Hillclimber Reset and Restart Plan
Urbana City School District

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Just as our reopening team attempted to create instructional plans that are flexible and adaptable, we all need to accept that the current pandemic is ongoing and evolving and will require patience and understanding among all members of the Urbana Hillclimber community.
Hillclimber Reset and Restart Plan
Guiding Principles

National, State and Local Health Officials and Leaders Make Health Decisions
Decisions made by officials and leaders impact the implementation of our plan. The Champaign County Health District has reviewed the Champaign County Schools Common Reopening Agreements which has been adapted to the needs of the Urbana City School District.

Student and Faculty Safety Takes Priority Over Educational Issues
It is not possible to eliminate risk, only reduce it. Reducing risk will allow us to have students in school more in order to maximize learning.

Balancing Resources and Educational Needs
The limitations of District resources were considered in the planning process.

In This Together
Implementing our future educational plan efficiently and effectively will require ALL of us to work together.

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As stated in the document, COVID-19 Health and Prevention Guidance for Ohio K-12 Schools from the Ohio Department of Health, “Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior, according to recent studies\(^1\) and the American Academy of Pediatrics.\(^2\)

\(^1\)NWEA, Brown University and the University of Virginia, “Projecting the Potential Impacts of COVID-19 on school closures on academic achievement.” [https://www.edworkingpapers.com/ai20-226](https://www.edworkingpapers.com/ai20-226)


The document provides a framework for districts to reopen school buildings while also helping students and staff reduce the risk of exposure and prevent the spread of COVID-19. The guidance and best practices include:

1. **Vigilantly assess symptoms**
   - Students and staff must conduct daily health checks prior to going to school which should include taking their temperature and assessing their symptoms.
   - Anyone with symptoms listed below should stay at home.
     - Fever or chills
     - Cough
     - Shortness of breath or difficulty breathing
     - Fatigue
     - Muscle or body aches
     - Headache
     - Loss of taste or smell
     - Sore throat
     - Congestion or runny nose
     - Nausea or vomiting
     - Diarrhea

2. **Wash and sanitize hands to prevent spread**
   - Students and staff should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom.
   - Schools must provide hand sanitizer in high traffic areas such as entrances and classrooms.
   - Schools must provide instruction to students on proper hand washing and the use of hand sanitizer.
3. Thoroughly clean and sanitize school environment to limit spread on shared spaces
   ○ Schools must provide for the cleaning and sanitizing of high touch surfaces throughout the school day.
   ○ Schools should avoid having staff and students use shared materials. When this is not possible, cleaning and sanitizing protocols should be implemented.

4. Practice social distancing
   ○ Schools should strive to maintain 6 ft as often as possible in all areas - including buses, classes, hallways, etc.
   ○ Where physical distancing is difficult, face coverings are even more essential.

5. Face coverings
   ○ Boards of Education must develop a face covering policy using the best available science.
   ○ The policy should include any changes necessary based on your local Alert Status.
   ○ Requirements from the Ohio Department of Health include that all staff are required to wear a face covering unless it is unsafe to do so or where doing so would significantly interfere with the learning process. Face shields can be considered as an alternative where cloth face coverings would hinder the learning process.
   ○ Student face coverings are strongly recommended for students in 3rd grade and higher unless they are unable to do so for a health or developmental reason. Some schools will be comfortable in starting masks in kindergarten. The majority opinion among experts appears to be that children kindergarten through 5th grade can wear masks as long as consideration is given for the age and developmental level of the child and the physical situation the child is in at that moment.
SURVEY RESULTS INFORMATION

The District implemented two separate surveys, one for parents and one for staff members, to provide feedback about thoughts and perceptions of reopening school this fall. This information was used by the District’s reopening planning team to make decisions about the recommendations included in this document.

Parent Survey Data

Staff Survey Data

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PARENT SURVEY

There were 574 responses to the parent survey. Key questions are included below.

Which of the following best describes the source of internet access for your family?

- We use internet access provided by our family. 90.8%
- We use internet access from a community partner or local business. 4%
- We do not have internet access for distance learning. 5%

90.8% access at home 4% access from somewhere else 5% no internet access

The response to this question indicates that the majority of families in the Urbana City School District have internet access at home. This is important in case the District must implement some form of online instructional programming as a result of changes caused by the pandemic.

