

# Foxfire Schools Return to School Guide 2020-2021



1  
Option



IN PERSON & IN BUILDINGS  
5 DAYS A WEEK



RLE

2  
Option



ONLINE LEARNING  
ASYNCHRONOUS LEARNING WITH SUPPORT

We recognize that families are eager for answers about what your children's learning experience will look like as our community and country continue to grapple with the many challenges of the COVID-19 pandemic. After months of soliciting feedback from educators, school staff, parents, students, business leaders and health professionals, we are pleased to share our Return to School Guide for 2020-2021. This plan prioritizes the health and safety of students, staff and families, maximizes in-person student learning, and provides flexibility to meet families' varied needs.

Understanding the guidance from the [American Association of Pediatrics](#) and state officials, we have prioritized in-person learning whenever possible. This school year, Foxfire Schools will offer a mix of in-person and online learning, based on the status of our City and County's COVID threat level. We have worked to design an agile model in [Option 1](#) that allows students to attend school **In Person, 5 days a week** when our community is at a Yellow or Orange Level. If local health officials determine that our community is at a Red Level or Purple Level, we will shift into **Remote Learning** which will be delivered by your child's teachers. Any family who does not feel comfortable returning to school for in-person learning will have the option to learn from home in our Option 2: **Online Learning Model** through Phoenix Online Academy.

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**Option 1: In Person & In Buildings 5 days a week**

Safety protocols are in place but any student who attends school will incur some level of risk. The district will decrease the likelihood of infection by emphasizing good hygiene practices, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated. It is critical that we balance the risks of COVID-19, with the harms of school closure which impacts students’ physical and mental health. In partnership with the Muskingum County Department of Health, we have determined the following protocols to ensure a safe return to school.



## Safety Procedures, Protocols & Routines

Student/Family Experience	Staff Experience
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**Parents/Caregivers**

- Review this guide and future communications to ensure the safety of our learning community.
- Monitor the health of your child prior to sending them to school each day.
  - Take your child's temperature, and only send them to school if:
    - They are fever-free without medication. *(100° F or lower)*
  - Any student that has the following symptoms of COVID-19 should stay home from school and see their primary care provider to be assessed for COVID-19:
    - cough, shortness of breath, difficulty breathing, chills, rigors, body aches, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea) OR exposure to a case of COVID-19
    - Please reference the new COVID-19 Illness Policy for further details.
- Provide a face covering (such as a mask, face shield, or other PPE) for your child to wear on the bus, during arrival/departure, and in academic setting

**Teachers/Paraprofessionals**

- Intentionally teach students the routines, procedures, and protocols so that students are comfortable and understand the purpose of procedures that will ensure the ongoing safety of our learning community.
- Ensure students maintain 3 feet physical distance whenever possible.
- Teach students to clean their hands properly, and to avoid touching their face, eyes, nose and mouth as much as possible.
- Remind students to sneeze or cough into their elbow/sleeve.
- Remind students to wash their hands or use hand sanitizer.

**Custodians**

- Ensure all hand sanitizing stations throughout the building are replenished.

**Principals**

- Establish school-wide handwashing/hand sanitizer expectations & schedule. Ensure the placement of hand sanitizer stations outside and inside of all schools, including in all homeroom classrooms, outside of restrooms, gymnasiums, cafeterias, entry and exit doors, reception areas, etc.
- Implement a distancing campaign to teach all students and staff how to distance throughout each school.
- Ensure proper signage is installed throughout the building.

- Provide a reusable water bottle for your child to use at water cooler stations, as water fountains will not be available for use.
- Establish a routine of handwashing when your child arrives home.
- Reinforce the importance of adhering to safety procedures with your child on a regular basis.

**Students**

- Maintain physical distance from peers to the greatest extent possible.
- Wash hands with soap and water, or use hand sanitizer, during scheduled times, and before entering or exiting a classroom, before lunch and using the restroom.
- If feeling ill, immediately tell a staff member.
- Carry a reusable water bottle.

