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Loudonville-Perrysville  
Exempted Village  
School District

**Reset and Restart  
Guide  
2020-2021**



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## Reset and Restart Guide Contents

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## District Information Overview

- The first day for students is September 8. Teachers will begin professional development on Aug 18 to prepare for the school year.
- Kindergarten students will begin the school year in a “soft start” manner (September 8th- 11th)- more information to be sent to kindergarten families. **September 14** is the first day for ALL kindergarten students.
- Students in grades 1-12 will also begin in a “soft start” manner, with the students being divided into 2 groups. *The **Red** group will attend on Sept. 8 and the **Gray** group will attend on Sept. 9 -- with all students attending on Sept. 10.* Information on groups will be coming soon, via each building. The goal is to have all households attend on the same schedule.
- The school day will be shortened daily for students to allow for remote learning provided by L-P teachers.
- Due to COVID-19, there will be no open houses held this year.

# Loudonville Perrysville District Calendar 2020-2021 COVID **AUGUST 1, 2020**

Aug 17 <sup>th</sup> New Teacher Orientation Aug 18 <sup>th</sup> Convocation/PD Open House Aug 19-Sept 4 PD	<b>AUGUST '20</b> 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	184 Teacher Days 165 Student days 16 PD Days 2 Teacher Comp Days 1 Teacher Work Day  Sept 7 <sup>th</sup> No School - Labor Day Sept 8 <sup>th</sup> Students' 1 <sup>st</sup> Day
	<b>SEPTEMBER '20</b> 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	

Oct 9 <sup>th</sup> PD Day, No Students Oct. 23 <sup>rd</sup> 1 <sup>st</sup> Report Period (33) Oct. 27 <sup>th</sup> P/T Conf - 3:30 - 7:30 Oct. 29 <sup>th</sup> P/T Conf - 1 hour early dismissal - 2:30 - 6:30 Oct. 30 <sup>th</sup> P/T Comp Day	<b>OCTOBER '20</b> 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	Nov 25 <sup>th</sup> - Nov 30 <sup>th</sup> No School Thanksgiving
	<b>NOVEMBER '20</b> 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	

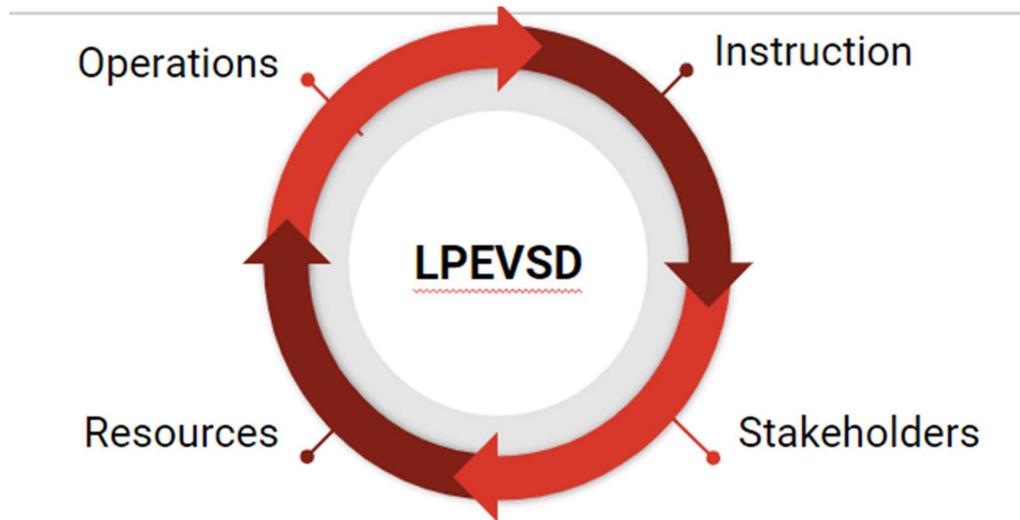
Dec 18 2 hr early dismissal 1:00 Dec 18 2 <sup>nd</sup> Quarter 7-12 ends (35) Dec 21 <sup>st</sup> - Jan 1 <sup>st</sup> No School Student Winter Break	<b>DECEMBER '20</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Jan 4 <sup>th</sup> School Resumes Jan 8 <sup>th</sup> 2 <sup>nd</sup> Report Period K-6 (40) Jan 16 <sup>th</sup> No School M.L. King Day
	<b>JANUARY '21</b> 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	