The District is exploring the potential for implementing an online program for providing educational programming for students. If given the opportunity, would your family voluntarily choose online learning through Urbana City Schools in the future?

- No, we would not voluntarily choose online learning. 41.2%
- We might consider online learning voluntarily through Urbana City Schools. 33.0%
- Yes, we would choose online learning voluntarily through Urbana City Schools. 20.7%
- Other 5.1

The parent responses to this question provide insight into the options that our families are considering in regards to choosing online educational programming for students this fall. The majority of parents (74.2%) would not, or might consider online programming. Approximately 21% of parents indicated that they would choose online or distance learning options for their child/ren this fall. Based on this data, the decision was made to provide fully online programming for students as an option for parents and families.
Based on the current plan that we will be allowed to have students fully back in classrooms in the fall, which of the following best describes your intention for educational programming for your child/ren for next year?

Bus 31.4%  Self Transport 26.7%  Combination 28.2%  Online 13.8%

Parent responses to this question provide data in regards to the utilization of the transportation system of the District. There is an expectation that 31.4% of students will regularly use bus transportation and around a total of 59.6% of students will use school buses fully or regularly.

This question also provides an additional data point in regard to families considering online or distance options for their child. Since 13.8% of respondents indicated interest in online or distance options and the previous question resulting in 20.7% of parents stating they would choose online or distance learning provided through the school district, the planning committee determined that a fully online option supported by the District must be a part of the reopening plan.

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There were 169 responses to the District staff survey. This is about 68% of the total staff that work for the District. Key questions from the survey are included below.

Rate your comfort level for returning to school in the fall.
169 responses

- Ready to Return 36.1%
- Return with Safeguards 39.6%
- Nervous with Safeguards 20.1%
- Not comfortable returning 4.1% (7 responses)

In order to reopen the school, the district staff must be available to serve the students. The responses to this question indicate that if safeguards are put into place the vast majority of staff (75.7%) are ready to return to teaching in the school. Based on this data, there is a relatively low percentage of staff who are not comfortable or may be unable to return to school this fall.

Age Group (NOTE: This is optional. Age is a part of the issue when discussing COVID-19 risks so it is appropriate.)
165 responses

- Ages 22-29 are 6.7%
- Ages 30-39 are 23.6%
- Ages 40-49 are 30.6%
- Ages 50-56 are 23.6%
- Ages 57 or older are 21.2%

This question was included in the survey to gauge the age levels of the District staff as the current COVID-19 pandemic has different impacts based on the age of the person infected.

The results of this question indicate that approximately 39.4% of the District staff are aged 50 years and over which places a large portion of the staff in a higher risk category for complications of COVID-19.
If we return in to physical buildings in the fall, what precautions would you like to see implemented?

Staff responses to precautions that they would like to see implemented are indicated in the chart above. The planning committee considered the implementation of each of these precautions as part of the reopening plan.
All teachers and staff will wear cloth face masks or face shields in the school building except when working alone in an assigned work area.

K-12 Students
Must wear masks on buses and while inside the school building with specific mask breaks per District guidelines.

Daily use, disposable masks will be provided to students without them. Students that do not wear a face mask or face shield will not be able to be in the school.

Parents will be asked to complete a Facial Covering Information and Acknowledgment Form for each student. LINK

Staff will be asked to complete a Facial Covering Information and Acknowledgment Form. LINK

Parent and Family Support
For the most successful return to school this fall, parent and family support is needed for:

- Teaching and practicing hand hygiene which includes washing hands with soap for at least 20 seconds AND not touching your face
- Working on physical (social) distancing to create more space between individuals
- If possible, selecting a face mask which is comfortable for the student
- Using face masks at home before the school year starts

Parent and family support will be critical to maintain the safety of our staff to help keep our schools open.

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INSTRUCTIONAL OPTIONS FOR 2020-2021

For the 2020-21 school year there will be two options for parents and families to consider for the instruction of their student(s).

OPTION ONE: DISTRICT FLEX PLAN

The first option is the DISTRICT FLEX PLAN which provides instruction based on the pandemic status. The implementation of the different instructional formats within the DISTRICT FLEX PLAN are subject to the changing conditions, data on the status of the pandemic, and the recommendations and guidance from public health authorities.

