

# DETAILS for Oakwood Schools Reopening Plan Option 1

<p><b>Option 1</b> <b>Face-to-Face Instruction</b></p> <p>Amount of in-person contact time will be guided by Montgomery County's designation on the Ohio Public Health Advisory Alert System and determined by District administration.</p>	<p><b>Full-Day Instruction</b> Students will follow a full schedule in the buildings with normal start and end times</p> <p><b>Half-Day Instruction</b> Students will attend school five days a week for half day (assigned either a.m. or p.m.) sessions</p> <p><b>Off-Site Instruction</b> No classes will be held in the buildings. Students will work off site.</p>
<p><b>Option 2</b> <b>Online Instruction</b></p> <p>Students participating in this option will learn through an online curriculum and platform designed by SchoolsPLP.</p>	<p>SchoolsPLP offers a flexible system with various curriculum options to customize a student's learning experience.</p> <p>A list of course offerings will be made available. Oakwood Schools staff members will assist families with scheduling.</p>
<p><b>Option 1</b> <b>Face-to-Face Instruction</b></p> <p>Amount of in-person contact time will be guided by Montgomery County's designation on the Ohio Public Health Advisory Alert System and determined by District administration.</p> <p>Option 1 has two components: Full-Day Instruction and Off-Site Instruction</p>	<p><b>Kindergarten</b> <b>Half-Day Instruction</b></p> <p>Students will attend school five days a week for their assigned half-day (either a.m. or p.m.) sessions</p> <p><b>Off-Site Instruction</b></p> <p>No classes will be held in the buildings. Students will work off site.</p>

**OPTION 1- FACE-TO-FACE INSTRUCTION, IN BUILDINGS DAILY WITH SAFETY PROTOCOLS (Full Day or Half Day)**

**Classrooms** - good handwashing, physical distancing, cough and sneeze etiquette

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct student wellness checks, including temperature checks, prior to sending students to school. Students with temperatures over 100°F will stay home.</li> <li>● Provide face coverings for students</li> <li>● Provide labeled water bottle for students</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Required to have face coverings at all times. If a student does not have a face covering, the school will provide one.</li> <li>● Wear a face covering when working directly with staff (i.e. one-on-one, small group instruction, etc.) when social distancing protocol cannot be maintained</li> <li>● Wear a face covering when working closely with other students in small groups or lab settings</li> <li>● Maintain maximum physical distance from peers to the extent possible</li> <li>● Assist in cleaning work area</li> <li>● Will bring own labeled water bottle as drinking fountains will be closed</li> </ul> <p><b><u>Building differences as noted</u></b></p> <ul style="list-style-type: none"> <li>● Students will clean desks and seats at the conclusion of each class</li> </ul>	<p><b><u>Teachers/Paraprofessionals</u></b></p> <ul style="list-style-type: none"> <li>● Ensure classroom setup of desks provides maximum physical distancing possible for students</li> <li>● Wear a face covering when working one-on-one with students or when circulating through the room and proper physical distancing cannot be maintained</li> <li>● Ensure students maintain physical distance to the extent possible</li> <li>● Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office</li> <li>● Eliminate shared classroom materials to the extent possible</li> <li>● Keep classroom door open to maximize airflow and reduce the number of touches to door handles</li> <li>● Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Make sure teachers are provided with all supplies needed daily, including disinfectant and paper towels</li> <li>● Disinfect classrooms during teacher plan time, during lunch and after school.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure classrooms are physically distanced to the extent possible</li> <li>● Ensure classrooms are disinfected between classes, during plan time, during lunch and after school</li> <li>● Ensure supplies are readily available for custodians and teaching staff</li> </ul>

**Hallways, Lockers and Common Areas** - good handwashing, physical distancing, cough and sneeze etiquette

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a face covering for students</li> <li>● Provide labeled water bottle for students</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Required to have face covering at all times</li> <li>● Required to report immediately to their classroom, upon arrival to school</li> <li>● Should carry a labeled water bottle as water fountains will not be available for use</li> <li>● Follow all signage in the hallways and common areas</li> <li>● Stay to the right when traveling down hallways and using stairs to the extent possible</li> <li>● Follow one-way hallway directions</li> </ul>	<p><b><u>Teachers/Paraprofessionals</u></b></p> <ul style="list-style-type: none"> <li>● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas</li> <li>● Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office</li> <li>● Utilize face coverings</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect common areas based on the provided schedule. Cleaning will include, but is not limited to, door handles, handrails and other high-touch surfaces.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in hallways and common areas</li> <li>● Ensure supplies are readily available for custodians</li> <li>● Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators</li> </ul>

**Dropoff, Pick Up and Visitors** - good handwashing, physical distancing, cough and sneeze etiquette

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct student wellness checks, including temperature checks, prior to sending students to school. Students with temperatures over 100°F will stay home</li> <li>● Provide a face covering for students</li> <li>● Limit visits to school as much as possible</li> <li>● Conduct a personal health screening prior to coming to school building and do not come if running a fever higher than 100° or showing other symptoms</li> <li>● Follow posted guidelines and read all signage whenever entering the building</li> <li>● Wearing a face covering is required when entering the building</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect common areas based on a schedule provided by school administration. This includes, but is not limited to, door handles, handrails and other high-touch surfaces.</li> </ul>

