



**CHARDON**  
LOCAL SCHOOLS

# RETURN TO LEARNING RESPONSIBLE RESTART 2020-21

10/26/2020

*High achievement for all students where learning  
is our most important work.*

Board of Education Approved October 26, 2020

**Table of Contents**

DISTRICT MESSAGE..... 5

PLAN CONTRIBUTORS..... 6

    District Planning Team Members ..... 6

    Return to School Task Force ..... 6

PLAN CONFIRMATION GEAUGA COUNTY HEALTH COMMISSIONER..... 7

PLAN OVERVIEW..... 8

SCHOOLS DURING COVID-19 ..... 9

    CDC Considerations on School Re-opening ..... 9

    K-12 School Activity Risk Index..... 10

UNIVERSAL PRECAUTIONS..... 11

    How & When to Wash Your Hands ..... 12

    Cleaning and Sanitation ..... 15

    Social Distancing ..... 16

    Face Coverings..... 17

        Guidelines for Face Covering Use ..... 18

        How to Properly Wear a Face Covering ..... 20

    Social Distancing ..... 20

SCHOOL FACILITY ENHANCEMENTS ..... 21

    Overview ..... 21

    Classrooms ..... 22

    Visitor & Delivery Protocol..... 22

    Sanitation and Cleaning Supplies..... 24

    Common Areas ..... 24

    Air Filtration..... 24

RETURNING OUR STUDENTS TO IN-PERSON INSTRUCTION ..... 25

    Start Date..... 25

    First Week of School ..... 25

    Face Covering Exceptions..... 27

    Air Temperature Consideration..... 27

Regular Screening .....	27
Symptoms.....	28
Protocol for Symptomatic Students and Staff Members .....	28
Response Plan for Students with a Positive COVID-19 Diagnosis.....	29
Student Out-of-State Travel.....	29
RETURNING OUR STAFF TO THE SCHOOL SETTING .....	30
Health Screenings .....	30
Personal Protective Equipment (PPE).....	30
Policies.....	30
Training.....	30
Response Plan for Staff with a Positive COVID-19 Diagnosis.....	30
Staff Out-of-State Travel .....	31
RETURNING OUR COMMUNITY TO OUR SCHOOLS .....	32
Visitors.....	32
Volunteers .....	32
Community Use of School Facilities .....	33
OUR INSTRUCTIONAL DELIVERY PLAN .....	33
Purple Model – Full Remote Learning .....	35
Red Model – Full Remote Learning* .....	35
Orange Model – Modified Schedule* .....	36
A Deeper-Dive into the Orange Model.....	36
Hybrid Orange Scheduling .....	36
Hybrid Building Schedules .....	36
Note: <i>Start/End Times as of 8/12/20 still subject to some adjustment.</i> .....	36
Hybrid Student Day Assignments .....	37
Chardon High School (grades 8-12) .....	38
Chardon Middle School (grades 4-7) .....	40
Park & Munson ES (grades 1-3) .....	42
Maple (Kindergarten).....	44
Yellow Model – Full In-person Learning .....	45

Blue Model – Full Virtual Learning..... 45

A Deeper-Dive into the Blue Model..... 46

COMMUNICATIONS ..... 48

ADDITIONAL INFORMATION..... 49

    Athletic Guidelines (In Process) ..... 49

    Fall Sports Clarity ..... 49

        Current Fall Non-Contact Sports..... 49

        Current Fall Contact Sports..... 49

    Latchkey Program Locations and Times ..... 51

        Note: *Start/End Times as of 8/12/20 still subject to some adjustment.* ..... 51

    Latchkey Health and Safety Guidelines..... 51

    Music Guidelines (In Process)..... 51

    Transportation Guidelines ..... 51

    Food Service Program Guidelines ..... 52

    State Assessments Information..... 54

## DISTRICT MESSAGE

Dear Community Members:

The safety and security of students, staff and community who interact with the Chardon Local Schools is our highest priority. We are committed to taking proper steps to the health and well-being of everyone who learns and grows in our schools each day. We understand the vital role that schools play in the lives of our students and the critical importance of returning students to classrooms where they can experience the high quality instruction that we provide in Chardon Schools.

Our Return to School Task Force reviewed critical areas that affect how our schools operate on a daily basis and, most importantly, how students and staff learn and work in those settings. We have attempted to take into consideration the basic guidance on school reopening issued by state policymakers; we have worked closely with our Geauga County Health Commissioner, Thomas Quade, and; we have worked to implement safeguards that will help us reopen school buildings responsibly. We will continue to update this plan as new developments in public health make their way into the education community. It is certain that the plan will continue to be revised in the future.

The pillars of our Return to Learning Plan are these:

- Safety and security of everyone in our school community is vital
- Schools and in-person instruction are key to the success of every child
- Access to a high-quality and rigorous curriculum on a consistent basis is crucial to the achievement of our mission: *High achievement for all students where learning is our most important work.*
- Our schools play an important role in the social-emotional well-being of students

We look forward to greeting our students and staff in classrooms in a safe and effective manner. As always, your support of Chardon Schools is appreciated and never more important than it is right now.

Sincerely,

Michael P. Hanlon, Jr., Ph.D.

Superintendent

# PLAN CONTRIBUTORS

## District Planning Team Members

### Overall Planning

Deb Armbruster  
Ed Klein

### Instruction & Technology

Ryan Bandiera  
Linda Elegante  
Rhonda Garrett  
Douglas Higham  
Douglas Murray  
Kelly Moran  
Mat Prezioso  
Andrea Ryan  
Adam Tomco

### Facilities and Operations

Josephine Culliton  
Michael Gatrell  
Steven Kofol  
Bill Nells

## Return to School Task Force

Madelon Horvath  
Deb Armbruster  
Joan Blackburn  
Keith Brewster  
Derek Carlson  
Josephine Culliton  
Linda Elegante  
Meredith Gajda, NP  
Megan Ghobrial  
Rhonda Garrett

Michael Gatrell  
Michael Hanlon, Ph.D.  
Dan Heintz  
Al Herner  
Janice Hoffmann, RN  
Amanda Jonovich  
Ed Klein, Ph.D.  
Steven Kofol  
Jen Kreuz  
Chris May

Kelly Misch  
Douglas Murray  
Bill Nells  
Melissa Pettyjohn  
Mat Prezioso  
Doug Snyder  
Jen Sprinzl  
Shalyn Swick  
Timothy Velotta

PLAN CONFIRMATION GEAUGA COUNTY HEALTH COMMISSIONER  
[PLACEHOLDER FOR PLAN CONFIRMATION]

## PLAN OVERVIEW

The safety and security of students and staff is our highest priority in Chardon Schools. The purpose of this document is to outline the district's response to the rapidly-changing guidance on public health policy and, most specifically, how that applies to the important work that takes place in our schools each day. We have reviewed our health and safety procedures in an effort to comply with the recommendations established by State of Ohio policymakers, and will continue to evaluate our response plan as best practices continue to be identified.

This document reflects the current response plan for reopening Chardon Schools in light of the COVID-19 pandemic and focuses on the following:

- Creating a plan for a safe learning environment for students and staff that minimizes the risk of transmission of the virus;
- Consideration for the social-emotional needs of students and staff as they return to conventional schooling and adjust to changes that have been brought about as a result of the pandemic;
- Evaluating accepted practices in our facilities, vehicles and other settings to ensure that steps are taken to clean and sanitize in order to provide for safe delivery of services; and,
- Continuing to emphasize that in-person learning plays a vital role in the development of our students and should be preserved to the extent possible.

We anticipate that this will be a continually-changing situation and that adjustments to our response plan will be common as we work through the 2020-21 school year.

# SCHOOLS DURING COVID-19

## CDC Considerations on School Re-opening

### SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

#### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



#### Are recommended health and safety actions in place?

- ✓ Promote **healthy hygiene practices** such as **hand washing** and **employees wearing a cloth face covering**, as feasible
- ✓ Intensify **cleaning, disinfection**, and ventilation
- ✓ Encourage **social distancing** through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO



#### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for **signs and symptoms** of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to **stay home**
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

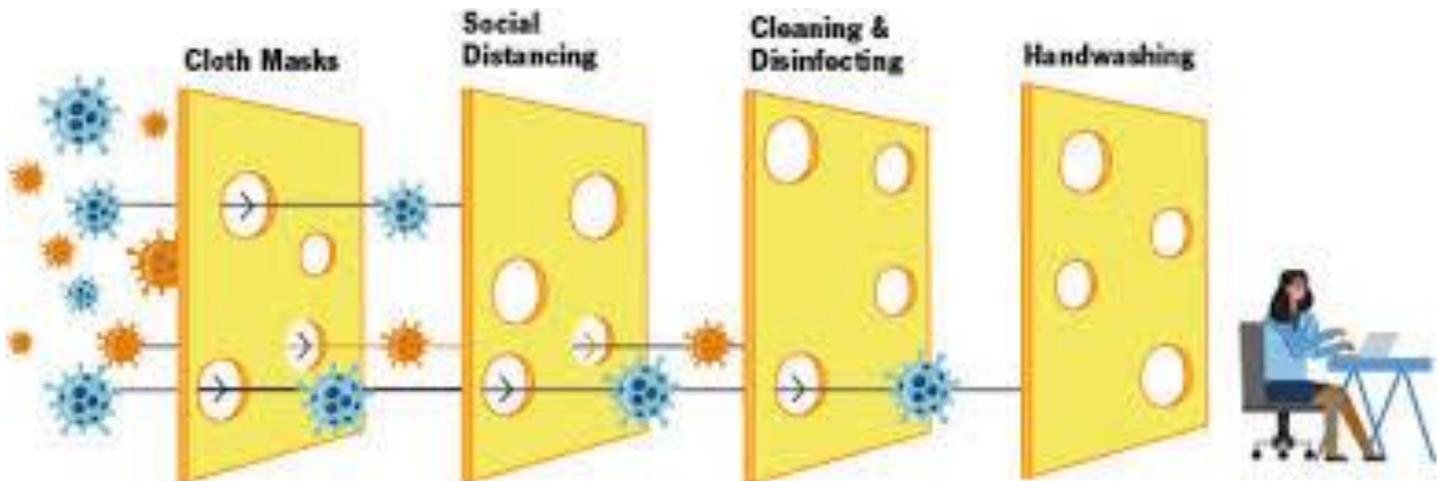
ANY NO



ALL YES



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



### Requirements

For all students and adults

- Low community spread
- Physical distance (6 feet)
- Mask wearing
- Hand hygiene and disinfection
- HEPA air filtration indoors or outdoor activities

## K-12 School Relative Risk Index

	Transportation to and from school	Routine classwork	Lunchtime <small>Assuming 6 feet of distancing at all times</small>	Arts & Humanities	Recess & Athletics
Low	Walk or ride a bicycle 	Desk-based instruction 	Picking up prepackaged meals 	Art Indoor 	Outdoor playground 
Low	Automobile Household members only 	Shop/Vocational-technical 	Outdoor eating 	Supervised clubs/Organizations 	Outdoor non-contact sports 
Medium	Automobile Carpool/non-household members 	Going to the restroom 	Cafeteria lunch line 	Band/Orchestra 	Indoor non-contact sports 
High	School bus 	Unmonitored study hall 	Indoor eating Classroom 	Choir 	All contact sports, indoor or outdoor 
High	Public transportation (Subway, bus) 	Lockers/Changing rooms between classes 	Indoor seating Cafeteria 	Drama performances 	Locker rooms 

### Risk Reducing Actions

- Classes outdoors (e.g., using tents)
- Maximum class size of 10-15 students
- Open classroom windows
- Stagger drop-off and pick-up times
- Pod students in groups
- Switch teachers between classes, not students
- Limit shared items
- Make unused spaces classrooms (e.g., gyms and band rooms)

Ezekiel J. Emanuel, MD, PhD Perelman School of Medicine at the University of Pennsylvania  
 James P. Phillips, MD George Washington University School of Medicine and Health Sciences  
 Saskia Popescu, PhD, MPH University of Arizona/George Mason University

SOURCES:  
 CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>)  
 NASEM (<https://www.nationalacademies.org/our-work/guidance-for-k-12-education-on-responding-to-covid-19>)



# STOP THE SPREAD OF GERMS

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

Avoid close contact with people who are sick.