**Arrival/Dismissal**

**Student/Family Experience**

**Staff Experience**

<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Limit visits to school as much as possible, including limiting visits to drop off forgotten items. Visitors will not be permitted to enter the building.</li> <li>● Do not enter the building when picking up or dropping off students. <ul style="list-style-type: none"> <li>● Specific Guidelines will be shared by building principals.</li> </ul> </li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Wear a face covering.</li> <li>● Report directly to your assigned classroom/ designated area when arriving at school.</li> <li>● Follow locker use schedules.</li> <li>● Maintain physical distancing as much as possible.</li> <li>● Sit in your designated seat.</li> </ul>	<p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>● Teachers will be present in classrooms and support students in maintaining physical distancing as they enter for the day.</li> </ul> <p><b><u>Principals</u></b></p> <ul style="list-style-type: none"> <li>● When possible, release students from the bus as it arrives on school property. When not possible, develop a plan that minimizes student gathering points when releasing students from the bus.</li> <li>● Designate hallways and doors per classroom to exit the building in order to reduce student gatherings in hallways.</li> </ul>
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## Classrooms

Student/Family Experience	Staff Experience
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<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● If possible, wear a face covering when working directly with staff (i.e. one-on-one, small group instruction, etc.)</li> <li>● If possible, wear a face covering when working closely with other students in small groups settings.</li> <li>● Clean hands with hand sanitizer before entering and exiting the classroom, and when directed to do so by the teacher.</li> </ul>	<p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>● Set up classroom desks/furniture to provide physical distancing of at least 3 feet for students.</li> <li>● Wear a face covering, mask or shield if working within 6 feet of students.</li> <li>● Eliminate shared classroom materials to the greatest extent possible. When necessary to share, disinfect materials after student usage.</li> <li>● Keep classroom doors open to maintain airflow throughout the building.</li> <li>● Clean desks and seats at the end of class.</li> </ul> <p><b><u>Principals</u></b></p> <ul style="list-style-type: none"> <li>● Ensure classroom furniture has been configured to allow for physical distancing of at least 3 feet for students.</li> <li>● Assist educators in moving classes outdoors whenever possible.</li> </ul>
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## Hallways, Common Spaces & Restrooms

Student/Family Experience	Staff Experience
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<p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● When possible, stay to the right when traveling through hallways.</li> <li>● Maintain physical distancing in hallways, and when waiting to use the restroom.</li> <li>● Wearing a mask is strongly recommended in hallways and restrooms.</li> </ul>	<p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>● Assist in supervision of restrooms, hallways and common areas between classes.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Apply antimicrobial on all classroom, common spaces, and hallway surfaces one time per month. This will take place on a weekend which will require closing buildings for all staff/students/visitors.</li> <li>● Disinfect restrooms every 2 hours. This includes door handles, toilets, and sinks.</li> </ul> <p><b><u>Principals</u></b></p> <ul style="list-style-type: none"> <li>● Develop an alternating schedule for students to visit lockers/cubbies per classroom, teaching team, hallway etc. The locker schedule plan will require students visiting every other locker to assist with physical distancing.</li> <li>● Close some sinks and urinals as necessary to encourage appropriate physical distancing.</li> <li>● Ensure adequate supervision in these areas.</li> </ul>
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## Cafeterias

Student/Family Experience	Staff Experience
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<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Packed lunches in disposable bags or containers. NO pop, suckers, gum, or candy. No leftovers may leave the building.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Sit in your designated area.</li> <li>● Follow physical distancing as much as possible when in serving area lines.</li> <li>● Properly dispose of food when finished eating.</li> </ul>	<p><b><u>Child Nutrition Staff</u></b></p> <ul style="list-style-type: none"> <li>● Wear masks and gloves when serving food.</li> <li>● Clean and disinfect serving areas between lunches.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect all table tops and seats before and after each lunch.</li> </ul> <p><b><u>Principals</u></b></p> <ul style="list-style-type: none"> <li>● Design lunch schedule to ensure cafeterias operate at reduced capacity. In most grade bands, additional lunch periods will be added. Assign students to designated zones/seats. Packers may be in a different location. Ensure allergy-free areas are maintained.</li> </ul>
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## Nurse's Clinics

Student/Family Experience	Staff Experience
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<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Ensure you have multiple, prearranged methods for immediately picking up your child in the event he or she becomes ill at school.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Follow school specific guidelines to travel to the appropriate clinic space when necessary.</li> </ul>	<p><b><u>Nurses</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect all surfaces before, during and after students visit clinics.</li> <li>• Inform families that students are not able to return to school for 72 hours if a child has a fever.</li> <li>• Inform the transportation department when a student may return to riding the bus, if the child was sent home with a fever.</li> <li>• Designated COVID-19 quarantine room for symptomatic students and staff.</li> </ul> <p><b><u>Principals</u></b></p> <ul style="list-style-type: none"> <li>• Reconfigure school spaces to ensure each school has a separated well clinic (nurse's office) and an ill clinic. Students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health problems, will be seen in the well clinic.</li> </ul>
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## Transportation

Student/Family Experience	Staff ExperienceMCS Return to School
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**Parents/Caregivers**

- Adhere to district of residence bussing policies.
- Remind your child that he or she must wear a mask while riding the bus. Students who continually do not follow mask-wearing expectations, may have bus service stopped.
- Help reinforce social distancing at the bus stop.