Feb 15 <sup>th</sup> No School Presidents' Day	<b>FEBRUARY '21</b> 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	Mar 16 <sup>th</sup> P/T Conf - 3:30 - 7:30 Mar 18 <sup>th</sup> P/T Conf - 1 hour early dismissal - 2:30 - 6:30 Mar. 18 <sup>th</sup> 3 <sup>rd</sup> Report Period (47) for K-6; (52) for 7-12 Mar 19 <sup>th</sup> No School P/T Comp Day Mar 29 <sup>th</sup> - April 1 <sup>st</sup> No School Student Spring Break
	<b>MARCH '21</b> 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	

Apr 2 <sup>nd</sup> No School Good Friday Apr 5 <sup>th</sup> Schools Resumes after Spring Break	<b>APRIL '21</b> 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	May 25 <sup>th</sup> Seniors' last day May 28 <sup>th</sup> Last Student Day - 2 hr early dismissal 2:00 (45) May 28 <sup>th</sup> Graduation 7:00 pm May 31 <sup>st</sup> Memorial Day June 1 <sup>st</sup> PD Day June 2 <sup>nd</sup> Teacher work day
	<b>MAY '21</b> 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	

*Up to 2 floating PD days on snow days.	<b>JUNE '21</b> 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	<b>LEGEND...</b> First Quarter Second Quarter Third Quarter Fourth Quarter No School (holidays/breaks)	<b>...LEGEND</b> PD (no school students) No School (conf, comp) P/T Conferences Teacher Work Day
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## Components of Education at LPEVSD in 2020-2021



### Educational Options

- **Traditional School**
  - In-person 5 days per week
  - All students automatically enrolled in this option
  - Students and staff required to wear facial coverings
  - Shortened school day for all in-person students daily
- **Remote Learning**
  - Completely online
  - Students will work online from home, meeting requirements, 5 days/ week
  - Parents and students must complete remote learning contract by August 18
  - Building secretaries will be contacting families electing to participate in remote learning. Contracts will be mailed home, and an orientation will be conducted.
- **Online Learning Curriculum**
  - In some cases, Redbird Academy may be utilized at the discretion of the district administrator
  - Parents and students must complete the enrollment form and meet with the Redbird Academy supervisor

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## Operations

### Health and Safety

- **A face covering is required to be worn by all staff and students while on the bus and at school.** A face covering is considered to be a mask or shield.
- All students and staff will be supplied with one district-issued face shield. Families are encouraged/required to provide a face covering. Face coverings must be school appropriate.
- It is the responsibility of each family to remember to clean and ensure students get on the school bus/arrive to school with a face covering.
- Physical distancing will be attempted as feasible, and is based upon the recommendations from the American Academy of Pediatrics (AAP) and the Centers for Disease Control (CDC).

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

- Temperature checks will occur daily for all students and staff.
- Classrooms and cafeteria tables will be equipped with Plexiglas dividers.
- Water fountains will be disabled and water bottle filling stations will be utilized. Students should bring a water bottle with a removable drinking spout with them daily.

### Technology

- All students (1st-12th grades) will have access to a laptop while at school. In the event the district must transition to all remote learning for everyone, all students (grades 1-12) will be issued a laptop to be used at home.
- The district is working to streamline the online process by utilizing Google Suite applications for the online/remote classroom platform.

### Maintenance and Sanitizing

- Classrooms, restrooms, cafeterias, and other spaces in the buildings will be cleaned and sanitized on a frequent and regular basis.
- Additional support staff duties will be added to the cafeterias to allow for increased cleaning between lunch periods.
- Hand sanitizer will be available in all classrooms and cafeterias and time will be given throughout the day for hand washing.