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



Avoid touching your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.



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



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



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

CS314915-A

## How & When to Wash Your Hands

### **Key Times to Wash Hands**

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

### **During the COVID-19 pandemic, you should also clean hands:**

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

### **Follow Five Steps to Wash Your Hands the Right Way**

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

[Why? Read the science behind the recommendations.](#)

## Use Hand Sanitizer When You Can't Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

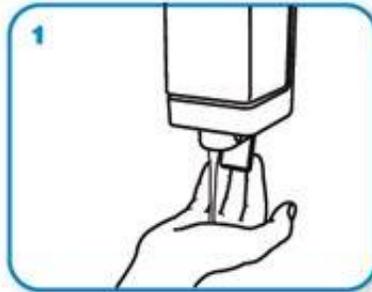
**Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

### **How to use hand sanitizer**

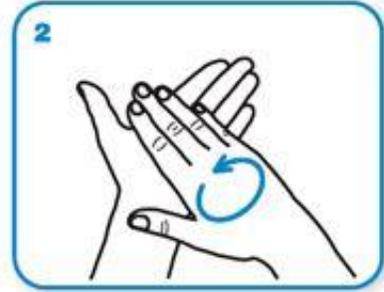
- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



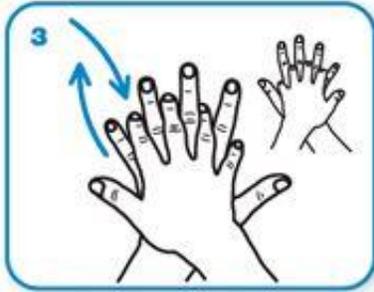
Wet hands with water



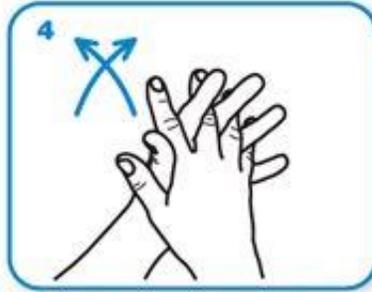
apply enough soap to cover all hand surfaces.



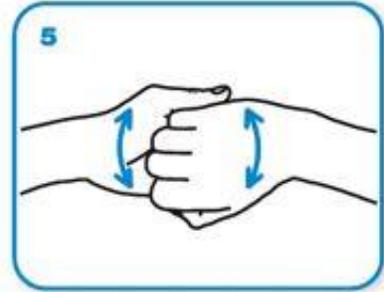
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



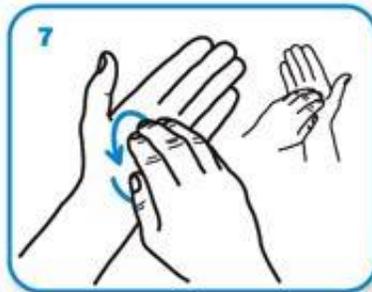
palm to palm with fingers interlaced



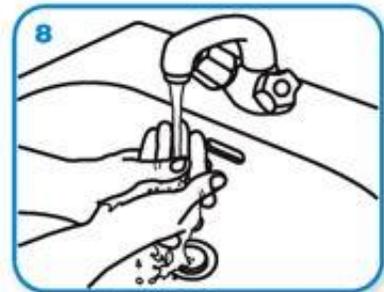
backs of fingers to opposing palms with fingers interlocked



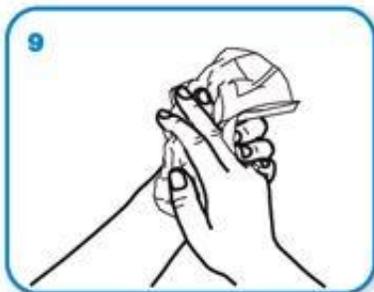
rotational rubbing of left thumb clasped in right palm and vice versa



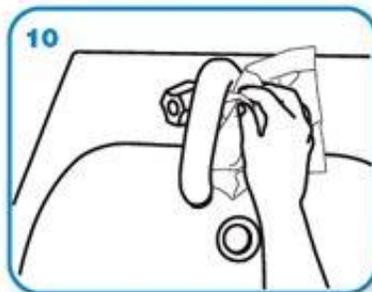
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



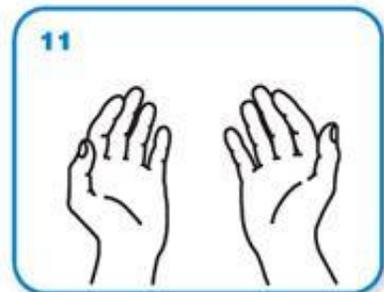
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant. Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

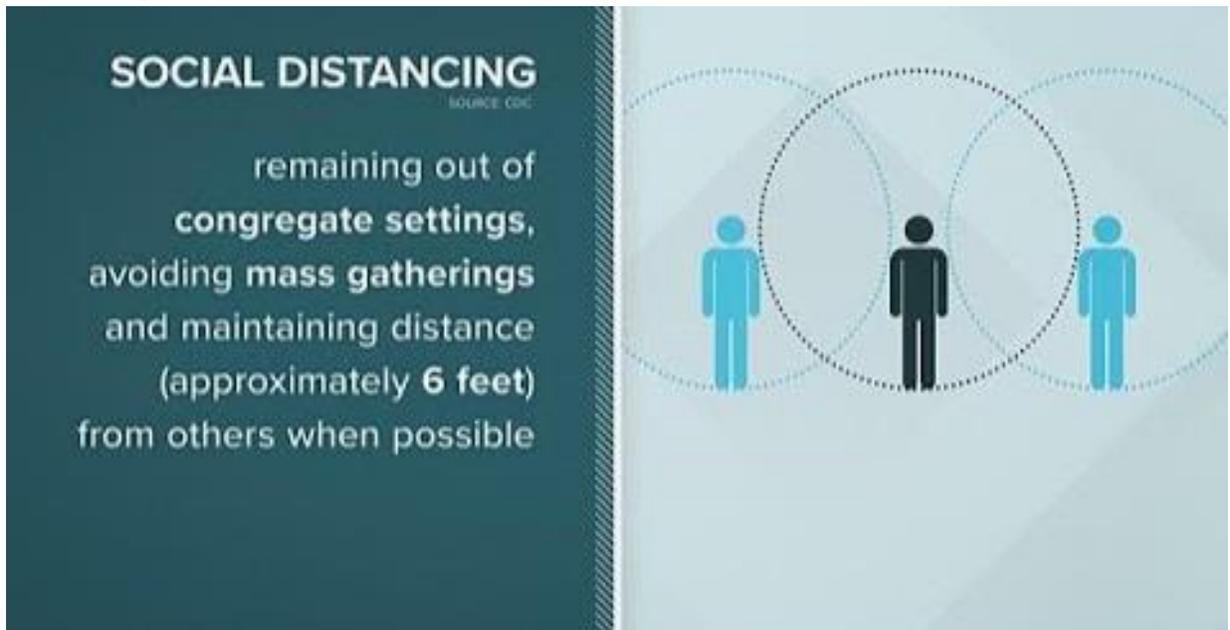
- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS316248A 04/01/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Social Distancing



Chardon Local Schools will continue to focus on these universal precautions in all aspects of our school operation including frequent emphasis of these precautions and adjustments to school operating procedures to meet these objectives.



**GEAUGA PUBLIC HEALTH**<sup>SM</sup>

*Promoting and Protecting Community Health* Thomas Quade, MA, MPH, CPH, FRSPH  
Health Commissioner

470 Center St., Building 8, Chardon, OH 44024-1071  
440.279.1900 [www.geaugacountyhealth.org](http://www.geaugacountyhealth.org)

---

July 10, 2020

## **Press Release**

**For More Information, Contact:**

Tom Quade, Health Commissioner

Phone: (440) 279-1900

Email: [TQuade@GeaugaCountyHealth.org](mailto:TQuade@GeaugaCountyHealth.org)

### **Health Commissioner Calls for Masks in Public Places as the County Risk Level is Raised**

**Chardon, Ohio – Geauga County Health Commissioner, Tom Quade, is strongly encouraging Geauga County residents who are able to wear a face mask to do so whenever they are in the presence of others outside of their own households. This call for action is not a local public health order nor is it a state mandate in Geauga County.**

The Geauga County Health Commissioner “strongly believes that it is far better for the public to understand the value of prevention and to make the decision on their own to protect one another than to rely on the government to step in and attempt to order common sense, mutual respect, and simple human compassion for other people with whom we share our space.” He does also recognize certain obligations. “When people make personal decisions which put the health and safety of the general public in jeopardy, we do have a responsibility to act. That is why health departments exist.” Our county risk level assessment as defined by the Ohio Department of Health has been elevated from level one (yellow) to level two (orange). The state’s level three risk assessment carries with it a state-mandated mask requirement.

Quade suggests that because our individual experiences are intertwined, we are all balancing our individual freedoms and our community’s wellbeing. “It is like minding our speed when driving in school zones. It is inconvenient when we are in a rush but we have a civil as well as legal obligation to protect the children. We don’t simply tell them to stay home if they’re afraid to cross the street when we’re driving through.”

Quade calls for sustained efforts to prevent the increases of cases and hospitalizations occurring outside our county. Geauga County businesses are also encouraged to consider requiring customers to wear masks, especially in and around Middlefield, where the recent community spread is higher. According to the June responses to the health department’s community input survey, observing low rates of mask use by patrons in retail and grocery stores, restaurants, and bars is among the leading reasons people are likely to do business elsewhere. Masks are good for the public’s health. They may also be good for business.

