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**Mt. Lebanon School District  
Revised Reopening Education Plan  
September 21, 2020**

## Introduction and Overview of Plan Development

The Mt. Lebanon School District is thoughtfully working to create return to learning plans, strategies, and approaches that prioritize the health and safety of our students and staff. In this current COVID environment, we all realize that a return to learning and teaching will look differently no matter how we reopen.

Our District Recovery Steering Committee began work in April to identify the many important aspects that would need to be addressed. The Recovery Steering Committee was informed by four subcommittees. Over 100 teachers, custodians, secretaries, parents, principals, nurses, counselors, students, transportation providers, administrators, and school board members contributed to the work.

In addition the Health and Safety Plan was created with guidance from the Allegheny County Health Department, Centers for Disease Control and Prevention, the Pennsylvania Department of Health, the Pennsylvania Department of Education, and the Mt. Lebanon School Board.

This document is the **Reopening Education Plan** that identifies the educational delivery options for the 2020-2021 school year.

### Initial Reopening Education Timeline

Below is a tentative timetable of our next steps.

- **July 27** - The revised Health and Safety Plan and the draft Reopening Education Plan will be posted on the District website.
- **July 29** - Faculty and Staff will be presented an overview of the draft Reopening Education Plan and will be able to submit comments and questions.
- **July 29** - The School Board will be presented an overview of the draft Reopening Education Plan.
- **July 29** - The School Board will consider approval of the Health and Safety Plan necessary for the return of in-person instruction.
- **July 30** - Mt. Lebanon families will be presented an overview of the draft Reopening Education Plan and will be able to submit comments and questions.
- **August 8** - Families must submit commitment notification for the Mt. Lebanon Cyber Learning Academy participation.
- **August 13** - School Board determines reopening option.
- **August 31** - First day for student instruction.

## Reopening Education Guidance

The District will make informed decisions about what instructional options are appropriate given the current conditions in our community. These decisions will be predicated on the District’s ability to adhere to protocols outlined in our [Health & Safety Plan](#). This plan was informed by guidance from the Allegheny County Health Department, the Pennsylvania Departments of Health and Education, and the Centers for Disease Control and Prevention. The Health & Safety Plan, once approved by the Board of School Directors, will be submitted to the Pennsylvania Department of Education. In addition, the Pennsylvania Departments of Education and Health and the Governor’s Office may dictate return to school options.

The *Superintendent of Schools* has the authority to change the instructional delivery options to ensure the health and safety of student and staff based upon the following conditions:

- Community spread of the illness in classrooms, schools, and/or across the School District;
- Teacher and staff availability;
- Teacher and staff absence leading to the inability to ensure student safety and well-being;
- Health Office staff absence leading to the inability to support student and staff health needs;
- Staff absence that results in the inability to:
  - Serve food to students
  - Clean and disinfect buildings according to the Health & Safety Plan

Since it became available, the District has been using the Pennsylvania Department of Education’s guidance on [Determining Instructional Models During the COVID-19 Pandemic: Recommendations for Pre-K to 12 Schools](#). The recommendations contained in PDE guidance rely on two standard public health metrics: incidence rate and the percent positivity. The District monitors the data for trends using the [COVID-19 Early Warning Monitoring System Dashboard](#).

Conditions	Educational Options
<ul style="list-style-type: none"> <li>● Low Incident Rate - Incidence Rate per 100,000 Residents <u>AND</u> PCR Percent Positivity</li> </ul>	<ul style="list-style-type: none"> <li>● In Person Instruction</li> <li>● Hybrid</li> <li>● Cyber Learning Academy</li> </ul>
<ul style="list-style-type: none"> <li>● Moderate Incident Rate - Incidence Rate per 100,000 Residents <u>OR</u> PCR Percent Positivity</li> </ul>	<ul style="list-style-type: none"> <li>● Hybrid Instruction</li> <li>● Cyber Learning Academy</li> <li style="text-align: center;">or</li> <li>● Remote Instruction</li> </ul>