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## Transportation

- Physical distancing on the buses will take place as possible. Riders that live in the same household will sit together. Some students may be assigned with someone not in their household.
- The district will transport students PK-12, outside of the 2-mile minimum of the district (students picked up/dropped off within 2 miles of school will not be provided district transportation).
- All students riding the school bus are required to wear a face covering.
- Students' temperatures will be taken before boarding the bus. If a student registers a temperature of over 100 degrees, they will not be permitted to board the bus.
- **Parents *must* be available (or have an alternate contact and/or transportation) to transport the student home when needed. Contact information must be provided and up-to-date.**
- Students will be required to sit in assigned seats.

## Food Service

- Table dividers will be utilized in cafeterias.
- Cafeterias will be disinfected and sanitized on a frequent basis.
- Food items will be served by cafeteria staff; no self-service food items will be available.
- Assigned seats will be utilized in cafeterias.

## **Additional Operational Topics:**

### Student Check-In/Check-Out

- Students that must leave school early will wait in a designated area in the office, and the parent will call into the office to notify the secretary that they are in the parking lot. The student will then be escorted to the parking lot. LHS students will be dismissed from the office once visual contact of the parent is made.
- Students arriving to school late will follow the same protocol- once they arrive at school, the parent must call the office for personnel to come out to the parking lot and escort the student into the building. LHS students may enter the building once the parent notifies the office- no escort is necessary.
- Each building will send specific protocols to parents for clarification.

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## Visitor Policy

- Visitors and volunteers will not be permitted in the buildings until further notice. Service personnel (counselors, therapists, probation officers, etc.) are considered school personnel and will be permitted on grounds with proper identification and/or credentials, and must comply with personnel guidelines.
- Parents/guardians that must come to the school for meetings (IEP, 504, conferences, etc) will be permitted to do so by scheduling an appointment, and following the required guidelines (temperature check, facial covering, etc.). Remote meeting options will also be available.

## Events/Assemblies/Field Trips

- All field trips and assemblies will be suspended until further notice. This also includes school-wide events with large-group gatherings.
- Special guests/speakers able to present in a Zoom or Google Meet format may be scheduled, with permission from building administration.

## Transitioning Between Classes and Within Buildings

- Transition schedules will be created to minimize the number of staff and students in common spaces including hallways, cafeterias, etc.
- Walking patterns will be established for each building to allow for physical distancing where feasible.

## Student Supplies

- Students will be required to provide their own supplies. They may bring their supplies on soft-start days.
- Students **will not be permitted to share supplies**, due to sanitation reasons.
- Students may be expected to purchase/bring additional supplies as needed, in addition to the supplies typically supplied by families.
- If any family hardships arise due to the increased costs for supplies, please contact Beth Cole at Budd (419-994-3327) for more information regarding assistance.

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## Recess

- Students may opt to wear face coverings, but they are not required to be worn during outdoor recess.
- All attempts will be made to maintain physical distancing.
- Students will be allowed to play on established equipment, but the use of playground balls, jump ropes, etc may be limited to reduce the spread of germs.

## Early Drop-Off (“Early Birds” Program) at McMullen and Budd

- Parents wanting to utilize this before-school program must sign up through the building principal.
- Due to the change in transportation, the district will be providing a supervised, early drop-off option at McMullen and Budd (“Early Birds” program). Students may be dropped off after 7:15 am and until 7:45 am, when students normally begin arriving at school. **Normal drop-off time is still 7:45 am.**
- Breakfast will continue to be served from 7:45-8:00 am.

## Athletics and Extracurricular Activities and Events

- Athletics are under the guidance of OHSAA. The Athletic Director will communicate and implement policies enacted for sports practices and games.
- Extra- and Co-curricular programs will be considered on a case-by-case basis; likewise, the same daily protocols related to group size, distancing, health/safety, supplies/equipment, food, facilities, and transportation will be followed.

