

# Opening Plans



**We miss our students and want to have them join us in school each day. However, we have to keep student and employee health and safety at the forefront of our decision-making by considering the current environment when making operation decisions throughout the school year. Please keep in mind that we all have to remain flexible as our operations can change due to the spread or containment of the coronavirus.**

**Hamilton Local School District**  
**Updated July 29, 2020**

# Current Schedule

## District Decision as Necessary

Every Day



5X a week

Students & Staff w/masks

New safety protocols for classroom, food service, & transportation



## District Decision as Necessary

50/50



Combination of attending school & remote learning

"Green" group attends on W, F & every other M

"Gold" group attends on T, Th & every other M

Assignments completed at home on remote days

Virtual



District decision, if buildings must be closed

Full virtual plan--all students

Live virtual instruction

Daily school-day schedules with our HLS teachers

**Current Plan**

Online



Online curriculum for students NOT returning to the school building

All assignments & assessments online

Possible that this option will NOT have human instructor

**Parent/Guardian Choice Option**

Current Plan

# Virtual

Current Plan



8:40 - 9:25  
Teacher Planning

9:25 - 11:00  
Office Hours

11:00 - 11:45  
Teacher Lunch

11:45 - 1:00  
ELA whole group

1:00 - 1:30  
ELA small group

1:30 - 2:00  
Math whole group

2:00 - 3:00  
Math small group

3:00 - 3:40  
Office Hours

3:40 - 4:10  
Teacher Meetings

8:00 - 8:30 1

8:30 - 9:00 2

9:05 - 9:35 3

9:35 - 10:05 4

10:10 - 10:40 5

10:40 - 11:10 6

11:15 - 11:45 7

11:45 - 12:30  
Teacher Lunch

12:30 - 2:45  
Office Hours

2:45 - 3:30  
Teacher Meetings

7:30 - 8:15  
Teacher Meetings

8:15 - 10:30  
Office Hours

10:30 - 11:15  
Teacher Lunch

11:15 - 11:45 1

11:49 - 12:19 2

12:23 - 12:53 3

12:56 - 1:19  
AIM

1:22 - 1:52 4

1:56 - 2:26 5

2:30 - 3:00 6

7:20 - 7:50 1

7:53 - 8:23 2

8:26 - 8:56 3

8:59 - 9:29 7

9:32 - 10:02 4

10:05 - 10:35 5

10:38 - 11:08 6

11:11 - 11:41 8

11:41 - 12:05  
Teacher Lunch

12:05 - 2:05  
Office Hours

2:05 - 2:45  
Teacher Meetings

**NOT the Current Plan**

# 50/50

**NOT the Current Plan**

(In-building/at-home Hybrid)

**MON**



**TUE**



**WED**



**THU**



**FRI**



**Mondays alternate between the Green & Gold groups.**

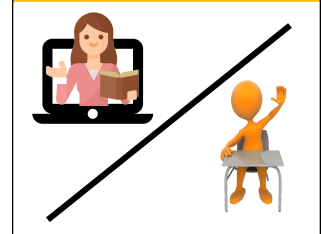
**When one group is in school, the other is at home w/assignments.**