<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Required to wear a face covering when entering, exiting and moving around the building</li> <li>• Report directly to assigned classroom/area upon arrival to school</li> <li>• Maintain maximum physical distance from peers to the extent possible whenever in hallways, common areas, offices, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure designated doors are propped open at arrival and dismissal</li> <li>• Ensure designated doors are closed after arrival and dismissal</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adequate supervision is available in parking lots and in common areas of the building</li> <li>• Ensure proper signage is installed in hallways and common areas</li> <li>• Ensure supplies are readily available for custodians</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators</li> <li>• Ensure designated doors are propped open at arrival and dismissal</li> <li>• Ensure designated doors are closed after arrival and dismissal</li> <li>• Eliminate parent and community volunteers to ensure safety and health of students and staff</li> </ul> <p><b><u>Building differences as noted</u></b></p> <p><b>Smith School:</b></p> <ul style="list-style-type: none"> <li>• Due to preschool guidelines, assigned staff must check temperatures of preschool students upon arrival.</li> </ul>
---	---

**Transportation** - good handwashing, physical distancing, cough and sneeze etiquette

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Conduct student wellness checks, including temperature checks, prior to sending students to school. Students with temperatures over 100°F will stay home</li> <li>• Provide a face covering for students to wear if using District transportation</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Maintain appropriate physical distances while waiting for District transportation</li> <li>• Required to wear a face covering while riding in District transportation</li> <li>• Remain seated, facing forward while riding in District provided transportation</li> </ul>	<p><b><u>Drivers</u></b></p> <ul style="list-style-type: none"> <li>• Required to wear a face covering while students are being transported</li> <li>• Provide reminders to students of expectations</li> <li>• Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office</li> <li>• Ensure vehicle is disinfected following outlined safety protocols</li> </ul> <p><b><u>School/District Administration</u></b></p> <ul style="list-style-type: none"> <li>• Monitor drop off and dismissal to ensure students do not congregate in groups</li> <li>• Provide consequences, including loss of privilege to ride District transportation, to those who violate rules</li> </ul>

## Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Notify school of preference to attend meetings in person, via phone or using a virtual platform</li> <li>● In-person meetings will follow appropriate social distancing protocols. Face coverings must be worn when entering, exiting and moving around the building.</li> <li>● Conduct a personal health screening prior to coming to a school building and do not come if running a fever higher than 100° or showing other symptoms</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Participate in meetings as requested by parents/caregivers or school staff</li> <li>● Follow social distancing protocols</li> <li>● Required to wear a face covering when entering, exiting and moving around the building to attend the meeting</li> </ul>	<p><b><u>Teachers/Staff Members</u></b></p> <ul style="list-style-type: none"> <li>● When possible, attend meetings from the classroom using a virtual platform</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Provide parents/caregivers with options for in-person, phone or video conferencing</li> <li>● Ensure social distancing guidelines are followed to the extent possible when in-person meetings are held</li> <li>● Ensure physical space used for meetings allows for distancing guidelines</li> </ul>

## Health Services - good handwashing, physical distancing, cough and sneeze etiquette

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct student wellness checks, including temperature checks, prior to sending students to school. Students with temperatures over 100°F will stay home</li> <li>● Provide a face covering for student</li> <li>● Ensure contact information is up to date in FinalForms</li> <li>● Ensure there are multiple, pre-arranged methods of getting student home from school should they become ill or exhibit symptoms</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the office.</li> <li>● Follow social distancing protocols to the extent possible</li> <li>● Required to wear face covering when in or moving around the clinic</li> </ul>	<p><b><u>Nurse</u></b></p> <ul style="list-style-type: none"> <li>● Required to wear a face covering when working individually with students</li> <li>● Ensure workplace is clean and sanitized</li> <li>● Ensure social distancing protocols are followed to the extent possible</li> <li>● Isolate students who are showing symptoms to a separate area away from other students already in clinic</li> <li>● Ensure clinic is disinfected immediately following a student entering who is exhibiting symptoms</li> <li>● Ensure doors to clinic are open to minimize use of door handles and ensure maximum air flow to the area</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect clinic based on schedule provided by school administration. This includes, but is</li> </ul>

	<p>not limited to, door handles, countertops, seating areas, restrooms, etc.</p> <ul style="list-style-type: none"> <li>● Disinfect isolation area after students who utilize the area have left the building</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Install barriers as needed to protect employees working in clinic</li> <li>● Ensure proper signage is installed</li> <li>● Ensure regular cleaning and disinfecting takes place in office area</li> <li>● Ensure seating areas are properly physically distanced</li> <li>● Ensure student isolation area is properly supervised when in use</li> </ul>
--	---