<ul style="list-style-type: none"> <li>Substantial Incident Rate - Incidence Rate per 100,000 Residents <u>OR</u> PCR Percent Positivity</li> </ul>	<ul style="list-style-type: none"> <li>Remote Instruction</li> <li>Cyber Learning Academy</li> </ul>
<p><b>All options are available K-12 and will be implemented across all schools.</b></p> <p><b>If the School District begins the 2020-2021 school year in Remote Instruction, the opening of the Cyber Learning Academy will be delayed.</b></p>	

## Educational Options

### K-12 In Person Instruction

**In Person Instruction** is the educational option that is most like what students experienced in schools prior to March 2020. **It will serve as the instructional option when conditions are in the Low Incident range as per PDE data.** However, it is important to note that there will be significant differences between “traditional” schooling and the 2020-2021 version of **5-day, In Person Instruction**. These differences are due to ensuring adherence to the [District’s Health & Safety Plan](#). While students and teachers will report daily to their assigned school buildings, these changes will be in effect:

- Instruction supplemented with online tools to allow for changes in delivery and to support students who may be absent from class for extended periods due to illness or quarantine.
- Safety, physical distancing and hygiene protocols.
- Wearing face coverings or masks by students and staff
- Staggered arrival and dismissal times.
- Changes to lunch periods and dining locations.
- Changes to recess and other activities.
- Modifications of Physical Education, Vocal and Instrumental Music curriculum.
- Additional safety precautions in classrooms with students with complex medical or educational needs.

**In order to ensure that all students are prepared for the changes in returning to the school buildings, we will implement a gradual return according to this schedule:**

**Elementary**

- TBD - Grades 5 and 2
- TBD- Grades 4 and 1
- TBD- Grades 3 and K
- TBD - all elementary school children in school

### **Middle Schools**

TBD- AM (6th grade team A), PM (6th grade team B)

TBD - AM (7th grade), PM (8th grade)

TBD - All middle school students in school

### **High School**

TBD - AM (Grade 10), PM (Grade 11)

TBD - AM (Grade 9), PM (Grade 12)

TBD - All high school students in school

## **K-12 Hybrid Instruction**

**Hybrid Instruction** consists of both in person and online learning and **will serve as an instructional model option when conditions are in the Low or Moderate Incident range as per PDE data**. This allows smaller cohorts of students to be in the school building at one time. Students would be divided into the cohorts by family name to allow families to follow the same schedule. Exceptions to this may be made by request to the building principals.

The **Hybrid Instruction** model varies for Elementary and Secondary. The Elementary model includes 5 half-days per week (AM and PM) for grades 1 through 5. Kindergarten and Secondary include two days per week (half-days for K) of in person and three days of online instruction. During online instruction, both asynchronous and synchronous teaching and learning will occur. Accelerate Ed (K-5), Edgenuity (6-12), and other District approved platforms and tools can be utilized to facilitate the online instruction. Elements of the Health & Safety Plan that apply during this model include, but are not limited to:

- Instruction supplemented with online tools to allow for changes in delivery and to support students who may be absent from class for extended periods due to illness or quarantine.
- Safety, physical distancing and hygiene protocols.
- Wearing face coverings or masks by students and staff.
- Staggered arrival and dismissal times.
- Changes to lunch periods and dining locations.
- Changes to recess and other activities.
- Modifications of Physical Education, Vocal and Instrumental Music curriculum.
- Additional safety precautions in classrooms with students with complex medical or educational needs.