**Students**

- Adhere to district of residence bussing policies.
- Remain 3 feet apart while waiting at bus stops (Designated Place of Safety).
- Wear a face covering while on the bus.
- Remain seated, facing forward, while riding the bus. If a bus arrives prior to drop-off time, students will need to remain seated.

**Bus Drivers**

- Wear face shields while students are on the bus.
- Provide reminders, issue warnings, contact family/caregivers and report repeated expectation violators to the building administrators.
- Ensure the bus is disinfected following outlined safety protocols.
- Ensure that windows are opened in warm weather, and slightly open in cool weather to allow airflow.
- Maintain up-to-date seating charts at all times.

**Principals**

- Support drivers and students to maintain a safe bus environment.

**Face-to-Face Learning Experiences**

**Student/Family Experience**

**Staff Experience**

**Parents/Caregivers**

- Ensure that students have items that were listed on the district supply list.
- Individual student supplies should be regularly sanitized.
- Masks should be sanitized regularly.
- Ensure that students adhere to district technology policy.

**Students**

- Come to school each day prepared to learn.
- Respect and encourage your peers.
- Adhere to district technology policy.
- Practice using the necessary technology that supports learning and communicate any issues that are preventing access to your teacher.
- Regularly interact with Google Classroom and Edgenuity to access learning resources/materials.
- Actively contribute to the development of a safe and supportive classroom environment.
- Support a safe and healthy learning environment by following all necessary health and safety guidelines.

**Teachers**

- Design high quality learning experiences and cultivate a safe and supportive classroom environment.
- Incorporate opportunities that allow students to practice using the necessary technology needed for RLE into learning experience design (online programs, discussion boards, FlipGrid, etc.)
- Incorporate important RLE routines and procedures into daily learning experiences such as accessing learning resources/materials using Google Classroom and/or Edgenuity.
- Design learning experiences that take into consideration the health, safety, and well being of all students present.
- Review student IEP, 504, and/or ELL plans and provide the necessary accommodations to support student learning.
- Collaborate with support staff (Intervention Specialist, ELL teacher, counselor, etc.) to support individual student learning needs.
- Supplies and instruments will not be shared between students. Ensure that supplies and instruments are disinfected between use.

**Mental Wellness Team**

- Continue to provide mental wellness supports for students and families.

**Principals**

- Support teachers and students to ensure a safe learning environment.



### **Option 1: RLE - State/Local Regulations Require School Closure**

If state or local regulations require a school closure, we will shift into Remote Learning- which will be delivered by your child's teachers synchronously and asynchronously.

<b>Student/Family Experience</b>	<b>Staff Experience</b>
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**Parents/Caregivers**

- Adhere to the remote school schedule with your child to ensure routines are in place while working from home.
- Support student's attendance in synchronous learning events as scheduled by their teachers.
- Advocate for student learning needs to staff.

**Students**

- Check the posted learning agenda (Google Classroom and Edgenuity) to ensure you understand the learning for the day and the times you will need to join a Google Meet or Zoom for Synchronous Learning.
- Students will be provided a device with a \$160 deposit (refundable when device passes inspection).
- Students will engage in remote learning that mirrors the "in school" experience to the greatest extent possible.
  - Synchronous learning will be scheduled during regular school hours.
  - Students will meet remote learning expectations.

**Teachers**

- Design and share authentic, engaging, and meaningful instruction and activities that utilize best practices for RLE .
- Create video components to support/supplement remote learning.
- Facilitate synchronous Instruction:
  - K-8 teachers will meet with students synchronously each day for one morning meeting and one small group instructional period.
  - 9-12 teachers will facilitate synchronous learning events for their students to support student learning and development of an online classroom community at least twice a week.
- Review student IEP, 504, and/or ELL plans and provide the necessary accommodations to support student learning.
- Collaborate with support staff (Intervention Specialist, ELL teacher, counselor, etc.) to support individual student learning needs.
- Teachers will respond to family and/or student communication in a timely fashion to support student learning.
- Grade work in a timely manner and provide feedback to students on assignments.