# Instruction

## Educational Options

- **Traditional School**

- In-person 5 days per week
- All students automatically enrolled in this option
- Students and staff required to wear face coverings
- **NEW DISMISSAL TIME-** The school day for students is now:
  - McMullen and Budd: 8:00-2:00
  - LHS: 8:00-2:10
- The school day for teachers remains the same:
  - 7:55-3:25\*

\*Staff members are required to take their own temperature at their designated building location before reporting to their classroom.

\*Upon the dismissal for students, staff will use the remainder of their day for planning and connecting with remote learners.

- **Remote Learning**

- Completely online
- Students will work online from home, meeting requirements, 5 days/ week
- Parents and students must complete remote learning contract by August 18
- Building secretaries will be contacting families electing to participate in remote learning.
- Contracts will be mailed home, and an orientation will be conducted.

- **Online Learning Curriculum**

- In some cases, Redbird Academy may be utilized at the discretion of the district administrator
- Parents and students must complete the enrollment form and meet with the Redbird Academy coordinator.

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## **Traditional School Expectations**

- Facial coverings are required for all students and staff.
- Regular/daily cleaning of facial coverings is required, and to be done at home.
- Temperature checks will be conducted daily.
- Per health department guidelines, if a student's temperature exceeds 100 degrees or the student is exhibiting COVID-19 symptoms, the student must be sent home. Parents must be available (or have an alternate contact and/or transportation) to transport the student home when needed. Contact information must be provided and up-to-date.

## **Remote Learning Expectations**

- Remote learning students will be issued a laptop.
- Teachers will follow remote learning guidelines as it relates to the number of minutes for learning and class structure.
- Students who opt for remote learning will be expected to complete the grade level curriculum and all assignments that are a part of the learning process.
- Students will be subject to grading as it exists in a live classroom/traditional setting.
- Student promotion will be dependent on work completion, online time, and work accuracy.
- Parent/student contracts must be signed and complied with to remain remote, or the student will be considered truant. If a student is not meeting the expectations of remote learning, they will be returned to traditional school and the remote learning option will be unavailable.
- A parent orientation must be attended in order to participate in this program.
- A student who is eligible for special education services or mental health supports will receive them remotely during typical school hours. Service plan meetings will be held remotely.
- Parent/student agree to remote learning for a semester at a time (unless otherwise approved by the Superintendent).
- For remote learning, the teacher will be contacted via classroom phone, messaging applications, and email.
- If the student or parents have concerns or questions, they will first communicate with the teacher.

## Remote Learning Expectations Continued

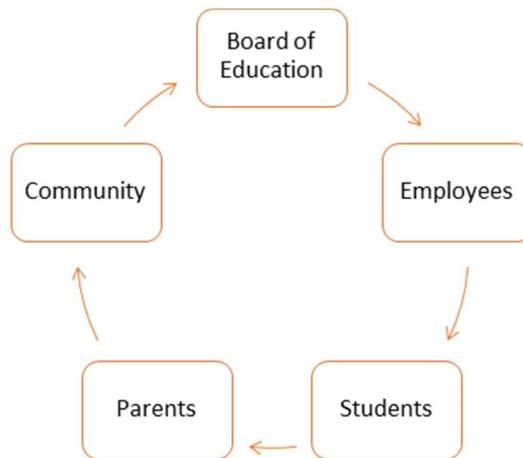
- Parent and student must have internet access to register for remote learning.
- In some cases, an online learning curriculum will be utilized for students, per district administration.
- Teachers will provide effective and timely feedback on assignments and projects.
- Teachers/staff will monitor student progress
- Traditional grading will be used for assignments, assessments, and projects.
- Google suites/apps will be utilized for remote learning.
- Teacher work hours will be from 7:55-3:25 each day, and they are not expected to be available beyond those hours unless they so choose.