In order to ensure that all students are prepared for the changes in returning to the school buildings, we will implement a gradual return according to this schedule:

## **Elementary**

Tuesday, October 13 - Grades K (cohort 1) and 4

Wednesday, October 14- Grades 1 and 3

Thursday, October 15 - Grades 2 and 5

Friday, October 16 - Grades K (cohort 2), 1, 2, 3, 4, 5

## **Middle Schools**

10 am Start bell schedule on Monday, Tuesday, Thursday, & Friday

- Hybrid (in-person) students would report at 8 am for orientation and join classmates for instruction using the 10 am bell schedule
- Hybrid (at-home) & Cyber Learning Academy would follow the 10 am bell schedule

Monday, October 5:

- 8 am - Student Group A-1 - 6th, 7th, & 8th grade students ( $\frac{1}{4}$  of student body)
- 10 am - Student Group A-2, B-1, B-2

Tuesday, October 6:

- 8 am - Student Group A-2 - 6th, 7th, & 8th grade students ( $\frac{1}{4}$  of student body)
- 10 am - Student Group A-1, B-1, B-2

Wednesday, October 7:

- Remote Instruction for All Students

Thursday, October 8:

- 8 am - Student Group B-1 - 6th, 7th, & 8th grade students ( $\frac{1}{4}$  of student body)
- 10 am - Student A-1, A-2, B-2

Friday, October 9:

- 8 am - Student Group B-2 - 6th, 7th, & 8th grade students ( $\frac{1}{4}$  of student body)
- 10 am - Student Group A-1, A-2, B-1

\*Student groups will be defined by alphabet.

## **High School**

10 am Start bell schedule on Monday, Tuesday, Thursday, & Friday

- Hybrid (in-person) students would report at 8 am for orientation and join classmates for instruction using the 10 am bell schedule
- Hybrid (at-home) & Cyber Learning Academy would follow the 10 am bell schedule

Monday, October 5:

- 8 am - Student Group A-1 - Grades 9-12 students ( $\frac{1}{4}$  of student body)
- 10 am - Student Group A-2, B-1, B-2

Wednesday, October 7

- Remote Instruction for All Students

Tuesday, October 6:

- 8 am - Student Group A-2 - Grades 9-12 students ( $\frac{1}{4}$  of student body)
- 10 am - Student Group A-1, B-1, B-2

Thursday, October 8:

- 8 am - Student Group B-1 - Grades 9-12 students (¼ of student body)
- 10 am - Student A-1, A-2, B-2

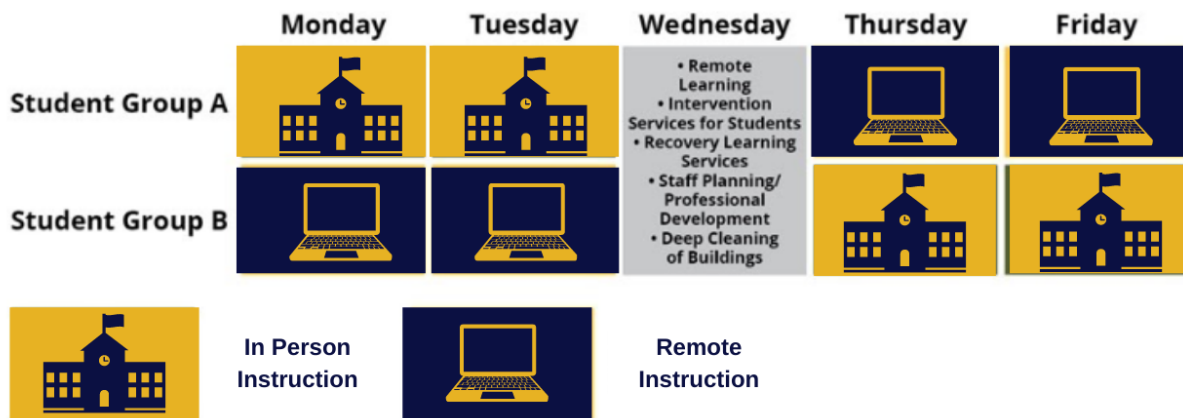
Friday, October 9:

- 8 am - Student Group B-2 - Grades 9-12 students (¼ of student body)
- 10 am - Student Group A-1, A-2, B-1

\*Student groups will be defined by alphabet.

