Louisville City School District

Reset - Restart Parent Guide

2020-2021

All restart Louisville plans subject to change based on evolving conditions, data about pandemic status and guidance from public health officials.
Dear Louisville Families,

I will never forget the date of March 12, 2020. It was the day many school systems across the state had their district as they know it, majorly disrupted by COVID-19. Our new normal became remote learning for our students and grab-and-go sites were established so that we could continue to provide breakfast and lunch. Discussion increased even more about how we meet the needs of our students, not just academically, but also their social emotional needs since they were not walking through the doors of our schools each day.

Resiliency had to become part of the fabric of what was going on in the world. As we transitioned through the end of the 2019-20 school year, we still had to learn how to cope, continue to move forward and make the best of the new situations this pandemic brought to all of our lives.

We have all been challenged by this pandemic and what it is doing to our world but, we continue to navigate through the unchartered waters of COVID-19.

As the school year was completed in an unprecedented way, we eagerly waited for the guidance from the governor about what would happen as we looked to begin planning for the 2020-21 school year. A reset and restart planning guide finally was released and was to be used as guidance as we started building the plan. On July 23, 2020 our Reset Restart plan was shared with you.

In this document, is more detail to our opening of the 2020-2021 school year. Thank you for your patience as we continue to work together. We will continue to provide you with updates.

Sincerely,

Michele Shaffer, Superintendent
This guide contains information you will find helpful as we prepare to start the new school year.

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The learning options below are available to all Louisville City School students for the 2020-2021 school year.

**Option 1: In-School Learning**
- Student will receive in person learning with Louisville teachers five days a week.
- Multiple layers of protection to minimize risks of virus transmission.
- With necessary modifications for safety, students participate in all activities at school, including specials and electives.

**Option 2: Leopard Virtual Academy**
- Parents choosing this option are committing to our online virtual academy for at least the first nine weeks.
- Virtual learning platform with support from Louisville teachers.
  - K-5 - Acellus Learning Platform
  - 6-12 Edgenuity Learning Platform
- Parents will need to partner with the district to support in-home learning.
District Components
The Louisville City School District has considered various factors in developing this plan. The following considerations and decisions will be universal across the district.

Operations

Health & Safety – Louisville City Schools will coordinate with local health officials to determine a course of action when a confirmed case of COVID-19 is identified in our district or school(s). We will teach healthy hygiene, social distancing and intensify cleaning and disinfection.

Technology – Louisville City Schools has implemented one-to-one devices for all students in grades K-12. We will deliver an online learning platform when necessary to meet the needs of identified learners. We will adjust delivery methods if needed to address internet access issues if remote learning is required.

Maintenance & Sanitizing – Louisville City Schools will implement cleaning and disinfecting common areas throughout the day focusing on frequently touched surfaces. Maintenance staff will follow the EPA-approved list and manufacturer’s instructions for all cleaning and disinfection products.

Transportation – Louisville City Schools will transport students in grades K-8 who live outside of 2.0 miles from their school individual building.

Food Services – Louisville City Schools will provide lunches to all students, including grab-and-go meals for students who choose the virtual academy.

Student School Day
North Nimishillen Elementary .................................................................8:15 a.m. – 2:10 p.m.
Louisville Elementary School .................................................................8:45 a.m. – 2:30 p.m.
Louisville Middle School .................................................................7:35 a.m. – 2:15 p.m.
Louisville High School .................................................................7:40 a.m. – 2:19 p.m.

Start and end times will be continually evaluated and may be adjusted in an attempt to further ensure the safety and well-being of our students and staff.
Social Distancing – Louisville City Schools will enforce social distancing to the greatest extent possible on school grounds and buses. Buildings will utilize visual cues (i.e., floor markings, signs, etc.) and other strategies to reinforce social distancing.

Face Coverings – All staff and students are required to wear face coverings. Educators will use discretion in allowing students to remove face coverings for a break.