The total time spent in direct instruction of core content areas should not exceed the hours listed on the chart below (but does not include independent student work, homework, projects, assessments, etc.). Teacher teams are expected to collaborate so as not to exceed the hours outlined in the chart below:

Guidance for Instructional Time-on-Task for Remote Learning	
Kindergarten- 2nd grade	2 hours per day
3rd grade- 4th grade	2.5 hours per day
5th grade- 8th grade	3 hours per day
9th grade- 12th grade	3- 3.5 hours per day

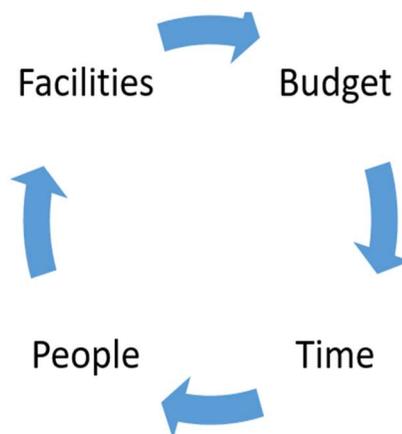
## Stakeholders and Communication

LPEVSD will use multiple communication tools to inform all stakeholders listed below. The leadership will remain transparent to provide greater clarity when information is gathered and shared. These methods will include our Bloomz/Dojo communication app, district Facebook page, email messages, website updates, and teacher tools.



## Resources

LPEVSD will continue to be fiscally responsible and manage the resources below to best meet the needs of the district. We recognize all items are critical resources for our learning community and all decisions will be considered greatly before being finalized.



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## Training

### Staff Training

- Necessary staff will receive training in the proper use of PPE.
- Teaching staff will receive training required for online instruction and technology. Additional professional development days have been added to the school calendar to allow for quality professional development.
- Details regarding Professional Development agendas will be provided.

### Student Training

- Training for students will include the use of online tools and the features available to complete work online, should we be required to transition to remote learning for all students.
- Training during soft-opening will be provided to students for building-specific procedures and protocols for daily operations.
- Kindergarten students will begin the school year in a "soft start" manner (September 8th- 11th)- more information to be sent to kindergarten families. **September 14** is the first day for ALL kindergarten students.
- Students in grades 1-12 will also begin in a "soft start" manner, with the students being divided into 2 groups. *The **Red** group will attend on Sept. 8 and the **Gray** group will attend on Sept. 9 -- with all students attending on Sept. 10.* Information on groups will be coming soon, via each building. The goal is to have all households attend on the same schedule.

## Face Covering Policy

- All students are required to wear a face covering while on school transportation and while at school. Facial coverings are to be worn by all students, unless there is a documented exemption, as outlined by Governor DeWine on August 4, 2020. These instances will be determined on an individual basis by district administration.
- All staff members are required to wear a face covering.

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## Students

### Discipline regarding COVID guidelines

- Students are required to wear facial coverings and practice physical distancing.
- Students refusing to wear face coverings will not be permitted to be at school, and will be sent home, per directives from Governor DeWine on August 4, 2020.
- A student's refusal to obey guidelines as it relates to COVID-19 safety protocols may be treated as insubordination, and the student may be disciplined in accordance with the Student Code of Conduct.

### COVID Attendance Policy

- Whether a student is participating in traditional or remote learning, they are expected and required to adhere to district and state attendance policies and requirements.
- Students attending remotely will be counted in attendance by their completed assignments. Once a student has completed an assignment and returned it to the teacher, the student will receive attendance credit for the specific course or class for the number of days the assignment took to complete. Each teacher will be maintaining a record of attendance through returned assignments. If a student decides to only complete certain assignments for one or more courses, but not the other courses, the student shall be considered truant and treated as an unexcused absence.
- All attendance policies are in effect during this period.

## Health Screening and Procedures

### Daily Health Assessments and Temperature Checks

- Students riding the bus will be temperature-checked before boarding the bus. Students who walk to school/ dropped off will be checked upon entrance into the building. There will also be a midday temperature check. Any student presenting with a temperature above 100 degrees must go home. They will go to a designated area to wait for a parent to pick them up. Additionally, any student presenting with COVID-like symptoms must go home immediately.
- Students presenting with symptoms or fever must be fever-free for 24 hours (without fever reducers or medication) before they are permitted to return to school.
- Ashland County Health Department will provide guidance for the district.