During **Hybrid Instruction**, students are required to attend the synchronous sessions, and if a student does not attend these sessions, they will be considered absent from the class unless prior arrangements have been made with the teacher. Additionally, students will be expected to complete the asynchronous instruction provided by their teacher and complete/submit their assigned work as directed.

This visual shows the **Secondary Hybrid Instruction** schedule:



This table show the **Kindergarten Hybrid Instruction** schedule:

Kindergarten Weekly Schedule						
Time	Cohort	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:15 AM	AM-A	In Person		Remote (all)	Remote	
	AM -B	Remote			In Person	
12:45-3:30 PM	PM-A	In Person		Remote (all)	Remote	
	PM -B	Remote			In Person	

This table shows the **Grade 1-5 Hybrid Instruction** schedule:

Grades 1-5 Daily Schedule				
Times	Cohort A	OR	Times	Cohort B
8:30-11:15 AM	In Person		8:30-11:45 AM	Remote
11:15 AM -12:15 PM	Lunch		11:45 AM -12:45 PM	Lunch
12:15-3:30 PM	Remote		12:45-3:30 PM	In Person

### Sample Hybrid Instruction Schedules

[Elementary](#)

[Secondary](#)

### K-12 Remote Instruction

When circumstances warrant fully **Remote Instruction**, all students will be learning from home. This model is similar to, but distinct from the Cyber Learning Academy. Similarities include the use of the District’s online platforms to facilitate teaching and learning, as well as synchronous and asynchronous instruction. However, in **Remote Instruction**, students will remain with their assigned teacher(s) and follow a schedule similar to their In Person Instruction schedule. This will ensure that required instructional minutes are met. It will be different from the Cyber Learning Academy in that the students will not be assigned to a Cyber Learning Academy teacher, nor would they follow the Cyber Learning Academy schedule.

During **Remote Instruction**, students are required to attend all synchronous sessions. If a student does not attend these sessions, they will be considered absent from the class unless prior arrangements have been made with the teacher. Additionally, students will be expected to attend to the asynchronous instruction provided by their teacher and complete/submit their assigned work as directed.

### Sample Remote Instruction Schedules

[Elementary](#)

[Secondary](#)

### Student Support Services for Hybrid and Remote Instruction



## Special Education

We recognize the unique challenges our students with special needs are experiencing due to the pandemic. There are a specialized set of needs for each of these students. Individualized Education Programs (IEPs) will be implemented during hybrid and remote instruction. IEP teams will meet as appropriate to plan for the transition to hybrid and remote instruction. Any revisions to the IEP that are necessary due to the change in instructional environment will be agreed upon by all members of the IEP team. The provision of related services, such as speech-language therapy, occupational therapy, and physical therapy, during hybrid and remote instruction will be determined by the IEP team. Related services that will be provided remotely can be synchronous if the IEP team determines that synchronous service delivery is most appropriate for the student.

## 504 Service Plans

Accommodations and support will continue to be provided through Section 504 of the Rehabilitation Act of 1973 for all eligible students. If the District transitions to hybrid or remote instruction, building administrators will reach out to families as appropriate to address individual student needs based on the changes to the instructional delivery.

## English Learners

English learners will receive programming and supports in all learning environments. English as a Second Language (ESL) teachers will work with families to assist with any transition if the District moves between options of instruction (in-person, hybrid, or remote instruction).

## Gifted Support

Gifted learners will continue to receive enrichment and appropriate educational opportunities commensurate with their capabilities in all learning environments. Gifted coordinators will consult with teachers, students, families, and administrators as appropriate regarding differentiated assignments, alternative learning projects, independent study, and overall implementation of the GIEP.

