If a parent comes to pick up their child he/she will have to wait in the vestibule of the building where their child will meet them. They will not come into the office. This is to limit the amount of exposure between people.

Dismissal

We may potentially have staggered dismissals as building plans come together.

Transportation

- Bussing will be available only to those who live outside the 1 mile radius of the school in grades K-5. This limitation does not apply to Grades 6-8 as we can fit two to a seat.
- If possible, we encourage you to use alternate transportation. This will help us keep the number of children on buses to a minimum
- Children who ride a bus are required to wear a face covering in order to allow two students per seat. Children will have assigned seats
- The seat behind the bus driver must remain empty to provide extra distance between students and the driver.
- Two children per seat unless they are family members where we will have up to three in a seat
- Drivers are required to wear facial covering unless it is deemed unsafe
- Buses will be cleaned during the day
- Children must be able to ride the same bus to any alternative site or we will not be able to provide transportation for them. This is to limit exposure to other children.

KeyCare

- Our plan is to provide KeyCare. Children will be required to wear face coverings and maintain social distancing. We may have to limit the number of children that can safely participate in KeyCare. More information to come.

LEARNING MODEL #2: KEYSTONE DIGITAL ACADEMY

This is an option for those who do not want to send their child back face-to-face. If you choose this option, you must commit to the learning model for the semester (8/31 -1/15) . This is our plan if we have about 25% or less of students participating in Online learning. If our numbers are higher, we may follow a model similar to Learning Model #3 Remote Learning 2.0 where our teachers will provide the instruction utilizing Google Classroom as the learning platform (*See Learning Model #3: Remote Learning 2.0 Plan below*).

Learning Platform

- Children in grades K-5 will be using the learning platform, Calvert. They will have a Keystone teacher assigned to them to check in with them and release assignments. [Calvert Learning Overview](#)
- Children in grades 6-12 will use the learning platform Edmentum Courseware (formerly Plato), which is the upper grades version of Calvert. They will have a teacher assigned to them to check in with them and provide support. [Overview Video](#)

- Please note: We may not be able to offer all our Keystone courses in our Digital Academy.

Assignment Deadlines

- Assignments will be expected to be done by deadline. The assigned teacher will be in contact to help children stay on track and progress through learning units at an appropriate pace.

Instruction

- We encourage your child to keep on as regular of a schedule as possible to mirror a “normal” school day. Children must log in each school day and work on assignments as well as communicate with a teacher. When children log in, they are time stamped on when and for how long they are logged in.
- If it is a “non-school day” for face-to-face learners, then it will be a “non-school day” for online learners. Any child who has an IEP will continue to receive services from Keystone Intervention staff (Intervention Specialist, Speech, OT, PT, etc) regardless of learning model choice (face to face or digital academy). If the choice is the digital academy, a Keystone Intervention staff member will be assigned to oversee your child’s progress toward IEP goals and objectives via video conferencing during normal school hours. These video conferences will be scheduled ahead and on consistent days and times (as much as possible) so it becomes part of the child's routine. Each presentation will be unique to each child.

Grading

- Grades will be posted in Powerschool.
- Please keep in mind that your child will receive interventions/enrichments when possible, so it is important that the work being submitted accurately reflects the depth of knowledge of the child. Although we encourage parents to be supportive and help when necessary, please help us make the grading as equitable and valid as possible.

Communication

The district will communicate with families in the following measures:

- **Calvert (elementary) or Edmentum Courseware (middle and high school)** will be used for instruction and other learning activities > **PowerSchool** will be used for grades and feedback on assessments (If you do not have a PowerSchool account, you can use your child’s log in, or contact Phil Lombardo for assistance phil.lombardo@keystoneschools.org).
- **School Messenger** will be used by administrators for all-calls, emails and potentially text messaging.
- **Remind-** Teachers will use Remind for quick messages such as: “assignments have been posted.” Please be sure to get the sign-up information from your child’s teacher(s). Your child may also sign up for the messages.

LEARNING MODULE #3: REMOTE LEARNING 2.0 MODEL

Remote learning is if the County Health Department or the State were to mandate a shutdown or if we had to suddenly shut down for lack of staffing. One potential difference is that we may not be forced to shut down as an entire district. It is possible that only a building or even a classroom may be forced to shut down temporarily. **This plan will only be implemented for those children who were participating in Learning Option #1: Face-to-Face Instruction OR if we have a higher than anticipated number of children participating in the online learning model.**

Learning Platform

- Children will access all assignments through Google Classroom with the exception of CCP courses. All assignments will be under the “Classwork” tab organized into folders with dates to

make work easily accessible. It is the child's responsibility to check assignments for each class.

<https://youtu.be/7AQIFH0vFH8>

Assignment Deadlines

- Assignments will be posted on Fridays for the following week. However, be sure to check Google Classrooms throughout the week, as teachers may make adjustments when necessary.
- Children are encouraged to follow a daily schedule of work similar to that of a school day. We understand that each family has different circumstances, so please see individual assignments for deadlines and communicate with teachers if special accommodations need to be made.