Transportation
- On buses, assigned seating will be utilized for all students; there will be no more than two students per seat; siblings will sit together.
- All students must wear face coverings on buses.
- Hand sanitizer dispensers will be installed on each bus.
- All drivers, bus aides and any other staff members on buses are required to wear a face covering.
- Students will only have one designated pickup/drop-off stop for the year.
- There will be no bus passes.
- Buses will be disinfected after each route.

Parent/Teacher Conferences – Parent/teacher conferences will be held virtually to the greatest extent possible. When in-person meetings are required, conferences will be scheduled so parents are not waiting inside building hallways. Temperatures will be taken and face covers required.

Training

Staff & Student Training – All schools and offices will display posters, flyers or signage that promote infection control strategies, proper handwashing, appropriate use of face coverings and social distancing.

Training for Staff – It is important to note that expected health practices will require new learned behaviors. This training should be ongoing to teach and reinforce the following: appropriate handwashing; social distancing; how to properly use face coverings.

Training for Students – Age-appropriate training will occur for students to teach and reinforce the following: appropriate handwashing; social distancing; use of face coverings.
North Nimishillen Elementary (NN)

**Bus Arrivals** – 7:45 a.m. arrival
- Students report directly to classrooms
- Students will enter in DOOR 1

**Parent Drop Off Arrivals** – 8:00 a.m. starting arrival time
- Students will enter in DOOR 1
- Students will report directly to class

**Bus Dismissal** – 2:10 p.m.
- Students will exit DOORS 1 & 2

**Parent Pick-Up Dismissal** – 2:20 p.m.
- Parents will pick up from DOOR 8

Louisville Elementary School (LES)

**Bus Arrivals** – 8:20 a.m. arrival
- Students will enter DOORS 14, 18, or 19
- Students will report directly to class

**Parent Drop Off Arrivals** – 8:20 a.m. starting arrival time
- Enter off or Nickelplate OR Washington (A map of drop off sites will be mailed directly to homes.)
- All parents must stay in the car; kids need to be on the passenger side and prepare to unload.
- Student MUST get dropped off in the drop off area, due to the high volumes of students being dropped off.
- Students will enter DOORS 1, 2, or 4
- Students will report directly to class

**Bus Dismissal** – Buses begin loading at 3:25 p.m.

**Walkers Dismissal** – 2:55 p.m.
- Students will exit DOOR 4

**Parent Pick-Up Dismissal**
- Parents will need a color coded sheet that will be displayed in their window for drop off and pick up. (The color coded sheets will be mailed directly to homes.)
- 2:30 p.m. - Last Names A-L
  - Last names A-F will be in cafeteria (Parents enter DOOR 1 – exit DOOR 2)
  - Last names G-L will be in the gym (Parents enter DOOR 2 – exit DOOR 5)
- 3:00 p.m. - Last Names M-Z
  - Last names M-R will be in cafeteria (Parents enter DOOR 1 – exit DOOR 2)
  - Last names S-Z will be in the gym (Parents enter DOOR 2 – exit DOOR 5)
Louisville Middle School (LMS)

**Bus Arrivals** – 7:30 a.m. arrival
- 6th and 7th Grade will enter in DOOR 3
- 8th Grade will enter in DOOR 4
- Students will report directly to class

**Parent Drop Off Arrivals** – 7:30 a.m. starting arrival time
- Enter off of Chapel St.
- Students will enter DOOR 1
- Students will report directly to class

**Bus Dismissal** – Buses begin loading at 2:15 p.m. and depart at 2:25 p.m.

**Parent Pick-Up Dismissal** – Starting at 2:25 p.m.
- Cars will enter off of Chapel and park along the curb and wait for student.