## **Cyber Learning Academy**

The Mt. Lebanon School District is pleased to offer our new **Cyber Learning Academy**. It has been designed for students and families with safety or health needs or who feel that the In Person or Hybrid Instruction models will not adequately meet their needs. This option may also be utilized by families who believe the flexibility of a blended synchronous/asynchronous model is a better fit for their student(s) than the In Person model. It ensures that all students have access to a high quality Mt. Lebanon education delivered by the excellent Mt. Lebanon faculty in a manner that meets their needs.

The **Cyber Learning Academy** offers the same curriculum as in our In Person program and is taught by Mt. Lebanon School District faculty. The District has opted to provide the faculty with Accelerate Ed (K-5) and Edgenuity (6-12) platforms as well as other online tools to align with the

classes offered in our school buildings. Both of these platforms offer Pennsylvania specific standards-aligned content that meets the requirements for rigor and quality that are hallmarks of Mt. Lebanon courses.

Students enrolled in the **Cyber Learning Academy** are able to participate in after school activities, programs, and athletics. Graduates of the **Cyber Learning Academy** will receive a Mt. Lebanon diploma.

## **Cyber Learning Academy Instructional Schedules**

[Elementary](#)

[Secondary](#)

## **Student Support Services for the Cyber Learning Academy**

### Special Education

We recognize the unique challenges our students with special needs are experiencing due to the pandemic. There are a specialized set of needs for each of these students. Case managers will hold IEP meetings for all students transitioning to the Cyber Learning Academy prior to the first day of instruction. Any revisions to the IEP that are necessary due to the change in instructional environment will be agreed upon by all members of the IEP team. The provision of related services, such as speech-language therapy, occupational therapy, and physical therapy, in the Cyber Learning Academy will be determined by the IEP team. Related services that will be provided remotely can be synchronous if the IEP team determines that synchronous service delivery is most appropriate for the student.

### 504 Service Plans

Accommodations and support will continue to be provided through Section 504 of the Rehabilitation Act of 1973 for eligible students of the Cyber Learning Academy. Section 504 plans will be distributed to the student's Cyber Learning Academy teachers prior to the start of instruction. Administration will reach out to families as appropriate to address individual student needs based on the transition to the Cyber Learning Academy.

### English Learners

English learners will receive programming and supports in all learning environments. English as a Second Language teachers will provide consultation regarding the transition to the Cyber Learning Academy and support throughout the year.

### Gifted Support

Gifted learners will continue to receive enrichment and appropriate educational opportunities commensurate with their capabilities in all learning environments. Gifted coordinators will consult with teachers, students, families, and administrators as appropriate regarding differentiated assignments, alternative learning projects, independent study, and overall implementation of the GIEP.

## **Enrollment**

Students and their families who wish to participate in the Mt. Lebanon Cyber Academy must inform the District of their choice by deadlines as advertised.

We expect that some families may wish to move between the Cyber Learning Academy and the In Person option. These changes will best occur at the nine week quarter breaks, according to this schedule. If you wish to change options at these times, please contact your school principal or the Assistant Superintendents' office at 412-344-2038.

Quarter	End Date
First	October 30
Second	January 15
Third	March 26

## Grading

Because each option in the Reopening Education Plan provides a Mt. Lebanon School District education delivered by Mt. Lebanon faculty, grading practices are consistent across each option (traditional brick and mortar school or the Mt. Lebanon Cyber Learning Academy) and aligned with the District's traditional practices.

### Elementary Grading Practices

Providing feedback to students is a critical part of their learning experience. Since 2015 the District has used standards-based grading practices to help students and their families understand their progress towards learning goals. This same grading system will be utilized in the Cyber Learning Academy. Standards for each grade level by grading period are available on the District website and from your student's teachers.

[Elementary Grading Scale](#)

[Elementary Holistic Rubric](#)

### Secondary Grading Practices

Evaluating and reporting student performance is to ensure the flow of communication among the faculty, the student, and the families in the interest of providing information on the level of the student's achievement of course objectives. Communication as to the student's progress can occur via the Learning Management System (LMS), and grades will be reported via the student's Dashboard (Student Information Management System - PowerSchool).