**The Green group meets in the building on Tuesdays, Thursdays, & every other Monday.**


**The Gold group meets in the building on Wednesday, Fridays, & every other Monday.**

**Give the appropriate Green or Gold schedule to your child care provider.**


**MON**




**TUE**




**WED**



**THU**



**FRI**





## In Building

### August/September

31 / 2, 4, 9, 11, 16, 18,  
21, 23, 25, 30

### October

2, 5, 7, 9, 14, 16, 19,  
21, 23, 28, 30

### November

2, 4, 6, 11, 13, 16, 18,  
20, 30

### December

2, 4, 9, 11, 14, 16, 18,  
22

### January

4, 6, 8, 13, 15, 20, 22,  
25, 27, 29

### February

3, 5, 8, 10, 12, 17, 19,  
24, 26

### March

1, 3, 5, 10, 12, 15, 17,  
19, 24, 26

### April

5, 7, 9, 14, 16, 19, 21,  
23, 28, 30

### May

3, 5, 7, 12, 14, 17, 19,  
24, 26

**NOT the Current Plan**

# Green 50/50

**THIS SIDE IS FOR  
CHILD CARE PROVIDER**



## At home

### September

1, 3, 8, 10, 14, 15, 17,  
22, 24, 28, 29

### October

1, 6, 8, 12, 13, 15, 20,  
22, 26, 27, 29

### November

3, 5, 9, 10, 12, 17, 19,  
23, 24

### December

1, 3, 7, 8, 10, 15, 17,  
21

### January

5, 7, 11, 12, 14, 19,  
21, 26, 28

### February

1, 2, 4, 9, 11, 16, 18,  
22, 23, 25

### March

2, 4, 8, 9, 11, 16, 18,  
22, 23, 25

### April

6, 8, 12, 13, 15, 20,  
22, 26, 27, 29

### May

4, 6, 10, 11, 13, 18,  
20, 25, 27

**MON**

**TUE**

**WED**

**THU**

**FRI**

**NOT the Current Plan**

# Gold 50/50

**THIS SIDE IS FOR  
CHILD CARE PROVIDER**



## In Building

### September

1, 3, 8, 10, 14, 15, 17,  
22, 24, 28, 29

### October

1, 6, 8, 12, 13, 15, 20,  
22, 26, 27, 29

### November

3, 5, 9, 10, 12, 17, 19,  
23, 24

### December

1, 3, 7, 8, 10, 15, 17,  
21

### January

5, 7, 11, 12, 14, 19,  
21, 26, 28

### February

1, 2, 4, 9, 11, 16, 18,  
22, 23, 25

### March

2, 4, 8, 9, 11, 16, 18,  
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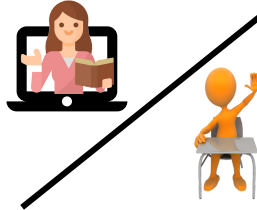
### April

6, 8, 12, 13, 15, 20,  
22, 26, 27, 29

### May

4, 6, 10, 11, 13, 18,  
20, 25, 27

MON



TUE



WED



THU



FRI



## At home

### August/September

31 / 2, 4, 9, 11, 16, 18,  
21, 23, 25, 30

### October

2, 5, 7, 9, 14, 16, 19,  
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### December

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5, 7, 9, 14, 16, 19, 21,  
23, 28, 30

### May

3, 5, 7, 12, 14, 17, 19,  
24, 26

# Schedule Plan Decision Flowchart

**START  
HERE**

*I already know that I want my child in the school building.*



*I'm not sure if I want my child in the building. Help me decide.*

There are two in-person plans, depending on if the buildings can open fully or at half-capacity. You don't choose either plan. The district decides based on state and local guidance. Both are explained in this guide.

Is the reason you're unsure related to concerns about COVID-19?

**NO**

Your situation may be unique. Please contact the principal to explore solutions.

**YES**

Have you read the health safety procedures HBSD has put into effect?

**NO**

Please read the health safety procedures that are later in this guide.

**YES**

*I'm still unsure about my child being in the building. Is there an Online Plan?*

If a building is in the Virtual Plan then all students in that building are Virtual, except those already in the Jefferson County or Apex curricula.



Virtual

*What if the district needs to close the buildings sometime during the year?*

The Virtual Plan would be used if the buildings need to close. The district decides to use the Virtual Plan based on health and safety as well as state and local guidance. The Virtual Plan is explained in this guide.

Yes. Is it important to you that your child learns from a Hamilton teacher?

**NO**

The Online Plan has a few limitations. See the Online Plan in this guide.



*What if the district needs to close the buildings sometime during the year?*

**YES**

A Hamilton teacher could teach the class only if enough students at a particular grade level are signed up for the Online Plan. There's no guarantee of that.

**USE THIS PAGE TO GUIDE YOUR DECISION WHEN CONSIDERING THE ONLINE OPTION**

There are two in-person plans, depending on if the buildings can open fully or at half-capacity. You don't choose either plan. The district decides based on state and local guidance. Both are explained in this guide.

*I really want to be certain that my child learns from a Hamilton teacher.*



# Online



**Two online learning providers are available for students and a Hamilton staff member will oversee the online learning for enrolled students. The option depends on the number of students whose families choose this option.**

**Teachers will be teaching in-person or virtual schedules so the only way a teacher could be free to teach Hamilton's curriculum online is if enough students in a grade level or course choose the online curriculum.**

**The online curriculum may not be taught by Hamilton's teachers, especially if few sign-up for this option.**

**Hamilton has online curricula from two providers, the Jefferson County Educational Service Center and Apex Learning. The Jefferson County ESC model is for grades K-6 and Apex Learning is for grades 7-12.**



**K-6**



**7-12**

**Once enrolled in online courses, students must continue the online curriculum through the end of the semester.**





# Online FAQ



## **I want my student learning from a Hamilton teacher. Why isn't it known whether my student will have a Hamilton teacher or have to use the online service provider for the online option?**

We absolutely agree that our teachers are more effective than any online curriculum. Having an online option adds classes to an already full teaching schedule. The only way a teacher could be free to teach Hamilton's curriculum online is if enough students in a grade level or course choose the online curriculum. For example, if a particular grade has the equivalent of a regular class size choose the online option then it's reasonable and possible for a teacher to teach the class.