Louisville High School (LHS)

**Arrivals** – 7:00 a.m. starting arrival time
- Students will enter DOORS 2, 3, or 18
- Students will report to cafeteria or gym with social distancing protocols

**Dismissal** – 2:19 p.m.

**RG Drage Students**
Drop off at Bus Loop DOOR 18 – bus leaves LHS at 7:20 a.m.
All classrooms will do their best to maintain social distancing between desks as space allows. Hand sanitizer and sanitizing products will be available for personnel and students, including at each school entrance and in every classroom.

**Classroom Furniture** – The district will remove excess furniture from classrooms to allow for greater social distancing.

**Small Group Instruction** – Due to the need for close proximity during small group instruction, tables and chairs will be sanitized and will be socially distanced, when possible.

**Transition Among Classrooms** – Students will travel between classes in keeping with each building’s standard practice; however, added sanitation procedures will be implemented along with proper staggered traffic flow in the halls to reduce numbers moving at the same time.

- Elementary & Middle School: When possible, students will remain in one classroom and staff will rotate to them.

- High School: Students will transition to classes with the bell schedule, with specific traffic flow pattern.

**Snacks/Treats** – Out of an abundance of caution and to protect the safety and well-being of all of our students, no shared snacks will be permitted.
Recess
• Recess times will be staggered to limit the number of students on the playground at one time.
• Upon re-entering the building, students will wash or sanitize hands.

Restroom Procedures
• Students will wash hands when exiting the restroom.
• There will be no whole-class restroom breaks.
• Restrooms will be sanitized (handles, toilet seats, faucets, soap dispenser, paper towel dispenser, etc.) throughout the day.

Drinking Fountain Procedures
• Students and staff will only be permitted to use the touch-free bottle filling stations.
• Other drinking fountains will be covered/marked off.
• Water bottles must be taken home and washed each night.

Hallway Procedures
• Hallways will contain directional markings where needed.
• Buildings with stairs may implement directional stairways.
• As much as possible, teachers, rather than students, will change classrooms.
• Special teachers will travel to the classroom where appropriate.
Art Procedures

• When feasible at the elementary, the art teacher will travel to classrooms for art class.

Music Procedures

• When feasible at the elementary, the music teacher will travel to classrooms for music class.
• There will be no sharing of instruments or sheet music.
• Larger venues will be considered for band and choir.

Physical Education Procedures

• PE class will be held in the gym, open classroom or outside, when possible.

Building Library Procedures

• Library time will be spent with the librarian reading and sharing books with the students.
• Each student will get five books, for their classroom each week. They will not be permitted to take books home.
• Once the books are returned to the library, they will be sanitized.
Student Handbook Addendum

The Louisville City Board of Education, based on the best available scientific evidence and recommendations, believes that, due to the COVID-19 pandemic, the wearing of masks by students is a critical part of the layering of protection which also includes the washing of hands and physical distancing. Since physical distancing may not always be possible in a school setting, the wearing of masks becomes even more important.

Acknowledging the importance of following protocols to attempt to reduce the likelihood of infection of students and staff, the Board requires students to wear a mask on the bus, in the building, classroom(s) and at other times deemed necessary by the administration, unless students are unable to do so for a health or developmental reason. Breaks will be determined by the administration or designee.

If no exception is applicable, the student may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student and/or others. If the student/parent(s) refuse to participate in the online/virtual learning option, truancy and or disciplinary policies will apply.

Students with Disabilities

The Special Education Department at Louisville City Schools is committed to providing a free and appropriate public education (FAPE) to our students with disabilities, to the greatest extent possible in alignment with public health guidelines. Collaboration with families has always been an integral part of the special education process and continues to be essential during this time. To address the unique needs of students with disabilities, special education providers will continue to work collaboratively with families to identify the most essential services for each student that may be provided in the learning environment chosen by you as the parent/guardian (i.e., remotely/online or in-person). This may require reconvening of IEP teams in order to ensure FAPE for our students with disabilities. (Note: This information also applies to those students who are eligible under Section 504 and have 504 Plans.)