**Paraprofessionals/Classroom Aides**

- Work as "remote learning case workers" assigned to students to make direct contact about attendance or that may need additional organizational support and guidance
- Referrals for support services
- Provide additional educational service delivery to individuals or small groups of students using online video conferencing
- Support food services with food delivery
- Support with technology device delivery/exchange
- Support office staff with data entry
- Support janitorial staff with cleaning/disinfecting

**Mental Wellness Team**

- Continue to provide mental wellness supports for students and families.

**Child Nutrition Department**

- Continue to provide meals for students who receive free or reduced lunch.

**Building Principals**

- Ensure each student has a device at home.
- Ensure Foxfire quality in content and delivery of instruction
- Monitor and assist teachers in the delivery of content for students.

- Students will earn grades for their work. Grades will be reported in Progressbook.

## Option 1 Levels

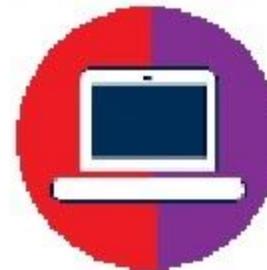
### Option 1

**IN PERSON**  
**5 DAYS A WEEK**



LEVEL 1 0-1 Indicators Triggered	LEVEL 2 2-3 Indicators Triggered
<b>Public Emergency</b> Active exposure and spread. Follow all current health orders.	<b>Public Emergency</b> Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.

**RLE**



LEVEL 3 4-5 Indicators Triggered	LEVEL 4 6-7 Indicators Triggered
<b>Public Emergency</b> Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	<b>Public Emergency</b> Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.



## Option 2: Phoenix Online Learning Experience (K-12 Model)

**This is different from Remote Learning Experience.**

Students and families may choose to engage in learning from home through an Online Learning Experience, if they are unable to (or uncomfortable with) return to school buildings. The Online Learning Experience is based on a virtual school format designed by Foxfire Schools Online Content Designers. These designers will provide content for all grade level instruction to ensure continuity and cohesion across all sections. Foxfire Schools teachers will also serve as online instructors to facilitate and support students' learning, creating an online classroom community and communicating regularly with families. Online content will be released weekly and will maintain the pacing of in-school classrooms.

Student/Family Experience	Staff Experience
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### **Parents/Caregivers**

- Ensure that your child is able to access and navigate the online learning curriculum.
  - Review academic progress and attendance with your child each day.
  - Follow the online learning school schedule to keep routines in place for your child while working from home.
    - Ensure that your schedule has planned breaks and active time to support your child's health and mental wellness.
    - [Sample Schedules](#)
- Ensure your child meets attendance requirements.
- Commit to a routine
- Ensure your child has supplies to complete the work they are doing.
- Communicate questions and concerns immediately to staff.

### **Online Teachers**

- Collaborate weekly with Online Instructors to ensure Foxfire Quality and continuity of the online learning experience.
- Support students by guiding effective use of online tools (Seesaw, Schoology, and any other online resource used within the lesson).
- Meet virtually with students for small group or individual instruction twice daily (morning meeting and one core content session).
- Provide timely feedback on assignments and assessments.
- Communicate regularly with families.

### **Online Content Designers**

- Develop online content based on Foxfire Schools curriculum for online classes.
- Content developed will include daily checklists, engaging instructional videos, offline practice opportunities, online formative (progress-check) assessments, family resources, and online teacher guides.

### **Online School Coordinator and Building Principals**

- Ensure each student has a device at home.
- Coordinate professional learning for online content designers and online instructors.
- Ensure Foxfire Quality in content and delivery of instruction.
- Monitor and assist teachers in the delivery of content for students.
- Support designers and instructors in the development of effective schedules.

### **Mental Wellness Team**

- Continue to provide mental wellness supports for students and families.

### **Child Nutrition Department**

- Continue to provide meals for students who receive free or reduced lunch.

### **Technology Department**

- Provide a device for each student that deposits \$160 (refundable when device passes inspection).
- to use at home; students will not be asked to share devices.
- Support families without wi-fi access.
- Provide help desk assistance when technology issues occur.

- \$160 deposit (refundable when device passes inspection).