Since the online sign-up ends August 7, we should be able to determine in early August which grades and courses are available to be taught by Hamilton teachers. Login schedules will be distributed by the buildings.

## **What happens at the end of the first semester?**

Students can return to the building, continue online, or move from in-building to online. However, if many students return to school then Hamilton's online teachers will need to be with the in-building students and online students who had that teacher will switch to the online provider courses. Students may have a different teacher in the next semester.

## **Will online students need to complete assignments at specific times or will they be able to work at their own pace on their own time schedule?**

Students who have a Hamilton teacher will have live instruction and follow a set schedule. Attendance will be taken each day. Students who are using the Jefferson County curriculum or Apex will be paced according to online curriculum monitored by a Hamilton staff member. Again, the number of students who are enrolled in the online option will determine how the instruction is delivered.

## **Why are the online service providers Jefferson County and Apex?**

A significant number of Central Ohio school districts are using the Jefferson County online curriculum and Apex is one of the leading online education service providers. Both are being purchased by the district.



# Online FAQ



## **What happens with the online students if the district switches to virtual learning (rather than in-building learning)?**

Online students who are assigned Hamilton teachers will continue with those teachers live and will follow the virtual daily schedule. The virtual schedule is different from the online schedule. Refer to the virtual schedule.

Online students who are following the online provider courses, Jefferson County or Apex, will continue with those courses.

## **Will computers be provided?**

Although close, Hamilton is not yet 1:1 (one computer for each student). If there is a reliable, Internet-connected computer in your home, please arrange for your student to use it. Hamilton's tech department will try to accommodate the computer needs of the online learners.

## **Will high school students be able to take all of their courses online?**

Some of the courses may be with our teachers while some may need to be with Apex, depending on the number of students who choose the online curriculum. Apex courses may not be exact matches to our building courses but students still will be able to earn credits.

College Credit Plus (CCP) courses taught in our buildings won't be available through Apex. Students who want to take CCP courses online need to contact the counselor to register.

Advanced Placement (AP) courses are available through Apex.

## **What supplies are needed for the online curriculum?**

Online students who have Hamilton teachers will have the normal supply list for that teacher, grade, and/or class. For students taking the Jefferson County or Apex classes, no additional materials are expected.



# Online FAQ



## **How will students on IEPs receive services with the online curriculum?**

Parents/guardians of students with IEPs should be cautious when considering enrollment in the online option. At this time the guidance we've received says the IEP would not need to be amended due to change of placement. If the online option is selected for your student, the special education department will contact you.

Online students who are assigned Hamilton teachers will receive services during the class period or during office hours, depending on how many students with IEPs select the online curriculum.

Online students who are following the online provider courses will have an intervention specialist work with them during specific times.

## **How will students identified as gifted be served?**

Gifted students assigned to Hamilton teachers will receive gifted services during their class period, as normally provided by classroom teachers. Teachers who have gifted students complete gifted instruction training.

Students who are assigned the online provider courses will have services arranged by the gifted coordinator.

## **How are assignments and tests given in the online option?**

Online students who are assigned a Hamilton teacher will have assignments and tests given and graded by the teacher.

Assignments and tests will be different through the online provider. In grades K-6, a Hamilton teacher will give and grade the assignments but will not instruct live. The instruction will be through videos online. In grades 7-12, a Hamilton Local teacher will be available to check-in and be able to assist with issues such as submitting assignments but the instruction will be embedded in the Apex curriculum.

# Health Safety



## Masks

- All students (K – 12th grade) will be required to wear approved face coverings when they are riding the bus, in hallways, and whenever they are in classrooms.
- Since masks aren't a one size fits all, individuals are asked to have their own mask(s) to use while in school. When worn, masks should cover the nose, mouth and chin in order to work properly.
- Students will be provided with “mask breaks” at various times during the school day. We understand there may be medical exemptions signed by a licensed healthcare professional, but all those must be presented to our school nurse prior to the start of school.
- You can email copies of signed exemptions to our District Nurse, Mrs. Brickey at [kbrickey@hlsd.org](mailto:kbrickey@hlsd.org) prior to the start of school. She will validate these exemptions for our district.
- Students who do not have a medical exemption and still choose not to wear a mask will need to enroll in our semester-long online curriculum option.