Transitioning Students Back to the School Buildings

We recognize that many of our students with disabilities struggle with change/transitions. We also recognize that they thrive on routine, which was significantly altered for all students during the spring of 2020. As a result, the district will work with families to provide resources for their students to ease the transition back to school. Please contact the special programs department at 330-875-1666 if interested.
Evaluation Team Report (ETR) & Individualized Education Program (IEP) Team Meetings

When possible, ETR and IEP meetings will be held virtually to include all required team members (i.e., parent/guardian, intervention specialist, general education teacher and district representative).

Delivery of Special Education, Related Services, Accommodations & Modifications

Most likely, for students who will be educated in the traditional model, IEPs may not need to be amended. For those students who will be educated online, IEP teams may need to reconvene to address specific areas of the IEP as related to the identified learning environment.

Accommodations and modifications can be provided regardless of the educational setting. The IEP team will continue to work collaboratively and make any necessary IEP amendments in this area that may arise due to the educational setting. As always, IEP teams may reconvene at any time to discuss student needs and programming.

Child Find & Evaluations

Louisville City Schools will continue to identify, locate and evaluate students suspected of having a disability and needing special education and related services. At the same time, Louisville Schools will be mindful that students have been displaced from their typical learning environment when initiating the referral process.

Louisville Integrated Preschool

The Louisville Integrated Preschool will be holding half-day preschool sessions five days a week at North Nimishillen. Additional safety measures will be in place as listed in the District’s Reset-Restart Plan which can be found on the homepage of the LCSD website.

In the event parents of students with special needs choose to keep their child at home, the District and the IEP team will work to provide the services listed on the IEP to the greatest extent possible under the circumstances. The District will not be providing a remote learning option for typical developing preschoolers at this time.
Y Child Care Information
School Year 2020-2021
Louisville City Schools

Locations
- North Nimishillen Elementary School - currently PM - (We are surveying parents as to their interest in a morning program)
- Louisville Elementary - AM & PM Care - Full time option only
  (Parents can pick up anytime after 3:45pm)

Registration
- Packets available Monday, August 3, 2020*
- Return completed packets to ychildcare@ymcastark.org. A Y staff member will be in contact to confirm registration.
- Information will be sent to current families directly by email, posted on the YMCA website at ymcastark.org and on Y social media outlets.
  *Fees not finalized at the time of publishing

Procedures & Practices
- Curbside/door pick up and drop off for all students in order to limit the number of people inside program space.
- Arrival temperature checks for all students and staff with no admittance for anyone with a temperature of 100 degrees or higher.
- Extensive handwashing and cleaning procedures as defined by ODJFS licensing and COVID-19 spread prevention best practices.
- Consistent grouping of students and social distancing practices.
- Mandatory masks for staff and students.
Louisville City Schools will provide breakfast and lunches to all students through the national school lunch and breakfast programs, including grab-and-go meals for students who choose the Louisville Virtual Academy.

**In School Learning Breakfast and Lunch**

- To the maximum extent possible, all cafeterias will be arranged in order to allow for social distancing.
- Students will eat in a variety of locations throughout the building to minimize group size.
- Hand sanitizer dispensers will be provided for students in key areas to be utilized before and after eating.
- Students will social distance in lines and group sizes will be minimized to facilitate distancing.
- All students will be handed their disposable trays and provided with disposable plastic ware.
- No self-serve food bars will be used, staff will place all items on trays and provide prepackaged grab-and-go items whenever possible.
- School nutrition staff will input all student lunch codes/names in the point of sale system.
- Tables and all food service surfaces will be cleaned and sanitized/disinfected in between each lunch run.
- All nutrition services staff will wear face coverings and gloves. All staff have been trained on additional COVID-19 precautions in a food service setting, as well as ServSafe Food Handler guidelines.