Faculty will report percentages and letter grades that will impact a high school student's GPA on the transcript (weighted and unweighted) as an indication of the student's achievement of course objectives. Additional details about grading practices can be found in the [High School Parent-Student Handbook](#), Middle Schools Parent-Student Handbook ([Jefferson Middle School](#); [Mellon Middle School](#)), and the teacher's individual syllabus once available.

## Technology

In order to promote student safety and minimize the sharing of equipment, the Mt. Lebanon School District encourages students to Bring Your Own Technology (BYOT). If students do not have a personal device to access the Internet, one will be provided by the District. Internet access devices will be available under special circumstances if necessary.

## Health & Safety Information Overview

The Mt. Lebanon School District Board of School Directors approved the PDE required [Health & Safety Plan](#) on July 29, 2020. Key Health & Safety Plan updates are outlined below for students, families, and employees.

### Prior to Coming to School

[According to the CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Employees and children should not come to school and are to notify school officials if they become sick with [COVID-19 symptoms](#), test positive for COVID-19, or are [exposed to someone with COVID-19 symptoms](#) or to someone with a confirmed or probable case of COVID-19.**

***All employees and students are to daily self-assess at home for signs/symptoms of COVID-19 prior to reporting to school.***

### **Arrival and Dismissal Procedures**

Alternate entrances, as well as staggered arrival/dismissal schedules, will be employed to the greatest extent possible to reduce congregate settings. Staggered class ending periods will be employed to reduce congregate settings in hallways. Building-specific procedures will be communicated to students and families in Back to School communications.

### **While at School**

Each school has formed a building-based team, which includes their Pandemic Crisis Response Team, to implement the Mt. Lebanon School District Health & Safety Plan in the context of their school environment. Building-based plans will be communicated to students and families in Back to School communications.

### **Attendance**

Mt. Lebanon School District understands that COVID-19 presents many challenges that may affect attendance. The District will work with each student, family, and employee individually to address attendance and instructional needs.

### **Classroom Set-Up**

To the extent possible and based on age and developmental level of the students, classrooms and learning spaces will have student and staff groupings as static as possible. Desks will face in the same direction. Students will sit on the same side of tables in classrooms; where circumstances do not allow for this strategy, [UltraBoard Barriers](#) will be utilized.

### **Commitment to Cleaning**

Mt. Lebanon School District will align its practices with the guidance provided in the Pennsylvania Department of Education's [Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#) and the Center for Disease Control (CDC) [Considerations for Schools](#) guidelines. This guidance specifically addresses necessary cleaning protocols in the event of a confirmed or suspected case of COVID-19 in one of our facilities.

The Mt. Lebanon School District custodial staff will clean and disinfect frequently touched surfaces and objects within the school and on school busses at least daily, including desks, door handles and sinks, using [Peroxide Multi-Surface Cleaner & Disinfectant](#) (or similar product). Additionally, they will increase routine cleaning and disinfecting of surfaces and other areas used by students to include the use of the [Clorox Total 360 System](#), or comparable system, to

include an electrostatic discharge. And, they will clean and disinfect restrooms throughout the day.

Disinfecting wipes, or a comparable cleaning solution/paper towels, will be available for shared use items for cleaning in between use as needed. Also, students will not have access to communal water fountains but will have access to water bottle filling stations.

The Mt. Lebanon School District will increase the Minimum Efficiency Reporting Value (MERV Rating) in our classroom univent air filters from 5 to 8, which is the maximum size that can fit into those systems. Additionally, the District will increase the Minimum Efficiency Reporting Value (MERV Rating) in the High School rooftop unit air filters to 13, and increase the Minimum Efficiency Reporting Value (MERV Rating) in every building rooftop unit air filter that conditions the air in designated, larger spaces to 13. Also in addition to opening doors and windows when possible, Mt. Lebanon School District will increase the amount of fresh air as part of the ventilation system from 10% to 30%.