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## Family Expectations

- Students must be kept home if they have a fever over 100 degrees and/or are exhibiting any COVID-19 symptoms- cough or shortness of breath without any explanation, or fever.
- Families are expected to ensure the student has their face covering for school. They are also expected to clean the face covering each day at home.
- Parents are expected to keep medical contact information up-to-date and current in the event a student needs to go home.
- Parents must be available (or have alternate contact and/or transportation) to transport the student home when needed.

## Quarantine Space for Students

- Each building will have an isolation/quarantine area available for students that have a fever or exhibit COVID-19 symptoms, which will be overseen by school personnel.

## Positive COVID-19 Procedures

### Diagnosed or Exposure to COVID-19

- Families and staff must notify the school if they have been exposed to COVID-19 and are quarantined, or if a family member has been diagnosed with or presumed to have COVID-19, and/or is being isolated.
- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must follow the guidelines from the Ashland County Health Department.
- Ashland County Health Department will provide guidance for the district.

### Health Department Notification

- Communication is to happen with the district point of contact and the communicable disease nurses at the health department. The health department will follow its own set of guidelines and protocol for notifying families, the school, and conduct any contact tracing.
- During a public health emergency, the "Health or Safety Exception" to FERPA regulations applies. Notification that individuals are absent due to COVID-19 may be made, but personally identifiable information will **NOT** be disclosed to other parents, unless it is advised as appropriate by health or law enforcement officials in order to take appropriate precautions or other actions to ensure the health or safety of others.

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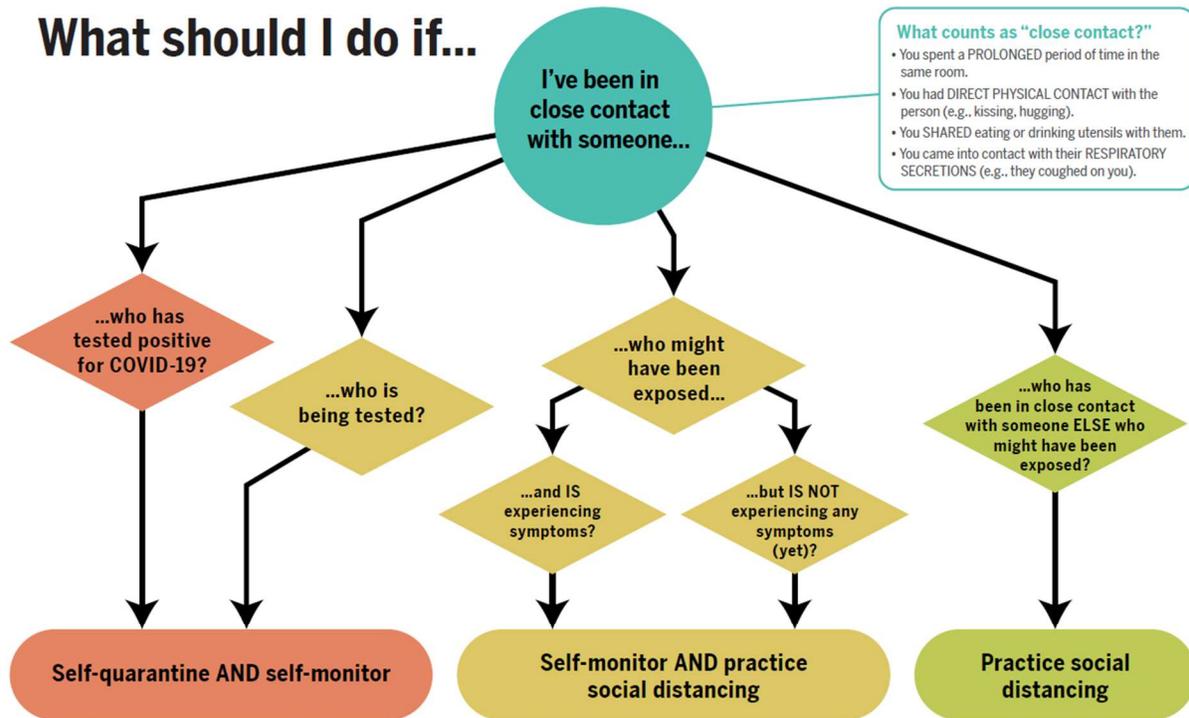
Personally identifiable information may be disclosed to the Health Department and Emergency personnel.