**Virtual Learners**

Once enrolled in the Louisville Virtual Academy, parents can sign up for grab-and-go meals weekly for their children. Louisville City Schools will provide 5 breakfast and 5 lunch meals for pick up once a week, similar to the meals served March through June. A roster will be created for these students and meals will be charged according to the student’s meal eligibility. Tentative meal pick up day is Thursdays at LES from 5 - 6 PM.
Louisville High School

**Breakfast:** Students will grab breakfast in the morning in the cafeteria and eat at tables in the cafeteria and gym complying with social distancing. Students will be permitted to take their breakfast to their classrooms if needed.

**Lunch:** Students will enter through the hallway between cafeteria and courtyard and will pick either the hot food line or the cold grab-and-go line, following social distance. Seating will be in the cafeteria, outdoor courtyard when possible and in the gym. If eating in the gym, students will access through the band hallway. Lunch is served 10:13 a.m.-12:39 p.m.

Louisville Middle School

**Breakfast:** Students will be served grab-and-go breakfast in their hallway wings, staggering each classroom pick up of breakfast, returning to their classrooms to eat with teachers marking off which students in their classroom get a breakfast, thus eliminating congregating and pin pad usage.

**Lunch:** Tables will be spaced out in the cafeteria, hallway and gym to accommodate social distancing. Students will eat with their homerooms and each homeroom will alternate between the two serving lines so that proper sanitation can occur between classes. (Both serving lines will serve the same foods). Lunch is served 10:42 a.m.-1:20 p.m.

Louisville Elementary School

**Breakfast:** Students will be served a grab-and-go breakfast in the ELAs for grades K – 5 coming to the breakfast kiosk by homeroom, then returning to their class to eat breakfast with teachers marking off who has received a breakfast, thus eliminating congregating and pin pad usage.

**Lunch:** Tables will be spaced out in the cafeteria and gym to accommodate social distancing. Students will eat with their homerooms and each homeroom will use all four serving lines to accommodate social distancing so that serving lines can be properly sanitized between classes. (All serving lines will serve the same foods). Lunch is served 10:44 a.m.-1:00 p.m.

North Nimishillen Elementary School

**Breakfast:** Staff will deliver grab-and-go breakfasts to each classroom, students will eat in the classroom and teachers will mark off which students received a breakfast.

**Lunch:** Tables will be spaced out in the cafeteria to accommodate social distancing. Students will go through the cafeteria line with staff putting all items on tray and bringing up homeroom on point of sale to record student lunches. Students then eat with their homerooms at tables properly spaced for social distancing. Lunch is served 10:55 a.m.-12:40 p.m.
Leopard Virtual Academy is an instruction and learning process determined by individual families that occurs completely through online platforms for the 2020-2021 school year.

Guidelines

• Louisville educators will support virtual academy students.
• Students who opt for virtual academy will be expected to complete the grade-level curriculum and all assignments that are part of the learning process.
• Students will be subject to grading, as it exists in a traditional classroom setting. Online direct instruction, classroom meets and/or teacher checkpoints as appropriate to the grade level may be scheduled and students would be expected to participate.
• Course or grade-level promotion criteria will remain in accordance with current Louisville City Schools guidelines.
• Parent/student contracts must be signed and complied with to remain online, or the student will be considered truant.
• Students who are eligible for IDEA services will receive them virtually, subject to agreement by the IEP team.
• IEP/ETR/504 meetings will be held virtually when possible.
• Students who are eligible for gifted services will receive them virtually. Gifted students at the elementary level may be provided with additional book study opportunities. Advanced, Honors, and AP classes will be available for MS/HS students.
• Students who require mental health supports will receive them virtually.
• Electives (specials) at the elementary will be available online but may vary. Specials that are considered elective courses for middle and high school will be treated as an elective course with the corresponding grading and daily expectations. Electives may vary for the middle school and high school.
• If a parent/student should elect to dismiss virtual learning and return to the traditional classroom setting, they must provide the school a minimum of 72 hours notice before a nine week period comes to an end. This switch in placement can only be done once per nine weeks.
• Students will be expected to be available for engagement with their instructors during normal school hours. Teachers will follow the negotiated work hours and schedule for the appropriate grade level.
• Parents and students will interact with school personnel via online platforms, phone, messaging applications and email.
• A student device will be issued to a student.
Example Time Expectations

Time allocations may vary per grade and day depending on lessons and assignments. The times noted below are the approximate instructional/work times per day.