**Restrooms** - good handwashing, physical distancing, cough and sneeze etiquette

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a face covering for student to wear when in hallways and in restrooms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Required to have face covering at all times</li> <li>● Follow all signage in the hallways, common areas and restrooms</li> <li>● To the extent possible, stay to the right when traveling down hallways to get to restrooms</li> </ul>	<p><b><u>Teachers/Paraprofessionals</u></b></p> <ul style="list-style-type: none"> <li>● Assist in supervision of restrooms, hallways and common areas between classes</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect restrooms based on schedule provided by school administration. This includes, but is not limited to, door handles, toilets, stalls and sinks.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in hallways, common areas and restrooms</li> <li>● Ensure supplies are readily available for custodians</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators</li> <li>● Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time</li> <li>● Implement measures such as closing sinks or urinals when necessary to allow for appropriate social distancing</li> </ul>

**Lunches and Cafeteria** - good handwashing, physical distancing, cough and sneeze etiquette  
(Lunch will only be offered during full-day instruction)

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a face covering for student</li> <li>● No visitors during lunchtime</li> <li>● No commercial food delivery</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● When possible, stay to the right when traveling down hallways</li> <li>● Required to wear face covering when in line or moving around the cafeteria</li> <li>● Follow physical distancing guidelines to extent possible when in line and in the serving areas</li> <li>● Sit in designated seats</li> <li>● Follow guidelines for restroom use during lunch periods</li> <li>● Report immediately to your designated seating area</li> </ul>	<p><b><u>Teachers/Paraprofessionals</u></b></p> <ul style="list-style-type: none"> <li>● Supervise designated eating areas to ensure students are properly socially distanced</li> <li>● Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office.</li> <li>● Wear a face covering when circulating around designated eating areas</li> <li>● Monitor and issue passes for bathroom use during lunch time</li> <li>● Use staggered dismissal to ensure social distancing at the end of lunch</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect all table tops and seats before and after each lunch</li> <li>● Disinfect restrooms and common spaces between uses. This includes, but is not limited to, door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"> <li>● Required to wear face coverings while serving food</li> <li>● Clean and disinfect serving areas and tables between lunches</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in designated eating areas</li> <li>● Ensure enough seating is provided to ensure proper physical distancing</li> <li>● Create additional seating, if needed, to ensure proper social distancing</li> <li>● Ensure supplies are readily available for custodians</li> <li>● Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators</li> <li>● Implement staggered dismissal times. if necessary to maximize social distancing and student safety</li> </ul>

**Office** - good handwashing, physical distancing, cough and sneeze etiquette

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Conduct a personal health screening prior to coming to a school building. Do not come if you are running a fever higher than 100° or showing other symptoms.</li> <li>● Wearing a face covering is required when entering, exiting and moving around the office/building.</li> <li>● Social distancing protocols must be followed when in the office</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Use designated entrances and exits to the office</li> <li>● Social distancing protocols must be followed when in the office</li> <li>● Wearing a face covering is required while in or moving around the office</li> </ul>	<p><b><u>Teachers/Paraprofessionals</u></b></p> <ul style="list-style-type: none"> <li>● Wearing a face covering is required while in or moving around the office</li> <li>● Social distancing protocols must be followed when in the office</li> </ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"> <li>● Monitor and control the number of people in the office at any one time</li> <li>● Ensure social distancing guidelines are followed to the extent possible when in-person meetings are held</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect office based on schedule provided by school administration</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Install barriers to protect employees working in office</li> <li>● Eliminate volunteers to ensure safety of students</li> <li>● Ensure proper signage is installed in the office and leading to the office</li> <li>● Ensure regular cleaning and disinfecting takes place in office</li> <li>● Ensure seating areas are properly physically distanced.</li> </ul>

**Off-Site Instruction 2.0 - If state or local regulations or conditions require a school closure, Oakwood Schools will shift into Off-Site instruction, with little notice.**

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Monitor student progress with coursework</li> <li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to appropriate staff</li> <li>● Establish a ProgressBook ParentAccess account for student information</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>● Use Google Classroom as the student hub for learning activities and links to student resources from day 1</li> <li>● Follow the same school schedule as much as possible with daily interaction with students</li> <li>● Will report to buildings for work</li> <li>● Ensure ProgressBook ParentAccess is updated and accurate for parents to review.</li> </ul>



**Students**

- Following a regular “school schedule” is recommended to help keep routines in place while working from home.
- Communicate questions and concerns immediately to teachers
- Participate in virtual sessions with teachers as scheduled
- Watch lessons provided by teachers and complete assignments according to timelines

- Create engaging lessons using a variety of strategies
- Continue to follow blended learning playlists that have been established
- Be available for office hours
- Grade work in a timely manner and provide feedback to students on assignments

**Technology Department**

- Provide help desk assistance when technology issues occur

**Administration**

- Ensure each student has a device at home
- Monitor and assist teachers in the delivery of student content
- Implement appropriate grading procedures and work from home guidelines for teachers