**ALL IN FORMAT** - All students at school with increased mitigation practices and policies

**HYBRID FORMAT** - 50% of students attend on alternating days with online/extended activities on days not in school

**REMOTE LEARNING FORMAT** - All students learning at home through online programming

OPTION TWO: ONLINE LEARNING PROGRAM

The second option is the fully ONLINE learning program which provides instruction via an online program supported by Urbana teachers.

**eLEARNING** - Option for families that would like a fully online educational experience
DISTRICT FLEX PLAN

ALL IN FORMAT - All students in school every day

Parents assess student health before school each day
Face masks required per district policy
Increased cleaning of surfaces
Hand sanitizing available in every classroom and most common areas
All students required to wear mask on the bus
All students will have assigned seat on the bus
Lunchroom expanded to additional areas including the classroom as necessary
Limit shared student supplies - sanitize when necessary
No lockers or cubbies used - students will keep bookbag at their seat
Review use of hallway spaces to reduce two-way traffic when possible
Breakfast will be prepacked grab and go
No large group student activities

Attendance taken every day
DISTRICT FLEX PLAN

HYBRID FORMAT - 50% of students in school at one time by attending Monday and Wednesdays OR Tuesdays and Thursday and alternating Fridays

<table>
<thead>
<tr>
<th>HYBRID PLAN</th>
<th>WEEK ONE</th>
<th>WEEK TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP A</td>
<td>Attend school on Monday, Wednesday, Friday and complete online/extend activities on Tuesday and Thursday</td>
<td>Attend school on Monday, and Wednesday while completing online/extended activities on Tuesday, Thursday, and Friday</td>
</tr>
<tr>
<td>GROUP B</td>
<td>Attend school on Tuesday and Thursday while completing online/extended activities on Monday, Wednesday, and Friday</td>
<td>Attend school on Tuesday, Thursday, and Friday while completing online/extended activities on Monday and Wednesday</td>
</tr>
</tbody>
</table>

If possible, families will be notified one week prior to implementing the Hybrid Plan
Family groups will be maintained within the two groups
    - whole family/household attends on the same schedule

Parents assess student health before school each day
Face masks required per district policy
Increased cleaning of surfaces
Hand sanitizing available in every classroom and most common areas
All students required to wear mask on the bus
All students will have assigned seat on the bus
Lunchroom expanded to additional areas including the classroom as necessary
Limit shared student supplies - sanitize when necessary
No lockers or cubbies used - students will keep bookbag at their seat
Review use of hallway spaces to reduce two-way traffic when possible
Breakfast will be prepacked grab and go
No large group student activities

Attendance taken on days in classroom
The remote learning plan will be much different than the distance learning that was implemented in the Spring of 2020.

Remote Learning will:
Have academic expectations similar to the classroom setting
Be conducted online. Grade levels 6-12 with one-to-one school provided devices will not have paper copies available.
Follow the district’s attendance and truancy policy
Require daily attendance and participation in lessons
Use the grading scale to determine letter grades, academic standing, GPA, graduation and promotion to the next grade, and eligibility
Eliminate all co-curricular and extra-curricular (athletic) activities
Require consideration of adjustments to special education services

PLEASE NOTE: Teaching staff may be working adjusted schedules during remote learning which may include evening “office hours” to assist students and families with school assignments. Please understand that staff will not be accessible at all times. The expectation is that staff will respond to parent and student communication within at least 48 hours during scheduled school days.
Option for families that would like a fully online educational experience
A chromebook will be provided to each family enrolled in the program
Urbana teachers will provide the instructional support for these students
Choice is at least a half year commitment to the program
Student must be comfortable learning in a fully online environment
Requires parent or other responsible adult for daily support to be successful
Not all District courses will be offered online
Special education services may need to be adjusted within this program
Attendance will be taken daily for grades K-5 and based on progress checks in grade 6-12
Students not attending or making adequate progress will be referred to the truant officer for the attendance mediation program

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Ohio COVID-19 Risk Level Guidelines for the Public

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Emergency</strong>&lt;br&gt;Active exposure and spread. Follow all current health orders.</td>
<td><strong>Public Emergency</strong>&lt;br&gt;Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.</td>
<td><strong>Public Emergency</strong>&lt;br&gt;Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.</td>
<td><strong>Public Emergency</strong>&lt;br&gt;Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.</td>
</tr>
</tbody>
</table>

**LEVEL 1-4 REQUIRE COMPLIANCE WITH ALL HEALTH ORDERS**

Over 60% of Ohioans are considered high-risk based on CDC guidance. High-risk individuals* are at an increased risk of severe illness and should take every precaution to guard against contracting COVID-19, including following higher risk level guidance outlined below. Consult a doctor about your risk.