Health Commissioner Quade has also been working closely with school administrators throughout the county on return to school plans in an attempt to minimize the inherent increased risk of transmission. “One of the most effective things the community can do now to minimize the risk is to reduce the number of cases in the general population in advance of students and teachers returning to school. The progress we make is made together.”



### Guidelines for Face Covering Use

Minimizing the risk of the transmission of the virus through aerosolized bodily fluids is a universal precaution that can be applied in schools. To ensure a safe environment when adequate social distancing is not available, face coverings will be used as a preventive response.

***All students, school personnel and all visitors are expected to properly wear face masks (not face shields) in all areas of the school setting.***

A face covering is not required if there is a documented medical or other practical reason one cannot be worn (e.g. consuming food in the lunchroom, receiving specialized instruction such as speech therapy, etc.). Guidance documents strongly encourage the use of face coverings in school settings. Further guidance from Governor DeWine on August 15, 2020, prohibited the use of face shields in return to school planning.

- Staff will be provided with a face covering (shields may be used in addition to, but not as a substitute for, face masks).
- Students will provide their own face covering (shields may be used in addition to, but not as a substitute for, face masks).

In addition, the school district is providing individual barriers/shields that fit on desktops for each student. When in a classroom setting and working in the enclosed area provided by the desktop barriers, teachers may exercise discretion to have students remove face coverings recognizing that students will always be permitted to wear the face covering if they are more comfortable. When social distancing is not practical in the classroom (e.g. it is necessary for a small group to work

together, or face-to-face instructional support is being provided by the teacher) face coverings should be properly worn.

### Examples of Student Face Covering Scenarios

School Level	Face Covering Requirements
PK-K (Maple)	<ul style="list-style-type: none"> <li>✓ Face coverings PK will follow state-issued guidelines.</li> <li>✓ Face coverings K when riding school transportation.</li> <li>✓ Face coverings K during arrival and dismissal procedures.</li> <li>✓ Face coverings in common areas (hallways, etc.)</li> <li>✓ Face coverings K in large group settings or at the discretion of the teacher.</li> </ul>
Grade 1-3 (Park & Munson)	<ul style="list-style-type: none"> <li>✓ Face coverings when riding school transportation.</li> <li>✓ Face coverings during arrival and dismissal procedures.</li> <li>✓ Face coverings in common areas (hallways, etc.)</li> <li>✓ Face coverings in classroom settings when social distancing cannot be reasonably accomplished.</li> <li>✓ Face coverings in large group settings.</li> </ul>
Grade 4-7 (CMS)	<ul style="list-style-type: none"> <li>✓ Face coverings when riding school transportation.</li> <li>✓ Face coverings during arrival and dismissal procedures.</li> <li>✓ Face coverings in common areas (hallways, etc.).</li> <li>✓ Face coverings in classroom settings when social distancing cannot be reasonably accomplished.</li> <li>✓ Face coverings in large group settings.</li> </ul>

Grade 8-12 (CHS)	<ul style="list-style-type: none"> <li>✓ Face coverings when riding school transportation.</li> <li>✓ Face coverings during arrival and dismissal procedures.</li> <li>✓ Face coverings in common areas (hallways, etc.).</li> <li>✓ Face coverings in classroom settings when social distancing cannot be reasonably accomplished.</li> <li>✓ Face coverings in large group settings.</li> <li>✓ Face coverings in classroom settings when social distancing cannot be reasonably accomplished.</li> </ul>
------------------	---

### How to Properly Wear a Face Covering Face Masks

The following criteria should be used when wearing a face mask (including gaiters) to ensure maximum effect:

- It should fit snugly but comfortably against the sides of the face
- It should be secured by ties or loops to maintain fit
- It should be constructed with suitable cloth or material
- It should allow the user to breath without restriction
- It should be washed daily or replaced if washing cannot be accomplished
- In accordance with our dress code policy, it cannot display ads or promotions for alcoholic beverages, tobacco, or any other drug, or which advocates violence or use of force against any institution, individual, racial, ethnic, or cultural group, or displays inappropriate or offensive language.

### Face Shields

A face shield should be washed daily when used in conjunction with a face covering to ensure maximum effect.

### Social Distancing

Our classrooms will look and feel different that they did before COVID-19. Maintaining physical and social distance will be important to minimize the risk of the virus being transmitted from one person to another. The “COVID-19 Health and Prevention Guidance for Ohio K-12 Schools” states:

*“School staff should try when possible to maintain 6-foot social distance among students, staff, and volunteers in all school environments, including classrooms, hallways, restrooms, cafeteria, playground, drop-off and pick-up locations, and school buses. Where social distancing is difficult, face coverings are even more essential.”*

We are working to identify ways to increase physical space between people in schools that were not originally designed to meet this demand. Some of the changes we are making include:

- Removing non-essential furniture and equipment from classrooms
- Installing Plexiglas dividers to workspaces (e.g. reception desks, school busses, cafeteria serveries)
- Establishing one-way traffic flow through classrooms and hallways.
- Use of face mask and/or face shield.
- Staggering breaks and class changes.
- Signage and training to remind students and employees of the importance of physical distancing.
- Limiting visitors and volunteers; those required to enter will submit to the same screening process as staff.
- Following guidance from the CDC and Ohio Department of Health utilizing virtual activities in lieu of field trips, parent meetings, etc. and postponing non-essential events.
- Evaluating whether and to what extent external community organizations can safely utilize the site and campus resources. Review facility use agreements and establish common facility protocols for all users of the facility.
- Establishing protocol for accepting deliveries safely in school facilities.

## SCHOOL FACILITY ENHANCEMENTS

### Overview

A safe and secure learning environment for students and staff is always our top priority. In cooperation with the Geauga County Health Commissioner, we are taking steps in our physical spaces to minimize risk of transmission of the virus. We will continue to evaluate our response plan and make adjustments as necessary.

## Classrooms

We are implementing the following to ensure a safe and secure learning environment:

- Removing non-essential furniture and equipment from classrooms
- Desktop barriers have been purchased for every student.
- Desks arranged to minimize face-to-face interaction.
- Where available, one-way traffic patterns will be established.
- Where space permits, creation of secondary clinic facilities to serve routine need vs. illness.
- Limiting the shared use of classroom supplies and materials.
- Installation of additional hand sanitizer stations throughout school buildings
- Water fountain “bubblers” will be offline. Water bottle filler stations will be used.
- Installation of touchless faucets is ongoing.
- Informational signage added to school settings regarding social distancing and handwashing.

**DESKSHIELDS** BY DOBBS GLOBAL

PROTECT STUDENTS & TEACHERS AGAINST THE SPREAD OF GERMS WITH DESKSHIELDS!

- Crystal Clear PET Impact Resistant
- Durable Vinyl Trim
- Easy to clean & wipe down
- Side Pockets - Privacy Inserts
- Portable - Folds up & lays flat
- Black metal round corners

Available in 5 colors:

Black Blue Burgundy Red Green

Available Sizes:  
20" w x 14 or 16" h | 20" w x 18" h | 20" w x 21" h  
\*custom sizes available

**ORDER TODAY!**

WWW.DOBBSGLOBAL.COM | 800-889-6368 | DOBBSGLOBAL

## Staff Areas

The safety of staff members is also a high priority in our schools.

- The use of staff common rooms will be limited to promote physical distancing. Common areas will be used on a limited basis with an expectation of cleaning after use for the next person.
- Partitions in office areas are being installed.
- Visitors to school buildings will be limited to only absolutely essential activities. Where possible, visitors will be met at the door to conduct business to avoid the need to enter the school building.
- Sanitizing stations will be added throughout common areas.

## Visitor & Delivery Protocol

Individuals visiting or making deliveries to any Chardon School District facility will be required to contact the school upon arrival on campus. The following sign will be widely-visible to any on-campus visitor:

**WELCOME TO  
CHARDON HIGH SCHOOL**



**VISITORS/DELIVERIES**

- **PLEASE REMAIN IN VEHICLE**
- **PLEASE CALL THE FOLLOWING NUMBER  
AND A MEMBER OF OUR STAFF WILL ASSIST YOU**

**440-285-4057**

- **FACE COVERINGS REQUIRED ON SCHOOL GROUNDS**

Visitors and delivery personnel will be expected to follow these guidelines:

- Individuals may wait inside their vehicle and contact the school office using the number on the sign to discuss the purpose of their visit.
- Individuals may also use the exterior security buzzer to discuss their reason for visiting the school campus.
- School personnel will direct the individual as to how their visit to campus will be conducted.
- In most cases, the school personnel will meet the individual at the door to conduct the school business that necessitated the on-campus visit. Additionally, school personnel will direct deliveries to safest possible location.
- The on-campus visitors are required to wear face coverings while outside their vehicle.

### Sanitation and Cleaning Supplies

The district continues to order EPA-approved supplies and disinfectants. These products meet industry standards for use against virus transmission and other pathogens. In addition, Clorox 360 (electrostatic spray) machines are available and will be used in every building for sanitation.

The district has provided training to all custodians on sanitation procedures, including training on EPA-approved supplies and disinfectants.

All classrooms, common areas, and vehicles will be sanitized nightly.

### Common Areas

The frequency and cleaning of these spaces will increase in all common areas of the building including handrails, door knobs and other “high touch” surfaces. Furniture will be spaced to enhance distancing.

### Air Filtration

All air handlers and univents have been examined, repaired as needed in accordance with industry- and appliance-specific instructions, and air filters replaced as recommended. This is the routine annual maintenance completed by the school district.

The National Air Filtration Association states: “Filtration in building heating, ventilation, and air conditioning (HVAC) systems can be a part of an overall risk mitigation approach but is not generally regarded as a solution by itself. There is no direct scientific evidence of benefit, but some reduced exposure can reasonably be inferred based on the ability of some filters to remove particles that contain a SARS-CoV-2 virus.” Accordingly, all air filters and univents have been cleaned, maintained, and repaired as needed.

The National Air Filtration Association also states: “More importantly, in most buildings and in most situations, filters may be considerably less effective than other infection control measures including social distancing, isolation of known cases, and hand-washing.”

## RETURNING OUR STUDENTS TO IN-PERSON INSTRUCTION

### Start Date

Given that fact that the school facilities in the district are aging and have no, or very limited, air conditioning, combined with the consistent use of face coverings in the school setting, there is a concern that the seasonal warm weather will have an adverse impact on students and staff. Therefore, the Board of Education will be considering a resolution to move the school start date for students to August 31, 2020.

*Adjustment to the established school calendar requires a thirty (30) day period of public notice along with two (2) hearings by the Board of Education at a public meeting. The earliest this can occur is July 20, 2020 with final approval not sooner than August 19, 2020.*

The proposed calendar (See following page) was presented to the Board of Education for first hearing on Monday, July 20, 2020. The first possible date for the Board to take final action on calendar approval is Wednesday, August 19, 2020. A Special meeting has been scheduled for 7:30 AM on that date to take final action to approve the revised calendar and comply with requirements established in the Revised Code.