## **Face Coverings**

Face coverings are required to be worn by students and employees in accordance with the [Order of the Secretary of the PA Department of Health Requiring Universal Face Coverings](#) and the [Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools](#).

- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
- School employees and visitors must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.

Schools will provide face covering breaks throughout the day and maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned workspaces at least 6 feet apart;
- Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Disposable masks will be available to visitors, as they will be expected to properly wear it.

## **Food Services**

Cafeterias will be utilized for food service and consumption. Additional spaces such as auditoriums, gymnasiums, Large Group Instruction (LGI) rooms, and classrooms will be utilized where feasible to reduce student density during lunch periods.

Students and employees are to wash their hands before and after lunch periods and to wear masks/face coverings when not eating or drinking. Meal menus will be revised and limited to support more Grab & Go meals. Individually plated meals will be served to students. Buffet style service will not be utilized until further notice.

### **Monitoring Student and Employee Health**

Currently, the [CDC](#) is not recommending universal symptom screening be conducted by schools. [According to the CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Employees and children should not come to school and are to notify school officials if they become sick with [COVID-19 symptoms](#), test positive for COVID-19, or are [exposed to someone with COVID-19 symptoms](#) or to someone with a confirmed or probable case of COVID-19.**

***All employees and students are to daily self-assess at home for signs/symptoms of COVID-19 prior to reporting to school.***

### **Performing Arts**

On Monday, July 13, 2020, NFHS released the preliminary findings of the [Performing Arts Aerosol Study](#). Although the study draws preliminary conclusions that have not been confirmed through peer review, there are a number of recommendations that are being explored by our faculty so as to fully offer our students their musical experience. Additional details will be provided to students by the faculty as the school year commences.

## Physical Distancing

The master schedule for each building will be designed to maximize space, including outdoor space, to the greatest extent feasible; 6' of physical distancing will be accomplished where feasible. Additionally, [UltraBoard Barriers](#) will be utilized where 6' of physical distancing can not be maintained between students.

- Elementary Schools - Students will remain in cohorts for instruction with minimizing movement as much as possible.
- Middle Schools - Student class changes will occur by team to reduce the number of students in the hallway, and where possible, students will be cohorted to allow teachers to move instead of the students. Physical distancing in the hallways will be encouraged. Modifications to locker visits/usage may be employed to promote physical distancing.
- High School - Student dismissal from class will be staggered to reduce the number of students in the hallway, and where possible, grade level classes will be cohorted to minimize travel throughout the building. Physical distancing in the hallways will be encouraged. Modifications to locker visits/usage may be employed to promote physical distancing.

## Practicing Good Hygiene

[CDC Guidelines on Face Coverings](#) will be provided to students and employees. [CDC Guidance on Handwashing](#) will be provided to students and employees. [CDC Guidelines on How to Stop the Spread of Germs](#) will be provided to students and employees. Restrooms (soap/water) and hand-sanitizer dispensers are strategically placed at high traffic areas in each building for student and employee use.

## Recess

Weather permitting, outdoor recess will be held. When students are engaged in any activity at least 6 feet apart, they may remove their face covering (face covering break). Recess will include smaller groups of students whenever possible. Contactless activities will be encouraged. On days when indoor recess is necessary, face coverings will be required. Students will follow hygiene protocols following recess.

## School Busses

School busses will load by filling seats from back to front to limit students walking past students to find a seat. Students will not sit in the front row of the bus. Students will be assigned seats by cohort (same students sit together each day or by family). Students and drivers will wear face coverings or masks.

## Social and Emotional Well-Being



Mt. Lebanon School District is a leader in the area of Social and Emotional Well-Being. As part of the District's Recovery Steering Committee, a team of experts in the field developed a tiered approach for the District to respond to student and employee needs.

- A [system](#) of social, emotional, behavioral, and physical health supports has been created to allow for students to successfully re-engage in the learning process and actively participate in their education throughout the course of the school year after a crisis.
- A [system](#) of social, emotional, behavioral, and physical health supports has been created to mitigate barriers which impact effective work performance and which support employees to successfully work throughout the course of the school year.