<table>
<thead>
<tr>
<th>LEVEL 1</th>
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<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.**&lt;br&gt;• Maintain social distancing of at least 6 feet from non-household members.</td>
<td>• Same guidelines as in Level 1.</td>
<td>• Same guidelines as in Levels 1-2.</td>
<td>• Same guidelines as in Levels 1-3.</td>
</tr>
<tr>
<td>• Wear face coverings in public, especially when social distancing is difficult to maintain.</td>
<td>• Avoid contact with anyone who is considered high-risk.</td>
<td>• Decrease in-person interactions with others.</td>
<td>• Stay at home/ necessary travel only.</td>
</tr>
<tr>
<td>• Increase caution when interacting with others not practicing social distancing or wearing face covers.</td>
<td>• High-risk individuals* should take extra care to follow precautions.</td>
<td>• Consider necessary travel only.</td>
<td></td>
</tr>
<tr>
<td>• Avoid traveling to high-risk areas.</td>
<td>• Avoid traveling to high-risk areas.</td>
<td>• Limit attending gatherings of any number.</td>
<td></td>
</tr>
<tr>
<td>• Follow good hygiene standards, including: &lt;br&gt;o Wash hands frequently with soap and water for at least 20 seconds.</td>
<td>• Cover coughs or sneezes (e.g., into a tissue, or elbow).</td>
<td>• Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible.</td>
<td></td>
</tr>
</tbody>
</table>

Households should assume that if one person is sick every person living there is as well and should take appropriate measures to control the spread, which should include self-quarantining and contacting a doctor.

**Click here for public health orders and sector specific guidance**

The public health orders in place serve as the baseline for what counties must do to combat this disease. If local officials determine it’s necessary to implement additional safeguards, they can and should to benefit everyone.

*Per CDC, among adults the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. People of any age with the following conditions are at increased risk of severe illness: chronic kidney disease; chronic obstructive pulmonary disease; weakened immune system from solid organ transplant; obesity (body mass index of 30 or higher); serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies; Sickle cell disease; and Type 2 diabetes mellitus. Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. People who need to take extra precautions include racial and ethnic minority groups; people experiencing homelessness; women who are pregnant or breastfeeding; people with disabilities; and people with developmental and behavioral disorders. More information is available at https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html.

**Per CDC, symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. This list of symptoms can change as more is learned about COVID-19, and CDC updates this list on its website at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.**

7/1/2020
School Response to Ohio COVID-19 Risk Levels

<table>
<thead>
<tr>
<th>Ohio Public Health Advisory System</th>
<th>Level 1 Public Emergency</th>
<th>Level 2 Public Emergency</th>
<th>Level 3 Public Emergency</th>
<th>Level 4 Public Emergency</th>
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<tbody>
<tr>
<td>District Specific Learning Levels</td>
<td>100% Capacity face to face learning</td>
<td>100% Capacity face to face learning with increased safety protocols as needed at the local district level.</td>
<td>Hybrid approach to learning including reduced capacity face to face learning and remote learning.</td>
<td>Remote learning for all.</td>
</tr>
</tbody>
</table>

The implemented format of instruction will be determined by the level of public emergency designation for Champaign County and/or by determination of the Champaign County Health District.

The variety of instructional formats are intended to allow for the maximum implementation of face-to-face instruction for students.

**PLEASE NOTE:** If teacher and staff COVID-19 absenteeism exceeds available substitutes, the District may be required to shift the implementation of the District Flex Plan to the Remote Learning Format irregardless of the level of public emergency designation.

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GENERAL SAFETY PRECAUTIONS OVERVIEW

Below are a number of the many safety precautions that will be implemented for the 2020-2021 school year.