Instruction

- Teachers will communicate the days and times of "Live Instruction" with you.
- Your child must log in each school day and work on assignments as well as communicate with a teacher.
- If it is a "non-school day" for face-to-face learners, then it will be a "non-school day" for online learners. Please encourage your child to attend these sessions as they will be provided with real-time instruction, have the opportunity to ask questions, and get immediate feedback from the teacher and their peers.
- Teachers will also be posting other pre-recorded sessions for instructional purposes. If your child cannot make a "live" session, it will be recorded and posted in Google Classroom for your child to watch at a later time.
- Any child who has an IEP will continue to receive services from Keystone Intervention staff (Intervention Specialist, Speech, OT, PT, etc) regardless of learning model choice (face to face or digital academy). If the choice is the digital academy, a Keystone Intervention staff member will be assigned to oversee your child's progress toward IEP goals and objectives via video conferencing during normal school hours. These video conferences will be scheduled ahead and on consistent days and times (as much as possible) so it becomes part of the child's routine. Each presentation will be unique to each child.

Grading

- Grades will be posted in Powerschool.
- Grades will be aligned to standards. Please keep in mind that your child will receive interventions/enrichments when possible, so it is important that the work being submitted accurately reflects the depth of knowledge of the child. Although we encourage parents to be supportive and help when necessary, please help us make the grading as equitable and reflective as possible.

Communication

The district will communicate with families in the following measures:

- **Google Classroom** will be used for instruction and other learning activities.
- **Powerschool** will be used for grades and feedback on assessments (If you do not have a Powerschool account, you can use your child's log in, or contact Phil Lombardo for assistance phil.lombardo@keystoneschools.org).
- **School Messenger** will be used by administrators for all-calls, emails and potentially text messaging. **Remind-** Teachers will use Remind for quick messages such as: "assignments have been posted". Please be sure to get the sign up information from your child's teacher(s). Your child may also sign up for the messages.

THE FOLLOWING TOPICS ARE FOR YOUR INFORMATION:

Attendance Policy

The attendance policy will follow the guidance given by the state. More information will be given when available.

Exposure to COVID-19

Families, caregivers, and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their household, have been diagnosed with COVID-19. That person must follow the Lorain County Public Health guidelines before returning to school. Those guidelines will be coming soon.

Schools must be notified if staff, children or families are quarantined. Again, those individuals will need to follow the Lorain County Public Health guidelines prior to returning to school. Those guidelines will be coming soon.

Testing Positive for COVID-19

Any child or staff member that tests positive for COVID-19 must follow Lorain County Public Health guidelines before returning to school.

If a child or staff member tests positive for COVID-19, communication will come from the Health Department regarding what steps you will need to take for your child. The Lorain County Public Health will contact me if we need to shut down a classroom, building or district. This type of shutdown could happen quickly so please have a plan in place for your children.

Please know that we are putting in place safety measures with the assumption that all children and staff may be positive. Based on the Lorain County Health guidelines, when barriers are put in place people are at a lower risk and a quarantine may not be necessary.

Staff and Substitutes

- We were experiencing a substitute shortage prior to COVID 19. If you love children and want to make a positive difference in their lives we need more substitute bus drivers and teachers. If you're interested please contact our BOE office at 440-355-2424.
- Please make sure you have back up plans prior to the start of the school year as we may have to close a building or the district in the morning due to insufficient staffing.

Cold and Flu Season

- We have not ruled out moving to Remote Learning 2.0 during the cold and flu season. This decision will be made closer to that time period in collaboration with other districts and the Lorain County Public Health.

Virtual Meetings

- Open house will be done virtually this year.
- Orientations will be done virtually this year.
- 504, IEP & ETR meetings will be done virtually until further notice.
- Evaluations will be scheduled with appropriate school staff either virtually or with plexiglass barrier in place.
- Parent Teacher Conferences will be held virtually this year for at least the first semester.

WHAT WE NEED FROM YOU

- Please fill out the survey [KLSD 20/21 Survey](#) by August 7th at the latest.
- Please submit any additional questions to
 - Superintendent Dan White: daniel.white@keystoneschools.org
 - Curriculum Coordinator Amanda Goran: amanda.goran@keystoneschools.org
 - If you have specific questions pertaining to IEP/504's, please contact Nikki Campbell: nikki.campbell@keystoneschools.org
 - If you have specific questions pertaining to gifted services, please contact Dr. Donna Knight: donna.knight@keystoneschools.org

FREQUENTLY ASKED QUESTIONS:

- **Are there cleaning protocols in place for the general buildings and grounds, classrooms, offices, etc.?** Yes. Protocols have been developed and are in compliance with current orders from the Lorain County Board of Public Health (LCPH). In addition, we have stocked an inventory of needed materials and chemicals to clean and disinfect. Items such as hand sanitizer and hand sanitizing stations have been ordered. All custodians and cleaners will be trained on cleaning protocols. Disinfectants will be available in each classroom for use by teachers and others in between scheduled cleaning. Teachers will also be instructed in proper cleaning protocols.

What happens if a student or staff member becomes ill while at school?

- Any student or staff member who develops COVID-19 symptoms while at school will be quarantined in a designated quarantine room until a parent or guardian arrives to pick them up from school. The ill student or staff member will be required to wear a mask unless other health issues prevent it. Any staff member that develops COVID-19 symptoms while at school will be sent home immediately. Steps will be taken to limit exposure to others, including the wearing of a mask unless other health issues prevent it. *All exposed areas will be immediately cleaned and disinfected. Students may need to leave their classrooms while cleaning occurs.

How will students who are not sick but need medical attention in another way be treated?

Students who are sick or injured, not related to COVID-19 will be treated by the school nurse or clinic aide with normal standards of care.

How will parents/guardians be kept informed of any changes?

Information will be shared in parent/guardian updates through school messenger and posted on the parent tab of the school website and on our social media accounts.

Will you rotate staff and have students stay in a single room?

Building plans will be put in place. However, know that the middle school and high school students will be rotating to different classes.