## Social Distancing

- The limited number of students in our buildings during “50/50” operating model will allow us to set student desks/seating at least six feet apart.
- When we are in the “Every Day” operating model, students will be at least three feet apart in their classrooms.
- Students in grades K-6 will not change classrooms for academic instruction during the school day to limit opportunities for virus exposure. Teachers will move from classroom to classroom in these grade levels as needed during the school day. This practice will also limit students passing each other in the halls.
- HMS students will remain in the same classroom until they have a controlled class change when going to “specials” courses. Teachers will be the ones moving classrooms for core classes, health, and career explorations.
- In both operating models (“50/50” and “Every Day”), HTHS students will need to switch classes during the school day. Class changes will be controlled with specific traffic flow directions that will limit exposure during class change.

# Health Safety



## Handwashing

- Handwashing will be promoted as a healthy habit.
- Hand sanitizer will be provided in each classroom for students and employees to use.

## No Shared Supplies

- We ask that students **do not share supplies** during the school year to limit opportunities for COVID exposure.
- Students will keep their supplies in desks, cubbies, or personal backpacks.

## Recess

- Recess will follow social distancing requirements that need to be met.
- Guided recess sessions will allow students to interact and be active in a safe environment.

## COVID Infection

- We need to work together to minimize student and staff COVID transmission. There is no way to completely prevent the spread of a virus until a vaccine is available. We have daily cleaning procedures for all buildings and buses. Parents need to stress to their children the importance of keeping social distance, wearing masks, and hand washing/sanitizing while they are in our schools.
- HLSD will work with local health department officials in the investigation of those who are cases or contacts of that case.
- For reference, health department officials say that people have to be within six feet for a time of at least 15 minutes to be considered a contact of someone who has been confirmed as a COVID case.
- Students quarantined at home can complete assignments. Our teachers will maintain Google Classrooms throughout the school year. Students who are out due to being sick or quarantined will have the total number of days they are out of school to complete any assignments.

# Cleaning



## Building/Classroom

- HLSD will follow guidelines set by the CDC and FCPH.
- All classrooms will be cleaned at the end of each school day through wiping, mopping, and fogging/misting all surfaces and materials.
- Desks and seats in classrooms will be cleaned before and after classes.
- Hand Sanitizer will be provided in each classroom.
- We will also be increasing each building's fresh air intake 25%.

## Buses

- All buses will be wiped down between each route.
- Fogging after all morning and afternoon routes have been completed.
- All riders are required to wear masks that cover their nose and mouth.

# Meals



## Breakfast

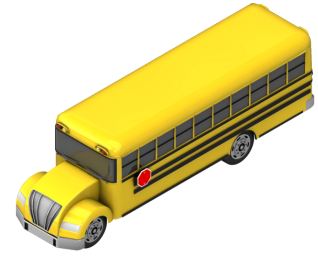
- Breakfast will be available in the morning.

## Lunch

- Our buildings have plans to utilize a common area or classroom that they will choose based on what their daily enrollment allows.
- Daily student attendance totals will determine the lunch location of students in each building. We can utilize our cafeterias or classrooms to properly social distance at a rate that is approved by FCPH that provides a safe space for students while they have lunch.

**Lunch distribution, if in the Virtual plan, will be determined and announced in future updates**

# Transportation



## Buses will operate in Every Day and 50/50 models

- Buses will run routine routes
- Bus routes will be posted to the district and transportation websites as soon as they are finalized. Our route information is typically posted two weeks before the first day of school.
- All buses will be wiped down between each route.
- Fogging after all morning and afternoon routes have been completed.
- All riders are required to wear masks that cover their nose and mouth.
- Seats will be limited to two students per seat.
- In order to limit exposure, student pick up/drop off location will have to be the same location. For example, if your child gets picked up from a sitter in the morning, they will have to be dropped off there in the evening as well.

## Other Transportation

- To allow for social distancing in the Every Day and 50/50 operating plans, we request that parents transport their child to school when possible.
- Career Center transportation will work as it has in the past. If you are able to bring your child to HTHS each morning, it will reduce the amount of potential COVID exposure because it will limit the number of students on buses. We will offer busing to students who need transportation each morning. All students will need to arrive at the high school by 7:00 a.m. each morning.