Other long-standing resources are in place for students and staff. For example,

- Student Assistance Program - The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues that pose a barrier to a student's success.
- Employee Assistance Program - An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

In anticipation of the challenges opening the 2020-2021 school year, the Mt. Lebanon School District provided Psychological First Aid (PFA) and Mental Health Literacy (MHL) training for nurses, counselors, and psychologists.

## **Sports and Activities**

Mt. Lebanon School District's [Athletics and Activities' Health and Safety Plan](#) was initially approved by the Board of School Directors on June 22, 2020. The Mt. Lebanon School District will take the necessary precautions and recommendations from the Center for Disease Control, Allegheny County Health Department, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Pennsylvania Interscholastic Athletic Association to adjust procedures as necessary. All participants are required to sign a participation waiver.

Gatherings, events, and extracurricular activities will be encouraged to meet virtually where possible. Concerts, sporting events, school activities, and other in-person activities will be evaluated on a case-by-case basis. These events may be limited to those which maintain physical distancing guidelines established by the Pennsylvania Department of Education and/or other governing bodies. Field trips may be limited.

## **Volunteers and Visitors**

Visitors, volunteers, presenters, and family visitors will be restricted when feasible. Group meetings, like parent-teacher conferences and staff meetings, will be held virtually. Only in emergency circumstances should forgotten items be brought to the school building by family. Essential visitors will have to follow all screening protocols prior to entering a school building and adhere to the face covering requirements once inside.

## **Communication Plan and COVID-19 Protocols**

The Mt. Lebanon School District will continue to provide timely communication about our plans for students, staff, and parents as we prepare to return to school in the fall in whatever mode that will be. We are committed to providing communication that is clear, consistent and credible that relies on guidance from the PA Health Department, Allegheny County Health Department (ACHD), CDC and PA Department of Education requirements and recommendations.

Since January 2020 we have communicated in a variety of ways with our community about the ever changing school and health environment on the District website on the [COVID-19](#) page and on the [Recovery Steering Committee](#) page. We will continue to keep our community updated on our new [Return to School 2020-2021](#) page, MTLSD social media: Twitter: @mtlstd, Facebook: Mt. Lebanon School District; email, public presentations, live stream events, District ENewsletter, announcements and the District cable channels.

**Please keep your contact information updated in Dashboard to receive MTLSD communications.**

### **In-School COVID-19 Communication Protocols**

The Mt. Lebanon School District Health and Safety Plan outlines the steps the District will take to communicate with parents and staff in the event of a positive COVID-19 case. A District communication (email and posting on the District web-site) will be shared with the school community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.

### **When a Student, Employee or Visitor Displays COVID-19 Symptoms**

Should an individual student, employee, or visitor display COVID-19 symptoms, he/she should not enter the school building, and/or be placed into an isolation room, and/or be immediately removed from the school building and masked if not already. The parent or guardian, if a student, will be notified immediately. Testing for COVID-19 will be recommended to the staff member or student.

The Chairperson of Health Services for the District, or designee, will contact the Allegheny County Health Department, make a joint determination about isolation or quarantine needs, and comply with their recommendations.

Confidentiality of the individual involved in a suspected or confirmed COVID-19 case will be protected.

### **When a Student or Employee is Confirmed with COVID-19**

Should a case(s) emerge in a school building, we will follow the Pennsylvania Department of Education's [Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), as well as any recommendation from the Allegheny County Health Department. A District communication (email and posting on the District web-site) would occur to the community should an employee or student be confirmed with COVID-19; any relevant school closure information or subsequent adjustments to the Health and Safety Plan would be included in that communication.

Employees or students who demonstrate COVID-19 symptoms will be required to have a release from their health care provider, which will be reviewed by the District Chairperson for Health Services and the Allegheny County Health Department.