### First Week of School

The first several days of school will be an important transition for our students. They haven't been in the school setting since March 16, 2020. Many new protocols and procedures will be in place for their protection and to minimize risk. Likewise, many of the same changes will be new for staff members. As a result, September 1-3 will be Hybrid Schedule (A/B) days for all students in order to spend time teaching and reviewing these important procedures.

## CHARDON LOCAL SCHOOLS/2020-2021 ACADEMIC CALENDAR

<p><b>AUGUST</b></p> <p>26 First Day for Teachers 27 Professional Dev Day 28 Professional Dev Day 31 First Day for Students</p> <p>Teacher Days=(month/year) 4/4 Student Days=(month/year) 2/2</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">AUGUST '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST '20							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
AUGUST '20																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	3	4	5	6	7	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30	31																																																								
<p><b>SEPTEMBER</b></p> <p>4 Prof Dev Day-no school 7 Labor Day-no school</p> <p>Note: 8/31 – 9/3 will be Hybrid Schedule "ORANGE" days regardless of school designation to allow training in distancing and other procedures. Teacher Days=(month/year) 21/25 Student Days=(month/year) 21/23</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">SEPTEMBER '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	SEPTEMBER '20							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
SEPTEMBER '20																																																									
S	M	T	W	Th	F	S																																																			
		1	2	3	4	5																																																			
6	7	8	9	10	11	12																																																			
13	14	15	16	17	18	19																																																			
20	21	22	23	24	25	26																																																			
27	28	29	30																																																						
<p><b>OCTOBER</b></p> <p>9 NEOEA Day-no school End of 1<sup>st</sup> Quarter TBD</p> <p>Teacher Days=(month/year) 21/46 Student Days=(month/year) 21/44</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">OCTOBER '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	OCTOBER '20							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
OCTOBER '20																																																									
S	M	T	W	Th	F	S																																																			
				1	2	3																																																			
4	5	6	7	8	9	10																																																			
11	12	13	14	15	16	17																																																			
18	19	20	21	22	23	24																																																			
25	26	27	28	29	30	31																																																			
<p><b>NOVEMBER</b></p> <p>25 Conference Comp Day-no school 26-27 Thanksgiving Break</p> <p>Teacher Days=(month/year) 19/65 Student Days=(month/year) 19/63</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">NOVEMBER '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	NOVEMBER '20							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
NOVEMBER '20																																																									
S	M	T	W	Th	F	S																																																			
1	2	3	4	5	6	7																																																			
8	9	10	11	12	13	14																																																			
15	16	17	18	19	20	21																																																			
22	23	24	25	26	27	28																																																			
29	30																																																								
<p><b>DECEMBER</b></p> <p>End of 2<sup>nd</sup> Quarter/ 1<sup>st</sup> Semester TBD 21-31 Winter Break</p> <p>Teacher Days=(month/year) 14/79 Student Days=(month/year) 14/77</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">DECEMBER '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	DECEMBER '20							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
DECEMBER '20																																																									
S	M	T	W	Th	F	S																																																			
		1	2	3	4	5																																																			
6	7	8	9	10	11	12																																																			
13	14	15	16	17	18	19																																																			
20	21	22	23	24	25	26																																																			
27	28	29	30	31																																																					
<p><b>JANUARY</b></p> <p>1 Winter Break 4 Winter Break 5 Classes Resume 15 Records Day 18 MLK Day (No School)</p> <p>Teacher Days=(month/year) 18/97 Student Days=(month/year) 17/94</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JANUARY '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY '21							S	M	T	W	Th	F	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
JANUARY '21																																																									
S	M	T	W	Th	F	S																																																			
				1	2																																																				
3	4	5	6	7	8	9																																																			
10	11	12	13	14	15	16																																																			
17	18	19	20	21	22	23																																																			
24	25	26	27	28	29	30																																																			
31																																																									
<p><b>FEBRUARY</b></p> <p>15 Presidents' Day-no school</p> <p>Teacher Days=(month/year) 19/116 Student Days=(month/year) 19/113</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">FEBRUARY '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY '21							S	M	T	W	Th	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28													
FEBRUARY '21																																																									
S	M	T	W	Th	F	S																																																			
1	2	3	4	5	6																																																				
7	8	9	10	11	12	13																																																			
14	15	16	17	18	19	20																																																			
21	22	23	24	25	26	27																																																			
28																																																									
<p><b>MARCH</b></p> <p>End of 3<sup>rd</sup> Quarter TBD 29-31 Spring Break-no school</p> <p>Teacher Days=(month/year) 20/136 Student Days=(month/year) 20/133</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">MARCH '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	MARCH '21							S	M	T	W	Th	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
MARCH '21																																																									
S	M	T	W	Th	F	S																																																			
1	2	3	4	5	6																																																				
7	8	9	10	11	12	13																																																			
14	15	16	17	18	19	20																																																			
21	22	23	24	25	26	27																																																			
28	29	30	31																																																						
<p><b>APRIL</b></p> <p>1 Spring Break-no school 2 Good Friday – no school 5 Conference Comp Day-no school</p> <p>Teacher Days=(month/year) 20/156 Student Days=(month/year) 20/153</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">APRIL '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	APRIL '21							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
APRIL '21																																																									
S	M	T	W	Th	F	S																																																			
				1	2	3																																																			
4	5	6	7	8	9	10																																																			
11	12	13	14	15	16	17																																																			
18	19	20	21	22	23	24																																																			
25	26	27	28	29	30																																																				
<p><b>MAY</b></p> <p>31 Memorial Day</p> <p>Teacher Days=(month/year) 20/176 Student Days=(month/year) 20/173</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">MAY '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	MAY '21							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
MAY '21																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	3	4	5	6	7	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30	31																																																								
<p><b>JUNE</b></p> <p>10 End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester/Last Day for Students 11 Last Day for Teachers</p> <p>Teacher Days=(month/year) 9/185 Student Days=(month/year) 8/181</p> <p style="color: red;"><b>ORC NOTES AND CALAMITY DAYS MAKE UP PLAN ON BACK</b></p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JUNE '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	JUNE '21							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
JUNE '21																																																									
S	M	T	W	Th	F	S																																																			
		1	2	3	4	5																																																			
6	7	8	9	10	11	12																																																			
13	14	15	16	17	18	19																																																			
20	21	22	23	24	25	26																																																			
27	28	29	30																																																						
<p><b>JULY '21</b></p> <p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li><span style="color: green;">■</span> CBA Required Non-Student Days</li> <li><span style="color: blue;">■</span> Student Days-students do not report per Revised Code</li> <li><span style="color: magenta;">■</span> Non-Student/Non-Staff Days</li> <li><span style="color: yellow;">■</span> Quarter/Semester End Dates</li> </ul>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JULY '21</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	JULY '21							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
JULY '21																																																									
S	M	T	W	Th	F	S																																																			
				1	2	3																																																			
4	5	6	7	8	9	10																																																			
11	12	13	14	15	16	17																																																			
18	19	20	21	22	23	24																																																			
25	26	27	28	29	30	31																																																			

Revised August 7, 2020

## Face Covering Exceptions

If a student has a medical condition that precludes him/her from wearing a face covering for either the entire school day or part of the school day, other than while eating at lunchtime and during teacher-authorized face covering breaks, the school will require a physician's note prior to the start of the 2020-21 school year. Your child's physician will need to provide the following information on his/her official letterhead or Rx pad paper:

- student's first and last name
- student's date of birth
- date of physician's order
- physician's reason for why the student is exempt from wearing a face covering
- physician's name
- physician's signature
- physician's contact information should we need clarification

We ask that either the parent/guardian or physician send the note to Chardon Schools using one of the following delivery methods prior to the start of the 2020-21 school year:

Fax the note to the attention of our head school nurse, Ms. Janice Hoffmann, at 440-285-9463. OR

Scan and email the note to Ms. Hoffmann at [janice.hoffmann@chardonschools.org](mailto:janice.hoffmann@chardonschools.org).

## Air Temperature Consideration

Given the foregoing discussion on Start Date, it is still possible that periods of intense heat due to seasonal conditions may occur. Again, given the interaction of face coverings and warm conditions, the district will carefully monitor temperature and may utilize a calamity day if weather conditions warrant such action.

## Regular Screening

In discussion with the Geauga County Health Commissioner, it was confirmed that parents/guardians play a vital role in the daily screening of their children. Before coming to school, students and staff should be screened using the following criteria:

1. Check temperature. It must be below 100.0 degrees Fahrenheit.
2. Observe symptoms for coughing, shortness of breath, etc.
3. Symptoms of illness such as fatigue, generally not feeling well.
4. The child/staff member was in contact with an individual diagnosed with COVID-19.
5. The child/staff member is currently being tested on suspicion on COVID infection.

If any of these are present, the child/staff member should be kept home from school.

**CDC does not currently recommend universal symptom screenings (screening all students in grades K-12) be**

*conducted by schools. Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day. Students who are sick should not attend school in-person.*

The foregoing recommendation notwithstanding, the district has purchased touchless mass temperature screening technology for use as students arrive at the building. This serves as an additional screening tool. All individuals (staff, students, and visitors) will be required to enter school buildings via identified entrances outfitted with this technology and will be screened only upon their arrival at school each day. This screening will only trigger further evaluation in cases where an individual has a temperature exceeding 100.0 degrees Fahrenheit.

### Symptoms

Symptoms that should be noted and require additional attention:

- Cough
- Shortness of Breath or Difficulty Breathing
- Fever
- Chills
- Muscle Pain
- New Loss of Taste or Smell
- Sore Throat

Other, less common symptoms: nausea, vomiting, diarrhea and/or fatigue. Symptoms can be very mild to severe. In about 80% of patients, COVID-19 causes only mild symptoms.

### Protocol for Symptomatic Students and Staff Members

Addressing a student or staff member that presents symptoms in the school setting will be handled with care and consideration. The following protocol will apply if a student or staff member begins having suspected COVID-19 symptoms or feels ill during the school day:

- Separate the person who is ill from others. Secondary clinics have been established in buildings as space permits.
- Staff with symptoms of COVID-19 will be sent home and instructed to contact their Primary Care Physician to initiate testing protocols and follow their Physician's health recommendations. Call 911 or send to hospital if emergency care is needed.
- Refer to the CDC guidance for cleaning and disinfecting the building when someone is ill.
- The district will adhere to Board policy indicating that a student must be fever free for 24 hours without medication in order to return to school. Example: Student is sent home Tuesday with a fever of 101 degrees. The student may return no earlier than Thursday for the start of school if they have been fever free without the use of OTC or other medication to reduce fever.