Hand sanitizer will be available in all entries, potential gathering places, near water fountains, and in all classrooms.

Sanitizing wipes and sprays will be available in all classrooms.

Additional sanitizing of high-touch surfaces will be conducted throughout the school day.

Exterior doors will be held open during arrival and dismissal to reduce contact.

Interior doors will be kept open as much as possible to reduce contact.

No snacks will be allowed in classrooms. This includes birthdays and classroom parties.

It is recommended that each student has a personal clear refillable water bottle for use at school. Drinking fountains will be unavailable, but the bottle filling stations will be available for students.

Each school will have an isolation room for students who are exhibiting COVID-19 symptoms and are awaiting pick-up from their parents or guardians.

Families will need to consider arrangements for picking up a sick child from school as they will not be allowed to be sent home on a school bus.

Individuals with suspected or confirmed cases of COVID-19 must meet CDC and/or local health department criteria before returning to school.
BUS TRANSPORTATION

With minor exceptions, all bus routes will run as normal when students are scheduled to be in school.

All students will be required to wear a mask in order to ride on the bus.

All students will have an assigned seat on the bus most likely with family/household groupings.

Bus windows will be opened as much as the weather will allow. This decision will be based mostly on the amount of precipitation.

All students will have ONLY ONE assigned pickup location and ONLY ONE assigned drop location.
  Students will not be transported to multiple locations throughout the week.
  The pickup and drop off locations do not have to be the same, but once set can only be changed with administrative approval.

Additional information and regulations about bus transportation will be communicated prior to the first day of school.

FOOD SERVICE

Both breakfast (free for all students) and lunch will be served daily.

Additional locations, including classroom spaces, may be used for food service.

It is highly recommended that families make use of the PaySchools program to reduce/eliminate students from handling lunch money. The PaySchools program allows for funds to be put on a student account either by check or online to pay for student lunches. Additional information about signing up for this program will be provided to all parents.

In order to reduce the contact and potential transmission of COVID-19, there will be no change provided for students paying in cash in the cafeteria. All remaining change will be placed on the student account for future purchases.

Students will be expected to be able to independently open food and consume all food that is brought to school in a packed lunch.

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PARENT AND FAMILY PREPARATION AND PLANNING SUGGESTIONS
As stated earlier, parent and family support is needed for the most successful return to school this fall. We are suggesting that parents and families consider these preparation and planning suggestions prior to students returning to school this fall

Hygiene

Teach and practice hand hygiene which includes washing hands with soap for at least 20 seconds AND not touching your face

Work on physical (social) distancing to create more space between individuals

Reinforce that you must use a tissue or your elbow when coughing or sneezing

Supplies

Select face masks which are comfortable for the student

Place the student’s name on the face masks

Have your student practice wearing a face mask for periods of time before school starts

Consider getting a clear water bottle for your student to use at school

Ensure your student has a bookbag for carrying supplies to school and holding personal items while at school as students will not be using cubbies or lockers

Write the student’s name on the inside collar of his/her coat or jacket

Logistics

Consider how your family might adjust child care plans in the event the District must implement the Hybrid Format or Remote Learning Format during the school year

Plan the pick up location and the drop off location for your student (Each must be consistent for the duration of the school year)

Create an alternate plan for where your student should go after school in case of an emergency (Make emergency plans with a neighbor, relative, or family friend)

Ensure the school has your up-to-date contact information in the event of an emergency

Plan for who will be available to pick up your child from school in case of an emergency

Arrange for alternate adult(s) to pick up your student in case he/she becomes sick at school (This can be designated on the emergency medical authorization form)

Breakfast/Lunch

Students paying for lunch will not receive change back (It will be added on to the student’s account)

Consider using the PaySchools program to put funds on your student’s lunch account (Providing a check or online transfer reduces the transfer of cash and potential loss)

Write the student’s name on her/his lunch box for packed lunches
PLAN APPENDICES

The following pages contain the plan appendices for the Hillclimber Reset and Restart Plan.
Champaign County Schools Common Reopening Agreements

PREFACE: All Ohio schools closed for the remainder of the school calendar year beginning on March 10, 2020, by order of the Governor and State Health Commissioner in response to the COVID 19 pandemic. In early June, little guidance was available from the Ohio Department of Education regarding guidelines for school re-opening for the 2020-21 school year. School district superintendents from each public school district in Champaign County, along with the Madison-Champaign County Educational Service Center, came together on June 17, 2020, and again on July 7, 2020, to identify common practices for school re-opening in Champaign County which comply with existing guidance and recommendations from the Ohio Department of Health and Ohio Department of Education.