- **Students**

- Will be placed in an online learning class that will be staffed by a Foxfire Schools teacher.
- Will receive content designed by Foxfire Staff. Content will be consistent across all online courses for the grade level.
- Content will be provided by Edgenuity Online Platform
- Students will have the opportunity to borrow a school Chromebook with a \$160 refundable deposit (when the device passes inspection).
- Will follow a daily learning schedule.
- Will receive an online curriculum that mirrors the learning that students are receiving during in-person learning, but will require a higher degree of independence from learners, as teacher support will be available upon request
- Learning modules will be available at the beginning of each week and will be reviewed daily during a synchronous session.

- Students should communicate questions and concerns immediately to teachers.
- Students will earn grades for their work. Grades will be reported in Progressbook.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled in the courses they are assigned.

# Grades K-8 Remote Learning Schedule

Option A	2 Hour Session 8:00-10:00 AM	<ul style="list-style-type: none"> <li>• Zoom/Google Meets</li> <li>• Lesson &amp; Assignment Review</li> <li>• One to One teacher support</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment review</li> <li>• Work groups</li> <li>• Intervention</li> </ul>
Teacher/Technical/ Support Services	10:00-11:00	<ul style="list-style-type: none"> <li>• Technical Referrals</li> <li>• Mental Health Referrals</li> <li>• OT/PT/Speech</li> <li>• IEP/ETR Meetings</li> <li>• Drug/Alcohol Referrals</li> <li>• MVHC Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• IEP/ETR Meetings</li> <li>• Drug/Alcohol Referrals</li> <li>• MVHC Referrals</li> </ul>
Option B	2 Hour Session 12:00-2:00	<ul style="list-style-type: none"> <li>• Zoom/Google Meets</li> <li>• Lesson &amp; Assignment Review</li> <li>• One to One teacher support</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment review</li> <li>• Work groups</li> <li>• Intervention</li> </ul>
Teacher/Technical/ Support Services	2:00-3:00	<ul style="list-style-type: none"> <li>• Technical Referrals</li> <li>• Mental Health Referrals</li> <li>• OT/PT/Speech</li> </ul>	<ul style="list-style-type: none"> <li>• IEP/ETR Meetings</li> <li>• Drug/Alcohol Referrals</li> <li>• MVHC Referrals</li> </ul>

- All students are required to be online during option A or B to meet attendance requirement daily
- Individual family issues will be handled at the building level by Director of Student Services
- All students are required to meet remote learning participation standards. Failure to meet requirements can result in truancy filing or possible withdrawal from the program

- Grades will “count”

# Grades 9–12 Remote Learning Schedule

<b><i>AM SHIFT</i></b> Teacher/Technical/Support Services	8:00-9:00	<ul style="list-style-type: none"> <li>• Technical</li> <li>• Mental Health Referrals</li> <li>• OT/PT/Speech</li> <li>• IEP/ETR Meetings</li> <li>• Drug/Alcohol Referrals</li> <li>• MVHC Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• IEP/ETR Meetings</li> <li>• Drug/Alcohol Referrals</li> <li>• MVHC Referrals</li> </ul>
AM Shift All Students	9:00-11:00	<ul style="list-style-type: none"> <li>• Zoom/Google Meets</li> <li>• Lesson &amp; Assignment Review</li> <li>• One to One teacher support</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment review</li> <li>• Work groups</li> <li>• Intervention</li> </ul>
PM Shift All Students	12:00-2:00	<ul style="list-style-type: none"> <li>• Zoom/Google Meets</li> <li>• Lesson &amp; Assignment Review</li> <li>• One to One teacher support</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment review</li> <li>• Work groups</li> <li>• Intervention</li> </ul>
<b><i>PM Shift</i></b> Teacher/Technical/Support Services	2:00-3:00	<ul style="list-style-type: none"> <li>• Technical</li> <li>• Mental Health Referrals</li> <li>• OT/PT/Speech</li> </ul>	<ul style="list-style-type: none"> <li>• IEP/ETR Meetings</li> <li>• Drug/Alcohol Referrals</li> <li>• MVHC Referrals</li> </ul>

- Teachers have additional time available for small group work, intervention, or communication each day.
- Grades will “count”
- Career Readiness Coordinator will work with juniors and seniors to establish pathways
- Individual family issues will be handled at the building level by Director of Student Services
- All students are required to meet academic progress expectations using remote learning platforms.
- All students are required to meet remote learning participation standards. Failure to meet requirements can result in truancy filing or possible withdrawal from the program.