## Response Plan for Students with a Positive COVID-19 Diagnosis

It is important to understand that the Geauga County Health Commissioner has an established protocol that will be activated upon notification of a positive diagnosis. That protocol includes identification, contact tracing, quarantining the individual and others as identified by the Health Department. Our purpose in this document is not to reiterate that protocol, but to assist that department in implementing their procedure.

- Isolate a symptomatic individual and anyone who was in close proximity to that individual. Per the Health Commissioner, close proximity is defined as distances of less than six feet for an extended single period of time greater than fifteen minutes.
- The areas of the school that may have been contaminated by an individual testing positive will be closed until “deep cleaning” with approved disinfectants can be completed.
- The school district will communicate *generally* with parents when a positive diagnosis arises in the school similar to previous practices involving cases of MRSA, communicable diseases, head lice, etc. The school district will not release personally identifiable information as this may constitute a violation of FERPA and/or HIPAA regulations.

## Student Out-of-State Travel

On July 22, 2020, Ohio Governor Mike DeWine issued a travel advisory recommending that domestic travelers who have been in states with a positive testing rate of 15% or higher for COVID-19 quarantine for fourteen (14) days upon entering Ohio. The list of states meeting the high testing rate for which quarantine is recommended is updated each week and can be accessed via a color-coded map located on the Ohio Department of Health’s [COVID-19 Travel Advisory web page](#)..

Travel to another state occurs any time an individual crosses into a state via air travel, public transit, personal vehicle, or ride shares/taxis and interacts with individuals in that state. Per the Governor’s guidance, when determining whether you should quarantine upon re-entering Ohio, consider the activities engaged in while traveling to or through listed states:

- Did your child socially distance, wear a mask, and wash or sanitize your hands often?
- Did your child have prolonged, sustained contact with others?  
*For example, stopping for fuel or traveling to an office where social distancing, mask wearing, and hand hygiene are practiced regularly are less risky than going to a restaurant or gathering that does not enforce mask wearing or social distancing.*

In line with this guidance, the District requires that students (per the best judgment of their parents/guardians) examine the nature of the time spent in a state on Ohio’s travel advisory list and the interactions the student may have had with others in that state.

If, while traveling to one of the states on Ohio’s travel advisory list, the student engaged in some activities that would put one at increased risk of contracting COVID-19, the District asks that the student abides by the fourteen (14)-day quarantine period and does not report to any District

property during the quarantine period. Arrangements for this absence should be communicated ahead of time to the student's building principal.

The District appreciates your consideration and adherence to the above requirements as we strive to keep District students and staff safe and healthy.

## RETURNING OUR STAFF TO THE SCHOOL SETTING

### Health Screenings

All staff members play an important role in minimizing risk of transmission of the virus. Prior to traveling to the work setting, staff members should self-screen at home using the same criteria as students. Notify the direct supervisor and do not report if any of the self-screening indicates a potential issue.

Upon arriving for work, staff will self-screen daily for COVID-19 symptoms and temperatures over 100.0 degrees Fahrenheit. Staff confirmed to have symptoms or a temperature over 100.0 degrees Fahrenheit will be immediately directed to seek medical care.

### Personal Protective Equipment (PPE)

Appropriate PPE will be worn by selective staff based on their role and responsibilities and in adherence with state and local regulations and guidelines. Training on how to properly use and dispose of all PPE will be provided. Every staff member will be issued a cloth face covering and/or polycarbonate face shield and be required to wear it as appropriate.

### Policies

Safe return to work guidance will be provided to our staff and will include additional personal and medical leave options communicated to staff in June 2020 via email and available here: [Personnel Leave Flowchart](#)

### Training

Staff will continue to train in all enhanced health, hygiene and physical distancing practices to ensure they are consistently followed. Staff will also be trained to recognize and report COVID-19 symptoms and follow medical care and isolation procedures as recommended by the CDC.

### Response Plan for Staff with a Positive COVID-19 Diagnosis

It is important to understand that the Geauga County Health Commissioner has an established protocol that will be activated upon notification of a positive diagnosis. That protocol includes identification, contact tracing, quarantining the individual and others as identified by the Health Department. Our purpose in this document is not to reiterate that protocol, but to assist that department in implementing their procedure.

- Isolate a symptomatic individual and anyone who was in close proximity to that individual. Per the Health Commissioner, close proximity is defined as distances of less than six feet for an extended single period of time greater than fifteen minutes.
- The areas of the school that may have been contaminated by an individual testing positive will be closed until “deep cleaning” with approved disinfectants can be completed.
- The school district will communicate generally with parents when a positive diagnosis arises in the school similar to previous practices involving cases of MRSA, communicable diseases, head lice, etc. The school district will not release personally identifiable information as this may constitute a violation of HIPAA regulations.

### Staff Out-of-State Travel

On July 22, 2020, Ohio Governor Mike DeWine issued a travel advisory recommending that domestic travelers who have been in states with a positive testing rate of 15% or higher for COVID-19 quarantine for fourteen (14) days upon entering Ohio. The list of states meeting the high testing rate for which quarantine is recommended is updated each week and can be accessed via a color-coded map located on the Ohio Department of Health’s [COVID-19 Travel Advisory web page](#)..

Travel to another state occurs any time an individual crosses into a state via air travel, public transit, personal vehicle, or 8-12ride shares/taxis and interacts with individuals in that state. Per the Governor’s guidance, when determining whether you should quarantine upon re-entering Ohio, consider the activities engaged in while traveling to or through listed states:

- Did you socially distance, wear a mask, and wash or sanitize your hands often?
- Did you have prolonged, sustained contact with others?  
*For example, stopping for fuel or traveling to an office where social distancing, mask wearing, and hand hygiene are practiced regularly are less risky than going to a restaurant or gathering that does not enforce mask wearing or social distancing.*

In line with this guidance, the District requires that staff members (per their best judgment) examine the nature of the time spent in a state on Ohio’s travel advisory list and the interactions they may have had with others in that state.

If, while traveling to one of the states on Ohio’s travel advisory list, the staff member engaged in some activities that would put one at increased risk of contracting COVID-19, the District asks that the student abides by the fourteen (14)-day quarantine period and does not report to any District property during the quarantine period. Arrangements for this absence should be communicated ahead of time to the staff member’s building principal.

The District appreciates your consideration and adherence to the above requirements as we strive to keep District students and staff safe and healthy.

## RETURNING OUR COMMUNITY TO OUR SCHOOLS

Schools are an important component of any community. In addition to the important work of educating students, our school facilities are used by numerous community organizations to offer a wide range of activities that enrich our community. We recognize the important role that access to school facilities plays in building a stronger community. With the onset of the public health crisis, the need for additional cleaning and sanitizing within the school setting will figure significantly into school reopening plans. Our commitment first and foremost is doing everything we can to minimize risk for students and staff within the daily instructional setting.

### Visitors

We understand that the need for parents/guardians to visit the school arises from time to time. This may be to pick up a child for an appointment to dropping off a forgotten item from home. We are attempting to limit school visitors to the greatest extent possible simply to reduce potential exposure of students and staff to the virus. Visitors will be subject to the following guidelines:

- Visitors are requested to carefully consider the need to visit the school in-person and limit those only to absolutely essential trips.
- Upon arrival at the school, visitors will see signs posted prominently outside the school facility directing them to call the school to inform staff that they are waiting in their vehicle until further directed as to how their visit will be conducted by school personnel.
- School personnel will meet the visitor at the designated door and conduct the business that necessitated the visit at that location unless the potential exists to compromise a student's FERPA protections (or some other compelling reason exists).
- Visitors must wear a face covering to the door when meeting with a staff member.

### Volunteers

We value the work of volunteers in our schools. However, we also want to minimize risk wherever possible. Volunteers will not be permitted in school facilities except in cases of absolute necessity. Volunteers will be subject to the following guidelines in the event that they are requested to enter the building by the Principal:

- Upon arrival at the school, volunteers will see signs posted prominently outside the school facility directing them to call the school to inform staff that they are waiting in their vehicle until further directed as to how their visit will be conducted by school personnel.
- School personnel will meet the volunteer at the designated door and conduct a temperature and symptom screening with the individual.
- Volunteers must wear a face covering to the door when meeting with a staff member and at all times if permitted to enter the building.

## Community Use of School Facilities

As noted previously, we recognize the important role schools play in building a strong community. However, we want to minimize risk wherever possible. As a result, our goal will be to have school buildings completely shut down by 5:30 PM except for child care programming, the possibility of athletics, or other absolutely essential after-school activity. In general, requests for community use of schools will be temporarily suspended.

## OUR INSTRUCTIONAL DELIVERY PLAN

The Chardon Local School District is implementing a five-part model in its Return to Learning Response Plan (see following page). The system has been color-coded in conjunction with the [State Risk Assessment Level System](#) for ease of understanding. The Purple, Red, Orange and Yellow models will apply to all students that are attending the conventional school program. It is important to understand that there is no “choice” from among these models. They represent three response modes that work interchangeably depending on the progression of the virus locally and state-wide. They have been developed with the understanding that the district may need to move quickly among the formats.

It is important to understand that in early-August, the Governor indicated that linking school plans solely to county-wide ratings was not the original intention. The rate and source of the spread of the virus within a particular county that contributes to the overall rating is important to consider in making determinations about how schools operate. A specific example in Geauga County would be if an “outbreak” was confined to the Geauga County Jail and pushed the rating to Red. In that particular instance, the conditions in Chardon Schools would not have changed and we could continue to operate at a lower level of response.

**Our goal is not to continue to change our response between instructional models. District officials will carefully evaluate the available information with the Geauga County Health Commissioner to collaboratively determine the most suitable response.**

See Chart on Following Page

Learning Model	Learning Model Description
<b>PURPLE</b> (100% Remote Learning for All Students)	Parent does not need to inform district for this model. Would occur if the Governor (or other official) designates Geauga County as Purple on the Risk Assessment Level System.
<b>RED</b> (100% Remote Learning for All Students <u>Possible</u> )	Parent does not need to inform district for this model. Would occur if the Governor (or other official) designates Geauga County as Red on the Risk Assessment Level System. Note: Possible 100% virtual, but there is some flexibility for consultation with the Geauga County Health Commissioner to determine if another model is suitable.
<b>ORANGE</b> (Modified Schedule Delivery Model <u>Possible</u> )	Parent does not need to inform district for this model. In-person learning on an adjusted alternating-day schedule at the following schools (Maple, Munson Park, and CMS) resulting in 50% attendance each day. Hybrid approximately 50% in-person learning at CHS. Universal precautions applied including social distancing, sanitation, face coverings, etc. Activated when Geauga County is designated as Orange of the Risk Assessment System. Note: Likely Hybrid 50/50, but there is some flexibility for consultation with the Geauga County Health Commissioner to determine if another model is suitable.
<b>YELLOW</b> (In-person Learning for All Students)	Parent does not need to inform district for this model. 100% in-person learning with scaled-back application of social distancing (based on recommendations from Governor (or other official). Activated when Geauga County is designated as Yellow on the Risk Assessment System.
<b>BLUE</b> (100% Virtual Learning only for Students that Select this Option)	Parent <u>does</u> need to inform district if enrolling in this model. Parent completes district-provided survey to “enroll” their child in 100% virtual learning model. Commitment to be reviewed by parent and school district at the end of each nine-week learning block. Chardon curriculum delivered by Chardon teachers.