These general principles will guide each school district as they move forward with reopening schools at full capacity throughout Champaign County:

1. Each school district will implement recommended safety protocols to the highest degree possible;
2. Each school district will work closely with the Champaign County Department of Health to promote safety in each school building;
3. Each school district will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities;
4. School districts recognize the need for consistency in areas of operations while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies; and
5. School districts are planning to maintain their previously approved school calendars with some possible front-loading of employee professional development. Districts that intend to revise their school calendars will work directly with their boards of education.
6. County school districts will work hand in hand with the local health department, utilizing the county risk level guidelines, to determine the appropriate delivery model for learning (i.e. Face to face, hybrid learning, remote learning).
7. This plan will be re-evaluated once the pandemic designation has been lifted or as guidance is updated.

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Brad Silvus - Graham  Danelle Prohaska - Mechanicsburg  Rick Smith - Ohio Hi-Point  Vickie Hoffman - Triad  Charles Thiel - Urbana  Kraig Hissong - West Liberty Salem  Daniel Kaffenbarger - MCCESC
These principles will be common to all Champaign County public school districts:

**Communications when a student/staff member has been diagnosed with a COVID-19 positive case**
- Communication will be developed by the Health Department, not the school district. A common template will be developed to include the following:
  - Specify to parents which classroom(s) the confirmed case was in (ex. Mr. Smith).
  - More detailed statements will be provided to building staff.
  - The school district will cooperate with the Health Department’s work in contact tracing.
  - 14-day quarantine will be required of any student who tests positive with COVID 19 and
  - 14-day quarantine will be required of any staff member who is determined to have had “significant and prolonged exposure” as determined and documented by the Health Department.
  - The Champaign Health Department will provide the county school districts with documentation that explains defines what is considered “significant and prolonged exposure” to COVID 19 that will result in Quarantine.

**Student health issues that are NOT diagnosed as COVID 19**
- The duration of homestay for a child sent home with a fever is fever free (without medication) for 72 hours (three full days) AND improvement of all other symptoms for 72 hours. (OR a documented negative COVID 19 test OR diagnosis of something other than COVID)
- Temperatures will be taken upon return. If a student tests positive for COVID 19, they and all other students in their families will be quarantined for 14 days. The Health Department will perform all contact tracing.
- To return to school, the child must be transported to school by the parent and must be checked by the school nurse before resuming school transportation.

**Food Service**
- All districts will offer food service. Logistics will be determined by each district in compliance with Health Department based on:
  - Limited capacity/occupancy of the school cafeteria
  - Staggering of lunch times
  - Control of traffic patterns
  - No self-service
  - Individual condiments

**Classroom Occupancy**
- Districts will inform parents that safety protocols are in place but any student who attends school will incur some level of risk. Districts will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated. Districts will include a Masking Acknowledgement form in all back to school paperwork.

Brad Silvus - Graham  Danielle Prohaska - Mechanicsburg  Rick Smith - Ohio Hi-Point  Vickie Hoffman - Triad
Charles Thiel - Urbana  Kraig Hissong - West Liberty Salem  Daniel Kaffenbarger - MCCESC
- Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible. Each classroom will incorporate extra space between students as practical.
- Face coverings are strongly recommended for all students in grades 3 - 12. These coverings will be provided by the parents. Parents are required to have a completed Masking Acknowledgement form on file.
- School employees are required to wear facial coverings. If they are working in their room in isolation or in an office they are permitted to remove the covering.

Remote Learning
- School districts will offer remote learning for parents who do not wish to send their child to school.
- Parents may choose two options: 1. Send their child to school (assume some level of risk), or 2. Agree to remote learning from home which will include specific timeline, grading, and work completion requirements.
- Remote learning options will be reevaluated at the semester.
- Parents and students will agree to comply with remote learning attendance guidelines or a return to face to face instruction will be required.