## Building-Specific Transportation Procedures

- The **preschool** is encouraging parents to transport students.
- The **elementary school** will allow more time for students to get in and out of the building.
- The **intermediate school** will not allow students in as early as past years to sit in the cafeteria.
- The **middle school** will use multiple entrances.
- The **high school** will use multiple entrances for students getting off the bus, continue to use the aides for early students, and ADVISORY will be 9th period to allow better flow out of the building at the end of the day

# School Opening FAQ

## What is the plan for the buildings?

We have four plans. Three of the plans depend on the governor's orders, health department guidelines, alert levels, and many other factors meant to keep children and staff safe. Each plan is outlined earlier in this document.

The first plan is the **Every Day** plan. Being in school is the best plan when it is safe to be in school and we hope that we someday soon can safely be in school full-time.

The second plan is the **50/50** plan which will be put in place when it's safer to be in school but it's still wise to minimize the number of students in the building at one time.

The third plan is the **Virtual** plan. The Virtual plan will be used when guidance directs that school be closed. The Virtual plan provides live instruction and teacher feedback while also giving students the chance to learn and interact with one another.

The fourth plan is the **Online** plan. The Online plan can be chosen by parents/guardians for their student. The Online plan, when Hamilton teachers have live instruction, follows a schedule because the teachers work during the school day. Self-pacing will be more possible with when the Jefferson County ESC or Apex models are used.

## Will school start and end at the same time daily times as last year?

Only in the Every Day plan will we operate on the same daily schedule as last year. In the 50/50 plan we will operate on a significantly adjusted schedule, included in this guide.

We agree that being with our teachers is best for our students. Since it's likely we won't be able to always meet normally in the building with students, we've done our best to create a consistent Virtual schedule, included in this guide, that is as close to normal as possible. With the set time schedule, we're trying to create a positive routine with live teacher instruction and feedback while giving the students the opportunity to interact and learn with classmates.



# School Opening FAQ

**I am very worried about the set online times. My son struggled in the 4th quarter and the only way he managed was to wait for me to get home (after 5pm) to help him. Really hoping he gets the option to go back to the classroom, especially for his mental health.**

We agree that being with our teachers is best for our students. Since it's likely we won't be able to always meet normally in the building with students, we're doing our best to create a consistent schedule that is as close to normal as possible. With the set time schedule, we're trying to create a positive routine with live teacher instruction and feedback while giving the students the opportunity to interact and learn with classmates.

## **What do I have to do to get a Chromebook for my student?**

We will contact families when we are ready to distribute Chromebooks to students. We will contact you via phone announcement, email (if you have updated your parent OneView account with a valid email address), and district website news and social media posts.

## **Do I need to complete the restart survey if my student attends the Career Center?**

Yes, please complete the survey and respond to all questions. This will also allow you to provide us with transportation information as well.

## **Where can I find student supply lists for the upcoming school year?**

You can find them on our website:

<http://www.hlsd.org/SchoolSuppliesLists.aspx>

## **Will there be extracurricular events this year?**

We will be following the guidance of Franklin County Public Health and the Ohio High School Athletic Association as it relates to extracurricular activities (athletics or marching band).

# School Opening FAQ

## **What are the expectations for students on their out of school 50/50 Plan days?**

The **elementary school** students will have assignments to complete and return during their days working at home. Students in **grades 4-12** will need to log in daily or they will be marked “absent” for the day.

## **Will students who register for the semester-long online curriculum have band or choir?**

Having band and choir classes depend on the enrollment by students who are in these programs. If the majority of students in band and choir courses stay enrolled in the district, versus choosing the online curriculum, we will not be able to offer band and choir to students completing the semester-long online curriculum.

## **How will lockers/cubbies be used, since most students share those?**

- **Elementary School:** Teachers will stagger the students' use of cubbies to maximize social distancing.
- **Intermediate School:** Rather than lockers or cubbies, students will use bookbags/backpacks that they keep with them during the day.
- **Middle School:** Not going to use lockers at all; going to use bookbags.
- **High School:** Students will have limited access to lockers throughout the day.

## **Why don't you go by the state COVID levels to determine which “model” you will utilize during the school year?**

We always consult with our local health department before making any decisions and we consider the state's COVID level indicator and gather information from many sources (CDC, ODH, ODE, and others).

# School Opening FAQ

**Will my child receive special education services if we are in a “hybrid” or “virtual” model?**

Yes, services will be provided to students and they will be coordinated and communicated through staff in our district’s Office of Special Education.