The optional Blue model has been developed to provide a 100 percent virtual learning experience for students who may fall into the compromised individual category, or whose parents may simply prefer a full online experience for their child as the progression of the virus unfolds in the coming months.

The need/efficacy of the 100 percent virtual model will be evaluated after each nine-weeks and a decision will be made to continue the program for the next nine weeks.

It is important to understand that it is possible that different schools in the district may be designated on different levels at the same time. This determination would be based on the current health conditions that are in effect at any given time.

#### Purple Model – Full Remote Learning

Similar to the Emergency Remote Learning response in Spring 2020, the Purple Model will be activated in the event that Geauga County is elevated to a Purple designation on the State Risk Assessment System **and** consultation with the Geauga County Health Commissioner advises that a hybrid or full in-person model of instruction is not advisable for Chardon Schools, or the Governor (other State official) makes a determination that the schools in State of Ohio, Geauga County, or the Chardon Local School District (collectively or individual schools). At that time, the remote learning plan will go into effect.

Under Remote Learning, instruction will be delivered by Chardon teachers within the scope of the student day using Chromebooks and other virtual platforms.

#### Red Model – Full Remote Learning\*

Similar to the Emergency Remote Learning response in Spring 2020, the Red Model will be activated in the event that Geauga County is elevated to a Red designation on the State Risk Assessment System **and** consultation with the Geauga County Health Commissioner advises that a hybrid or full in-person model of instruction is not advisable for Chardon Schools, or the Governor (other State official) makes a determination that the schools in State of Ohio, Geauga County, or the Chardon Local School District (collectively or individual schools) are to be closed in excess of two (2) continuous days. At that time, the remote learning plan will go into effect.

Under Remote Learning, instruction will be delivered by Chardon teachers within the scope of the student day using Chromebooks and other virtual platforms.

*“It is important to note that while each level of Risk Assessment System represents a higher level of instructional response in our plan, we will consult with the Geauga County Health Commissioner before moving to an elevated response. Our goal is to keep students in school if conditions support that decision and allow us to do it safely.”*

*Michael Hanlon - Superintendent*

## Orange Model – Modified Schedule\*

The Orange Model will be activated in the event that Geauga County is elevated to an Orange designation on the State Risk Assessment System **and** the Geauga County Health Commissioner recommends consideration for an elevated response. Based on State and National COVID trends, it is anticipated that the school district will begin 2020-21 in a modified schedule format. This mixed/hybrid format will offer face-to-face instruction for students combined with other activities to support learning away from the physical school setting on an alternating-day basis. There may be exceptions to the alternating-day schedule for students in specific special education programs.

The use of this approach will permit the district to achieve social distancing for students and staff while in the school setting and support learning with in-person instruction on a consistent basis.

### A Deeper-Dive into the Orange Model

Each school in our district has provided specific details concerning day-to-day schedules and procedures for implementing the Yellow model at that particular site. That information can be found below.

### Hybrid Orange Scheduling

#### Hybrid Building Schedules

#### DISTRICT BUILDING SCHEDULE FORMAT

Building	Start Student Day	End Student Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>CHS</b>	7:20 AM	2:25 PM	"black schedule" A	"black schedule" B	"white schedule" Virtual	"red schedule" A	"red schedule" B
<b>CMS</b>	8:00 AM	3:05 PM	A	B	A/B	A	B
<b>Park</b>	9:00 AM	3:30 PM	A	B	A/B	A	B
<b>Munson</b>	9:00 AM	3:30 PM	A	B	A/B	A	B
<b>Maple (Kdg)</b>	8:45 AM	3:15 PM	A	B	A/B	A	B

*Note: Start/End Times as of 10/26/20 still subject to some adjustment.*

# Hybrid Student Day Assignments

## Chardon Local Schools

### 2020 - 2021 Hybrid Calendar

August '20							September '20							October '20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

November '20							December '20							January '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

February '21							March '21							April '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

May '21							June '21							July '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

NOTE: All High School students (grades 8-12) will attend virtually on Wednesdays in the Hybrid model

- Family Group "A"
- Family Group "B"
- Non Instructional Day

Chardon High School (grades 8-12)

[CHS Return to Learning Message](#)

### Start/End Time

No change from previous year. (See footnote 1 & 2).

### In-person Instructional Schedule

Teachers and Students will follow the “red” and “black” day block schedule (established from previous year)

Some educational programming may be offered (in accordance with social distance and safety protocols) five days a week

### Teacher Schedule

Teachers will instruct in-person classes on “black” day schedule (see previously established master schedule) (periods 1, 3, 5, and 7) on Monday and Tuesday of each week

Teachers will instruct in-person classes on “red” day schedule (see previously established master schedule) (periods 2, 4, and 6) on Thursday and Friday of each week

Teachers will provide assignments to their students to be completed on days that students are not attending in-person instruction.

Students must demonstrate completion of lessons assigned on days not attending in-person instruction in order to count towards student attendance

Teachers will provide lessons/assignments to be completed on days students are not attending in-person that are designed that they are independent in nature (i.e. without direct instruction). Such lessons/assignments may be, but not limited to, video lectures, practice, independent study, etc.

Some educational programming may be offered (in accordance with social distance and safety protocols) five days a week. Individual educational programming decisions will be in accordance with applicable state and federal law.

### Teacher Meetings and PLC

Teachers will participate in department and school meetings (i.e. PLCs) (per established practice and contractual language) from 7:20 AM - 7:56 AM on “red” day schedules. This will include Topper Time (in accordance with contractual language).

### Teacher Prep Time

Teacher prep time will be scheduled in conjunction with block (“red/black”) schedule.

### Student Schedule

Students will be divided (per District guidelines) into two groups (A and B).

Students in group A will attend the “black” block-day schedule as previously established (periods 1, 3, 5, and 7) on Monday of each week; and the “red” block-day schedule (periods 2, 4, and 6) on Thursday of each week.

Students in group B will attend the “black” block-day schedule as previously established (periods 1, 3, 5, and 7) on Tuesday of each week; and the “red” block-day schedule (periods 2, 4, and 6) on Friday of each week.

Students will work on assignments provided by teachers during their unscheduled days. Assignments may include, but are not limited to, video lectures, practice, independent study, etc.

Students taking classes at any other institution (e.g. Lakeland, Kent, Auburn, etc., will also follow the schedule established for those institutions.

Some educational programming may be offered (in accordance with social distance and safety protocols) five days a week. Individual educational programming decisions will be in accordance with applicable state and federal law.

A specific calendar will be published (anticipated mid-August).

#### Student Late Start

On Thursdays and Fridays, students will begin their instructional day at 8:24 AM.

#### Number of Classes Assigned per Teacher

No change from contractual language (i.e. five courses, or six with additional compensation)

#### Virtual Class Option(s)

Virtual classes will be offered to students in grades 7-12 for high school credit.

Not all courses available for in-person instruction will be available virtually.

Course availability (either virtually or in-person) is dependent on student enrollment.

Health class (for high school credit) will be offered solely via online.

#### Special Education

To the greatest extent possible, specially designed instruction and related services will be provided when students are attending school in-person. As needed, services will also be delivered remotely.

Individual educational programming decisions will be in accordance with applicable state and federal law.

#### Transportation

School transportation will be available per established attendance boundaries. Because of limited student needs on Wednesdays, school transportation routes may be limited on Wednesdays.

### Food Service

Food Service will be available five days a week.

### Lockers

Students will not be assigned lockers and will be required to carry all personal belongings while attending in-person instruction. Food and drink (with the exception of water bottles) will not be permitted in classrooms.

Chardon Middle School (grades 4-7)

[CMS Return to Learning Message](#)

### Start/End Time

No change from previous year. (See footnote 1 & 2).

### In-person Instructional Schedule

Teachers and students will follow the previously established master schedule of classes. Building administration will implement plans to limit the movement of teachers and/or students for daily class changes.

Individual educational programming decisions will be in accordance with applicable state and federal law.

### Teacher Schedule

Teachers will follow the previously established master schedule. Teachers will provide in-person instruction to students five days a week. Class rosters will be divided (per District guidelines) into two groups (A and B). Students in group A will attend in-person on Monday, Thursday, and alternating Wednesdays; students in group B will attend in-person on Tuesday, Friday, and alternating Wednesdays.

Teachers will provide assignments to their students to be completed on days that students are not attending in-person instruction.

Students must demonstrate completion of lessons assigned on days not attending in-person instruction in order to count towards student attendance.

Teachers will provide lessons/assignments to be completed on days students are not attending in-person that are designed that they are independent in nature (i.e. without direct instruction). Such lessons/assignments may be, but not limited to, video lectures, practice, independent study, etc.

Some educational programming may be offered (in accordance with social distance and safety protocols) five days a week. Individual educational programming decisions will be in accordance with applicable state and federal law.

#### Teacher Prep Time

Provided daily as detailed in previously established master schedule

#### Number of Classes Assigned per Teacher

No change from contractual language (i.e. six classes, or seven with additional compensation).

#### Virtual Class Option(s)

Virtual classes will be offered to students in grades 7-12 for high school credit.

Health class (for high school credit) will be offered solely via online.

Virtual classes will be offered to students in grades 4-8 (without high school credit) (i.e. 8th grade Math, 6th grade ELA, etc.).

Advanced and double-advanced classes may not be available virtually, depending on student enrollment. Where advanced and/or double-advanced classes are not available virtually, students interested in virtual classes may be presented with an option of a different course (i.e. another grade-level and/or high school course for credit), or the grade-level course may be provided virtually with differentiation of some activities and instruction

Not all courses available for in-person instruction will be available virtually.

“Specials” and elective courses may not be available virtually. If “specials” are offered virtually, there will most likely be limited choice regarding specific class(es).

Course availability (either virtually or in-person) is dependent on student enrollment.

Families (grades K-7) are required to choose the virtual or in-person option despite course offerings - students will not be able to report in person for a specific course if it is not offered virtually.

#### Special Education

To the greatest extent possible, specially designed instruction and related services will be provided when students are attending school in-person. As needed, services will also be delivered remotely.

Individual educational programming decisions will be in accordance with applicable state and federal law.

#### Transportation

School transportation will be available per established attendance boundaries. Because of limited student needs on Wednesdays, school transportation routes may be limited on Wednesdays.

### Food Service

Food Service will be available five days a week.

### Lockers

During the implementation of the hybrid system, students will not be assigned lockers and will be required to carry all personal belongings while attending in-person instruction.

Consumption of food and drink (with the exception of water bottles) will not be permitted in classrooms.