Visitors/Volunteers/Parties
- There are different levels of school visitors and each district will make decisions for each situation.
- Visitors in the building should be limited to enrollments, student drop-off or pick-up, and/or emergency situations.
  - Visitors are generally discouraged from being in school district facilities (this excludes Higher Education, Military Recruiters, and any others given required access by statute.
  - Safety Protocols such as taking temperatures and a symptoms checklist will be implemented for all visitors.

Transportation
- Champaign County Districts will allow two students per seat and in some instances three students if the children are younger and therefore smaller.
- Districts will attempt to seat siblings together.
- Seating charts are recommended to assist with contact tracing if that is needed.
- Windows will be cracked for additional ventilation when practical.
- Students will be seated from back to front to reduce the amount of contact with other students.
- Face coverings are required for students, and the district may refuse to transport a student who opts not to wear a face covering. Parents can opt to self-transport or car-pool.
- In the event State policies require school districts to use alternative schedules, districts may adopt minimum requirements for transportation to reduce the number of students who are eligible for school district transportation.
- ALL bus drivers and bus aides are required to wear facial coverings. If they are working in isolation or in or on the bus alone, they are permitted to remove the covering.
Recess

- School districts will utilize playgrounds and will make every effort to maintain consistency with safety procedures and sanitation.
  - Before and after using “high touch” equipment, students would be required to use hand sanitizer.
- Districts may utilize “structured” recess activities such as nature walks that limit students’ physical contact with others.
- Students must sanitize their hands before and after recess.
Facial Covering Information Form and Acknowledgement--Students
URBANA CITY SCHOOL DISTRICT

Complete the following information and submit to the appropriate school office for your student.

Student Name [print]: ___________________________ Date: ____________________, 2020

All students in grades K-12 are required to wear facial coverings during the school day with specific mask breaks as per District guidelines. Further, students are required to wear a facial covering on the bus.

Please select one of the options below:

1. _____ My child will be wearing a facial covering provided from home during the school day in accordance with Board policy.

2. _____ My child will be wearing a facial covering in accordance with Board policy but needs to be provided with a mask/shield.

3. _____ My child requests an exemption from the District’s facial covering policy due to one of the following reasons:
   
   a. _____ My child has a documented health or developmental condition such that he/she cannot wear a facial covering. (documentation attached).
   
   b. _____ Other: ____________________________________________________

The Superintendent may grant or deny a request for an exemption from the District’s facial covering policy. Further, the Superintendent may request further documentation justifying the exemption.

The undersigned acknowledges that an inherent risk of exposure to COVID-19 exists in any public place where people are present and, therefore, the District cannot protect against all risk of potential exposure. Further, the undersigned acknowledges that some individuals will be exempt from the facial covering requirements of the District policy due to health, safety or other considerations.

Parent/Guardian Signature ___________________________ Date ____________________, 2020

Superintendent Signature ___________________________ Date ____________________, 2020

Return to Table of Contents
Complete the following information and submit to your immediate supervisor.

Employee Name [print]: ___________________________ Date: ________________, 2020

Position: ___________________________ Supervisor: ___________________________

District policy provides that all staff are required to wear facial coverings during the school day, subject to certain listed exceptions. A face shield may be used under certain circumstances as determined by the Superintendent.

Please check one of the options below:

1. _____ I will be wearing a facial covering provided from home during the school day in accordance with Board policy.

2. _____ I will be wearing a facial covering in accordance with Board policy but need to be provided with a facial covering.

3. _____ I request an exemption from the District's facial covering policy due to one of the following reasons:
   a. _____ I have a documented health condition such that I cannot wear a facial covering.  
      (documentation attached).
   b. _____ Other: ____________________________________________________________

The Superintendent may grant or deny a request for an exemption from the District's facial covering policy. Further, the Superintendent may request further documentation justifying the exemption.

The undersigned acknowledges that an inherent risk of exposure to COVID-19 exists in any public place where people are present and, therefore, the District cannot protect against all risk of potential exposure. Further, the undersigned acknowledges that some individuals will be exempt from the facial covering requirements of the District policy due to health, safety or other considerations.