#### Returning to School Following Quarantine

- Personnel and students with confirmed or presumed COVID-19 must meet these conditions prior to returning to school after all of the following have occurred: persons are fever-free (without the use of medication) for at least 72 hours, symptoms have improved, at least 10 days have passed since symptoms first appeared, **OR** if testing is readily available, individual with a positive COVID-19 test but no symptoms, may return to school after ALL of the following has occurred: they continue to have no symptoms, 10 days have passed since the positive test, they have 2 negative tests, at least 24 hours apart.

\*Should an individual building/buildings need to be closed due to an outbreak, staff shortage, or changes in requirements from the Governor, the district reserves the right to modify, change, and/or alter the plan at any time. Changes will be communicated through communication mediums listed previously.

## What should I do if...



## How do I...

### ...self-quarantine?

**STAY HOME** for 14 days.  
**AVOID CONTACT** with other people.  
**DON'T SHARE** household items.  
 Learn more at [medical.mit.edu/HowTo#self-quarantine](https://medical.mit.edu/HowTo#self-quarantine)

### ...self-monitor?

**BE ALERT** for symptoms of COVID-19, especially a dry cough or shortness of breath.  
**TAKE YOUR TEMPERATURE** every morning and night, and write it down.  
**CALL** your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).  
**DON'T** seek medical treatment without calling first!  
 Learn more at [medical.mit.edu/HowTo#self-monitor](https://medical.mit.edu/HowTo#self-monitor)

### ...practice social distancing?

**STAY HOME** as much as possible.  
**DON'T** physically get close to people; try to stay at least 6 feet away.  
**DON'T** hug or shake hands.  
**AVOID** groups of people and frequently touched surfaces.  
 Learn more at [medical.mit.edu/HowTo#distance](https://medical.mit.edu/HowTo#distance)

### And practice great hygiene!

**WASH** your hands frequently • **AVOID TOUCHING** your face • **WIPE DOWN** frequently touched surfaces regularly  
 Learn more at [medical.mit.edu/HowTo#hand-hygiene](https://medical.mit.edu/HowTo#hand-hygiene)

## What if I have symptoms?

If you experience symptoms, such as fever, dry cough, or difficulty breathing, **call MIT Medical's COVID-19 hotline: 617-253-4865.**



MIT Medical • rev. 2020-03-16

## Remote Learning Contract

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I, parent/guardian, of the above student have elected to enroll my child for the remote learning option at Loudonville-Perrysville Exempted Village School District for the 2020-2021 school year. I understand that this option was created as a result of the COVID-19 pandemic, and may not be available in future years. I also understand that if I wish to change options (resume traditional/in-person education), I may do so at the end of the semester.

In order to help my child have the most impactful experience and environment for learning, I agree to the criteria outlined below. I understand that the school can terminate the online learning for my child after I have been given two (2) warnings about lack of engagement (both warnings in writing). I acknowledge that I must complete this contract by August 18, 2020 to secure my child's seat in a remote learning classroom.

I agree to the following and will participate as outlined below, or my child will be expected to be in attendance at school in person for the 2020-2021 school year (please initial each item):

\_\_\_ I will view a parent/student orientation video that will include training on technology.

\_\_\_ My child will meet the grade level attendance requirements and seat time expectations as outlined for his/her specific grade level.

\_\_\_ I will secure access to reliable internet and ensure that this is maintained through the course of the school year.

\_\_\_ I am liable for any damage that occurs to the school-issued device and will pay for a replaced device to ensure that my child will meet his/her learning goals.

\_\_\_ I understand that grading, assessment and reporting policies are consistent with in-person instruction.

\_\_\_ I understand that if my child receives special education services (including related services), these services will be provided within the school day hours and will be provided remotely.

\_\_\_\_\_  
Parent/Guardian Signature                      Parent/Guardian Printed Name                      Date