### Recess

Recess will be scheduled in accordance with social distancing and safety protocols.

## Park & Munson ES (grades 1-3)

### Start/End Time

No change from previous year. (See footnote 1 & 2).

### In-person Instructional Schedule

Teachers and students will follow the previously established master schedule of classes. Building administration will determine the need to limit movement of teachers and/or students for daily class changes (this includes scheduling of “specials”).

### Teacher Schedule

Teachers will follow the previously established master schedule. Teachers will provide in-person instruction to students five days a week. Class rosters will be divided (per District guidelines) into two groups (A and B). Students in group A will attend in-person on Monday, Thursday, and alternating Wednesdays; students in group B will attend in-person on Tuesday, Friday, and alternating Wednesdays.

Teachers will provide assignments to their students to be completed on days that students are not attending in-person instruction.

Students must demonstrate completion of lessons assigned on days not attending in-person instruction in order to count towards student attendance.

Teachers will provide lessons/assignments to be completed on days students are not attending in-person that are designed that they are independent in nature (i.e. without direct instruction). Such lessons/assignments may be, but not limited to, video lectures, practice, independent study, etc.

Some educational programming may be offered (in accordance with social distance and safety protocols) five days a week. Individual educational programming decisions will be in accordance with applicable state and federal law.

#### Teacher Prep Time

Provided daily as detailed in previously established master schedule.

#### Length of Student Day

No change from contractual language (i.e. "will not exceed six and one-half hours")

#### Virtual Class Option(s)

Virtual classes will be offered to students in grades K-3.

Not all courses available for in-person instruction will be available virtually.

"Specials" and elective courses may not be available virtually.

Course and grade-level availability is dependent on student enrollment.

Families (grades K-7) are required to choose the virtual or in-person option despite course offerings - students will not be able to report in person for a specific course if it is not offered virtually.

#### Special Education

To the greatest extent possible, specially designed instruction and related services will be provided when students are attending school in-person. As needed, services will also be delivered remotely.

Individual educational programming decisions will be in accordance with applicable state and federal law.

#### Transportation

School transportation will be available per established attendance boundaries. Because of limited student needs on Wednesdays, school transportation routes may be limited on Wednesdays.

#### Food Service

Food Service will be available five days a week.

#### Recess

Recess will be scheduled in accordance with social distancing and safety protocols.

## Maple (Kindergarten)

### Start/End Time

Abbreviated by 30 minutes total (compared to grades 1-3), 15 minutes subtracted from both start and end. (See Footnote 1& 2).

### Teacher Prep Time

Provided daily either prior or after student day

### Student Day

Abbreviated to six (6) hours compared to grades 1-3. "Specials" may be delivered virtually.

### Teacher Schedule

Teachers will follow the established master schedule. Teachers will provide in-person instruction to students five days a week. Class rosters will be divided (per District guidelines) into two groups (A and B). Students in group A will attend in-person on Monday, Thursday, and alternating Wednesdays; students in group B will attend in-person on Tuesday, Friday, and alternating Wednesdays.

Teachers will provide assignments to their students to be completed on days that students are not attending in-person instruction.

Students must demonstrate completion of lessons assigned on days not attending in-person instruction in order to count towards student attendance.

Teachers will provide lessons/assignments to be completed on days students are not attending in-person that are designed that they are independent in nature (i.e. without direct instruction). Such lessons/assignments may be, but not limited to, video lectures, practice, independent study, etc.

Some educational programming may be offered (in accordance with social distance and safety protocols) five days a week. Individual educational programming decisions will be in accordance with applicable state and federal law.

### Virtual Class Option(s)

Virtual classes will be offered to students in grades K-3.

Not all courses available for in-person instruction will be available virtually.

"Specials" and elective courses may not be available virtually.

Course and grade-level availability is dependent on student enrollment.

Families (grades K-7) are required to choose the virtual or in-person option despite course offerings - students will not be able to report in person for a specific course if it is not offered virtually.

### Special Education

To the greatest extent possible, specially designed instruction and related services will be provided when students are attending school in-person. As needed, services will also be delivered remotely.

Individual educational programming decisions will be in accordance with applicable state and federal law.

### Transportation

School transportation will be available per established attendance boundaries. Because of limited student needs on Wednesdays, school transportation routes may be limited on Wednesdays.

### Food Service

Food Service will be available five days a week.

### Recess

Recess will be scheduled in accordance with social distancing and safety protocols.

### Yellow Model – Full In-person Learning

Working in concert with state and local health officials, the district would shift to the Yellow Model in the event that trends indicate a reduced risk of transmission of the virus and restrictions on day-to-day activities become more relaxed or lessened and Geauga County is at a Yellow designation on the State Risk Assessment System. At that time, the district would provide in-person instruction to 100 percent of the students in real time applying available universal precautions that may be recommended. However, it is important to note that this is not a “return to normal” scenario. The Yellow Model would still have precautions in place to minimize risk of transmission and represents an elevated level of response.

### Blue Model – Full Virtual Learning

The Blue Model is being provided as an option that is suitable for parents that are concerned about sending their children into the school setting for any form of in-person instruction. This optional program requires the parent to “register” their child by 5:00 PM on July 31, 2020, to indicate their preference for this model. We are currently waitlisting any additional students interested in full virtual enrollment and addressing those requests as quickly as possible. Based on the number of students enrolled in the program, the district is creating classes taught by Chardon teachers in a complete virtual format but following the district’s curriculum and focused learning standards.

The district reserves the right to conclude the Blue Model if health restrictions established by the Health Commissioner are lessened to the degree that an online program becomes unnecessary. This

judgment will be made by the district and the Board of Education. In addition, opportunity for program commitment will be provided to parents and the school district on a quarterly basis to determine the efficacy and ongoing need for the model.

#### A Deeper-Dive into the Blue Model

We appreciate your understanding as we design and implement a new way of educating students, navigating the emerging logistics during this transition. Similarly, we appreciate and understand that families are faced with new choices and challenges in response to these shared times.

In order to efficiently and effectively staff and prepare for both in-person and virtual classes, we asked interested families to enroll in virtual classes by Friday, July 31. If you submitted your virtual classes enrollment application within the allotted time frame this summer, we can assure you that your child is enrolled in our virtual classes program for the 2020-21 school year. If you would like confirmation of this enrollment, please email Corine Casalina at [corine.casalina@chardonschools.org](mailto:corine.casalina@chardonschools.org).

At the Grades K-7 level, the Blue Model operates as 100% virtual classes, whereas Grades 8-12 students attend either 100% virtual classes or a hybrid (virtual and in-person), if preferred. The Chardon High School Guidance Department is contacting families to discuss options whenever a first-choice course may not be available virtually for students in grades 8-12. Students have the option to choose an alternative course that is offered virtually or, in some cases, attend their first-choice course in person.

School-specific communications regarding your child's enrollment in the Blue Model are forthcoming from your building principal in the upcoming weeks.

Also, although the virtual classes enrollment application window has now closed, we have created a waitlist for families - on a first-come/first-served basis. For the first quarter of 2020-21, families who complete the virtual classes waitlist form will receive notification of their child's acceptance or denial into the Blue model (virtual) program no later than August 24, 2020. Please see the following letter from Assistant Superintendent Dr. Ed Klein and links to the waitlist forms:

[K-12 Virtual Classes WAITLIST Letter from Dr. Klein](#)

[K-7 Virtual Classes WAITLIST Application](#)

For high school students (grades 8-12), please contact Dawn Tupaz (school counselor for CHS virtual courses) at [dawn.tupaz@chardonschools.org](mailto:dawn.tupaz@chardonschools.org).

While we are asking interested families to enroll in virtual classes - ideally for the full-year - we will be reviewing space and programming quarterly. We understand that individual circumstances may change as the year progresses.

If, at the quarter, a family situation changes, parents will need to communicate with Assistant Superintendent Dr. Ed Klein, to discuss options.

Enrollment in virtual classes from interested families allows us to efficiently and effectively plan staffing and programming for both in-person and virtual classes, including available social distancing within classrooms and buildings.

For individual questions regarding 100% virtual classes, please contact Dr. Klein at [ed.klein@chardonschools.org](mailto:ed.klein@chardonschools.org)

PARENT NOTIFICATION OF CHANGE IN INSTRUCTIONAL MODEL

Currently, the State-level officials are announcing changes in county-wide Risk Assessment Levels on Wednesday of each week. In order to provide for an orderly transition in Instructional Delivery Model used in the district, our plan calls for parent notification on Thursday (the day following the state-level announcement of Risk Assessment Level) concerning the new instructional level in Chardon Schools. The new Instructional Delivery Model will take effect on the Monday following the announcement of a change in the Risk Assessment Level for Geauga County. This approach will apply whether the Risk Assessment Level moves up or down (e.g. Orange to Red; Red to Orange).

*As noted previously, the shift to a more restrictive instructional approach (e.g. 100/100 to 50/50 Hybrid; Hybrid to Full Remote) is subject to discussion with the Geauga County Health Commissioner. If there are mitigating factors related to the level increase county-wide that do not have direct bearing on Chardon Schools, it is possible that the district could remain in a less-restrictive Instructional Model.*

Current Level	New Level	Transition
Yellow	Orange	Based on consultation with the Geauga County Health Commissioner, the district will shift to Hybrid Alternating-Day Model beginning on the following Monday provided no additional orders from the Governor (or other policy official).
Yellow or Orange	Red	Based on consultation with the Geauga County Health Commissioner, the district will shift to Remote Learning Model beginning on the following Monday provided no additional orders from the Governor (or other policy official).

Yellow, Orange or Red	Purple	Based on consultation with the Geauga County Health Commissioner, the district will shift to Remote Learning Model beginning on the following Monday provided no additional orders from the Governor (or other policy official).
-----------------------	--------	--

Note: In all cases, the district will use the Risk Assessment Level as one indicator along with collaborative discussion with the Geauga County Health Commissioner to determine if a more restrictive level of response is recommended.

## COMMUNICATIONS

Our goal is to provide clear and consistent communication at all times in our schools. This will be even more important during a period of pandemic. Information concerning the district’s COVID 19 response will be communicated through a variety of platforms:

- Our website: <http://www.chardonschools.org/>
- Blackboard Connect messages
- Video broadcasts streamed or recorded at our YouTube Channel [CLSDTV](#)

Email communications may be directed to our general email address: [communications@chardonschools.org](mailto:communications@chardonschools.org).

## ADDITIONAL INFORMATION

### Athletic Guidelines (In Process)

Status as of July 28, 2020 is that the decision to move forward with fall sports will be addressed by the Governor's Office and the Ohio High School Athletic Association. As such, Chardon has requested a meeting of all schools in our Athletic Conference to discuss the possibility of a fall sports schedule. Information concerning a fall sports season will be updated as soon as it becomes available.