Employee Signature ___________________________ Date: ____________________, 2020

Superintendent Signature ___________________________ Date: ____________________, 2020
# REVISED CALENDAR URBANA CITY SCHOOLS 2020-2021

### August

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- Monday, August 14: Teacher Work Day/No School
- Monday, August 17: Teacher Inservices/No School
- Monday, August 24: Parent/Teacher Conferences
- Monday, August 31: Report Cards Released

### September

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- Monday, September 1: Only Group B2 Attends School
- Monday, September 28: Two-Hour Delay Teacher Inservices

### October

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- October 13: Two-Hour Delay Teacher Inservices
- October 19: Third Grade ELA Testing
- October 23: End of First Quarter (46 days)
- October 26: No School Day Make Up Day if Needed
- October 27: Start Second Quarter
- October 30: Report Cards Released

### November

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- November 9: Two-Hour Delay Teacher Inservices
- November 19: Parent/Teacher Conferences
- November 25: Report Cards Released

### December

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- December 11: Two-Hour Delay Teacher Inservices
- December 21: January 3 Holiday Break

### January

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- January 4: School Resumes
- January 12: MLK Day/No School
- January 19: Start Third Quarter
- January 22: Report Cards Released

### February

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- February 2: Two-Hour Delay Teacher Inservices
- February 14: President’s Day/No School

### March

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- March 1: Teacher Inservices/No School
- March 19: End of Third Quarter (42 days)
- March 22-26: Spring Break
- March 29: Start Fourth Quarter

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- April 1: Report Cards Released HS & JH
- April 2: Exchange Day/No School
- April 5: April 23 ELA Testing
- April 9: May 7 Math, Science, Soc. Studies Testing

### May

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- May 10: Two-Hour Delay Teacher Inservices
- May 25-27: HS Final Exams
- May 27: Last Day of School/End of Fourth Quarter (44 days)
- May 28: Teacher Work Day
- May 29: Graduation 7:30 p.m.
- May 30: Graduation Rain Date 1:30 p.m.
- May 31: Memorial Day/No School

### June

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- June 4: Report Cards Released HS & JH

### PLEASE NOTE:

The District will be making up the first school closing/cancellation day if it occurs two weeks prior to October 26th.
The five designated make-up days are October 26th, May 28th, June 1st, June 2nd, and June 3rd.
Any additional make-up days will be added to the end of the school year.

Adopted 4-21-20
REVISED 7-21-20
# HYBRID INSTRUCTION CALENDAR
## URBANA CITY SCHOOLS 2020-2021

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### October
- Teacher Work Day / No School
- Teacher Inservice / No School
- First/ Last Day of School
- Two-Hour Delay Teacher Inservice
- Holiday / No School
- Parent / Teacher Conferences
- Exchange Day / No School
- Report Cards Released HS & JH
- High School Exams

**GROUP A - Monday/Wednesday**

**GROUP B - Tuesday/Thursday**

**NOTE - Both groups will attend on alternating Fridays**

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### January
- 1 School Resumes
- HS Semester Exam
- 14 End of Second Quarter (45 days)
- 15 Teacher Work Day/No School
- 18 NLI Day/No School
- 19 First Day/No School
- 22 Report Cards Released HS & JH

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### February
- Two-Hour Delay Teacher Inservice
- 5-11 Parent/Teacher Conferences
- 15 Presidents’ Day/No School
- 22-28 Spring Break
- 29 Start Fourth Quarter

### April
- Report Cards Released HS & JH
- Exchange Day/No School
- 5-23 ELA Testing

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### May
- Two-Hour Delay Teacher Inservice
- 24-27 HS Final Exams
- 26 Last Day of School/End Fourth Quarter (46 days)

### June
- 27 Last Day of School/End Fourth Quarter (46 days)
- 28 Teacher Work Day
- 29 Graduation 7:30 p.m.
- 30 Graduation Rain Date 1:30 p.m.
- 31 Memorial Day/No School

**PLEASE NOTE:**

The District will be making up the first school closing/closure day if it occurs two weeks prior to October 26th.

The five designated make-up days are October 26th, May 26th, June 1st, June 2nd, and June 3rd.

Any additional make-up days will be added to the end of the school year.

*Adopted 7-21-20*

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