The following is an excerpt from the OHSAA Update to schools on July 24, 2020 and subject to change:

### Fall Sports Clarity

The COVID-19 pandemic has forced all of us to be prepared for change, and that change may occur weekly, daily or by the hour. That being said, the OHSAA Office continues in moving forward with the normal start of the fall sports seasons, meaning practices will begin on August 1 and we will conduct our usual series of tournaments in 10 fall sports. For clarity purposes, here are some additional notes:

### Current Fall Non-Contact Sports

NOTE: The OHSAA informed districts on July 28 that the low/non-contact sports of golf, girls' tennis and volleyball may begin practices on August 1, with school vs. school scrimmages and contests to follow per their normal OHSAA permissible dates and regulations.

*Golf* – 1 scrimmage permitted any time during season; first contest Aug. 5

*Girls Tennis* – 1 scrimmage permitted after practice begins and prior to first match; first contest Aug. 7

*Volleyball* – 5 scrimmages and 1 preview permitted after practice begins; first contest Aug. 21

### Current Fall Contact Sports

NOTE: The OHSAA informed districts on July 28 that the contact sports of football, soccer, field hockey and cross country may begin practices on August 1. We are awaiting additional guidance from the Governor's Office and Department of Health on when school vs. school competition can begin. Per the OHSAA communication to districts, school vs. school scrimmages are **SUSPENDED**. We do not anticipate that suspension changing soon and there remains the possibility that no scrimmages will be permitted in the contact sports of football and soccer.

**Note:** The OHSAA is continuing to have conversations regarding the status of cross country being placed into the low/non-contact category.

For more details, here is a link to the current Director's Order:

<https://coronavirus.ohio.gov/static/publicorders/2nd-Ext-Exp-2nd-Amended-Order-Contact-Sport.pdf>

The OHSAA is working to finalize contest day mandates and requirements that are to be strictly enforced, and district administrators, coaches and student-athletes will be held accountable for non-compliance. So as to not cause alarm, these mandates and requirements will be to elevate many of the recommendations that were provided in the *OHSAA Return to Play Recommendations* document to the level of mandates and requirements and should not require wholesale modifications to a school district's game-day protocol.

## OHSSA Opinion

Discussions with the Governor's Office are clear... If we want our student-athletes to learn the lifelong lessons and receive the social, emotional and physical benefits that the privilege of participating in education-based interscholastic athletic programs provide, we will all have to be accountable for following the mandates and requirements.

By not following the mandates and requirements, we are putting our student-athletes at risk of not only contracting and/or spreading COVID-19, but also at risk of losing the season for themselves, their families, their teammates, their schools and their communities. Mandates and requirements put into place must be followed in order for the Governor's Office to continue to allow us to participate.

*Ohio High School Athletic Association – July 28, 2020*

## Latchkey Program Locations and Times

SCHOOL	MORNING CARE	AFTERNOON CARE	LOCATION
CMS	NO PROGRAM	3:00 – 6:00 PM	Maple ES
Munson ES	6:30 – 9:00 AM	3:30-6:00 PM	Munson ES
Park ES	6:30 – 9:00 AM	3:30-6:00 PM	TBD
Maple ES (Kindergarten)	6:30 – 8:45 AM	3:00-6:00 PM	Maple ES

Note: Latchkey charges a 1-hour minimum for morning and afternoon services.

Note: Start/End Times as of 8/12/20 still subject to some adjustment.

## Latchkey Health and Safety Guidelines

- All students and staff must wear face coverings (or shields). Students will provide their own face coverings.
- Parents are not permitted to enter the buildings.
- Sign-in/out - Parents will not physically sign their children in or out of Latchkey. The supervisor will sign children in at arrival and out at departure.
- Students will wash hands upon entering the building.
- Staff will choose activities that do not encourage students to be in close proximity to each other.
- Children showing symptoms of COVID-19, or who are ill (temperature, etc.), will be segregated from the main group of children and parents will be called for pick up.
- Students' belongings will be placed so as not to touch any other student's belongings.
- Children and staff will social distance.
- Students will be responsible for bringing their own water bottle to fill at the water filling station.
- Toys will be sanitized by staff upon completion of use before handing off to another student.
- Students will need to supply their own crayons, pencils, pens, markers etc. which is to be stored in their backpacks. Latchkey will have paper and coloring pages available.

## Music Guidelines (In Process)

## Transportation Guidelines

The safe and efficient transportation of students to and from school each day is consistent with providing a safe environment for students and staff. Parents of students eligible for transportation were contacted during July 2020 to determine those that actually intend to ride school transportation on a regular basis. This was a critical step to help us balance routes and ensure that school transportation was being offered in a manner that minimized the potential risk to students and personnel.

The following guidelines will apply to school transportation service:

- Bus routes will be available electronically starting August 18th. (an email will be sent district-wide with instructions). Transportation will also begin making phone calls to each family in the district with their bus information).
- In order to meet social distancing guidelines while maintaining the ability to sanitize each district vehicle between tiers, some bus stops have been revamped to allow for better travel times throughout the district. This will help our transportation team get students to and from school safely while allowing appropriate times for vehicles to be sanitized.
- Students will be permitted to sit 2 to a seat. However, family members from the same household will be seated together.
- Bus capacity has been reduced to no more than 42 students to a bus.
- Buses are sanitized between each tier and upon completion of all shifts.
- Students will be required to remain socially-distant at all bus stops.
- Students MUST have a mask on to enter school vehicles, ride school vehicles and are not permitted to take it off until they exit the bus.
- Students will load the bus and go to his or her assigned seat. Due to social distancing and to monitor cross contamination, students will have assigned seats grades Pre-K - 12th grade this year.
- Hand sanitizer is available in all district vehicles. Students are strongly encouraged to sanitize hands when entering the vehicle and exiting.
- Transportation will be sending out an email by August 18th with information pertaining to routing and helpful tips.

#### Food Service Program Guidelines

Chardon Food Service remains focused on feeding students, taking care of our staff, and supporting the Chardon community. We recognize that the mealtime experience at each school may look very different this year. As your students return to school please know that Chardon Schools is committed to feeding the students in the safest way possible. Chardon Food Service will support all scenarios and solutions designed to meet the needs of the changing school environment

As we return to school under the current situation we will have some changes in meals and meal service. All COVID guidelines established in any Nutritional Services Department SOP will be followed. Additionally, procedures implemented by Federal, State, and Local or District authorities that Increase measures set by any Food Services SOP will be followed.

1. Standard operation of the National School Lunch Program (NSLP) will be followed.

2. Healthy meals will be provided offering all five meal components and vegetable subgroups set by the NSLP (only one entrée option will be served, no offer versus serve), with the exception of incidents caused by interruption in the food supply chain.
3. When interruptions in the food supply chain occur, the Director of Nutritional Services will contact the NSLP Field Specialist to request a one meal exemption under current USDA waivers.
4. Healthy meals will be prepared following all Federal, State, Local, District, and Department standard operating procedures.
  - a. Proper handwashing procedures will be followed prior to and during the preparation of food.
  - b. Food will be prepared in an area that has been properly cleaned and sanitized prior to use.
  - c. All utensils used in food preparation will be properly cleaned and sanitized prior to usage.
  - d. Meals will be served in containers that are disposable
  - e. All utensils and additional condiments will be individually wrapped and disposable.
  - f. All meals will be portioned and distributed by Food Services staff (there will be no salad bars, No self-serve options there will be no 2nd entrée).
  - g. Students, Faculty or any other non-Food Services staff shall not have access to the meal distribution process, and will not be able to “self-serve”.
  - h. There will be no table set aside for sharing food.
  - i. Students will be responsible for disposing of their waste into receptacles located throughout the facility. Rinse and sanitize all food-contact surfaces after disinfecting.

Due to COVID-19 sanitizing limits, no microwaves will be available in the or near the cafeterias as we are unable to keep them sanitized. Students will need to check with their individual teachers for microwave availability.

Children need healthy meals to learn! We offer a wide variety of menu choices to meet the nutritional needs of your child. The meals we plan meet and exceed the requirements of the USDA School Breakfast and Lunch Program.

This year's Meal prices are:

Breakfast: Elementary - \$1.50 Middle School - \$1.75 High School - \$1.75 Reduced Students - \$ .30

Lunch: Preschool- \$2.50 Elementary - \$2.75 Middle School - \$2.75-3.00 High School – 3.00 - \$3.25 Reduced Students - \$ .40

If your child qualifies for FREE meals, their breakfast and lunch are at no cost. Breakfast and Lunch will be served when your child returns to school.

## State Assessments Information

### **Fall Assessment Update from the Ohio Department of Education**

As schools begin the 2020-2021 school year, teaching and learning will be provided through virtual, blended and in-person environments. Assessment plays a critical role in determining each student's individual needs during the reset and restart. At the same time, the unique circumstances of this year create some logistical challenges for test administration. The Ohio Department of Education is committed to working through these issues to support the needs of schools to the extent possible, including potential legislative requests for additional flexibility. The Department is providing this update on selected assessments that already are under way.

Districts first and foremost should be concerned about the safety of students and staff. Assessments should occur only if they can be done safely. Safety may be determined at the student, teacher, building, district or county level depending on the circumstances. Districts may schedule individual appointments with students to complete the below assessments if they can maintain safety for the students and teachers. While individual appointments may not be feasible for everyone, they provide an opportunity for teachers to meet with students in person and could be used as one way to get to know students.

**Kindergarten Readiness Assessment-Revised (KRA-R).** The KRA-R is a secure test, meaning direct assessment items (Selected Response and Performance Tasks) cannot be completed remotely. It is a violation of test security to transmit KRA-R items via videoconferencing. Teachers may gather observational evidence for the Observational Rubric items remotely without disclosing secure test information. Additional information about how to obtain observational evidence while maintaining test security will be posted in the Ready for Kindergarten Online system and included in new teacher KRA-R trainings. If you have questions about the KRA-R, please contact [KRAHelp@education.ohio.gov](mailto:KRAHelp@education.ohio.gov).

**K-1 Screening for hearing, vision, speech and communication, health or medical problems and any developmental disorders.** Districts should follow any guidance issued by the Ohio Department of Health regarding screenings. Districts should follow the publisher protocols for their specific screening instruments regarding any remote administration options. If you have questions about K-1 screenings, please contact [ELSR@education.ohio.gov](mailto:ELSR@education.ohio.gov).

**K-3 Diagnostic Assessments.** Many Department-approved diagnostic assessments (including the state-developed diagnostic assessment) can be completed remotely. Please contact the assessment vendor for remote administration guidance. If you have questions about the Third Grade Reading Guarantee, please contact [ThirdGradeGuarantee@education.ohio.gov](mailto:ThirdGradeGuarantee@education.ohio.gov).

**Other Assessments.** Updates and additional information about other assessments, including the fall third grade English language arts assessments, fall end-of-course assessments, and make-up ACT and SAT will be posted on the [Reset and Restart page](#) as they become available.