K-5 .................................................................................................................... 2.5-3.5 hours per day
Grades 6-8 ............................................................................................................ 3-4 hours per day
Grades 9-12 ................................................................................................... 3.5-4.5 hours per day

Elementary (Grades K-5)
• Approximately 2.5-3.5 hours of instruction/learning activities per day
• Provide learning in the following areas:
  o Heggerty (K-2 - other grade levels as need)
  o Fundations (K-2 - other grade levels as need)
  o Core reading and math
  o Science and social studies (may be rotated)
  o Electives (specials)
  o Intervention provided based on assessment data
  o Social-emotional learning

Grades 6-8
• Approximately 3-4 hours of instruction/learning activities per day
• Provide learning in the following areas:
  o Core reading instruction
  o Core math instruction
  o Core science
  o Core social studies
  o Electives (co-ac's)
  o Intervention provided based on assessment data
  o Social-emotional learning

High School (Grades 9-12)
• Approximately 3.5-4.5 hours of instruction/learning activities per day
• Provide learning in the following areas:
  o Daily required courses in math, English, science and history
  o Electives
  o Teacher checkpoints; daily contact if deemed necessary by student, teacher or parent
  o Social and emotional supports with counseling department and other agencies
  o In-person tutoring, if needed, M-W-F 8:00a.m. – 1:00p.m. in the Digital Academy classroom.
Clinic and Symptom Monitoring

Clinic Space – All schools will have two clinic spaces: one for students who need medical attention aside from COVID-19 concerns (e.g., medicine distribution, injury, etc.) and one for students exhibiting COVID-19 symptoms.

Daily Health Assessments – Students and personnel are required to take their own temperature before reporting to school, and they must stay home if their temperature is above 100.4°F. Parents sending children to school are indicating that they have assessed their child(ren) and determined they are free from symptoms or a fever.

• Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea. While waiting to go home, ill persons should continue to wear a face covering and be placed in a separate isolation room.

• The Centers for Disease Control and Prevention (CDC) provides the most current information and a symptom checker for self-assessments at www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

Personal Protective Equipment (PPE) – School nurses or personnel assigned to care for sick persons will utilize appropriate PPE.

Hand Sanitizer – Hand sanitizer and sanitizing products will be available for personnel and students at each school entrance and in every classroom.

Showing Symptoms of COVID-19 at School – Should students or employees exhibit symptoms (i.e., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea) while physically at school, they should report to a isolation room, be required to wear a face covering and any adults interacting with them should be required to wear appropriate PPE. Those showing symptoms will be required to go home. Any students with symptoms of COVID-19 will be placed in the isolation room until their transportation arrives. Students cannot be sent home on school buses so parents must pick up their child as soon as possible.
Positive COVID-19 Cases

Diagnosed or Exposure to COVID-19 – Families and staff must notify 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. Quarantine decisions will be based upon guidance from the local health department and established criteria.

Health Department Notification – If the family has not already notified the local health department, the superintendent or designee will update the local health department. During a Public Health Emergency, the “Health or Safety Exception” to FERPA regulations applies. The district may notify certain individuals when someone is absent due to COVID-19 in keeping with health authorities’ recommendations for contact tracing, but personally identifiable information will not be disclosed 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. Personal identifiable information may be disclosed to the health department and emergency personnel.

Returning to School Following Quarantine – Per guidance from the Stark County Health Department, personnel and students with confirmed or presumed COVID-19 cases must meet these conditions prior to returning to school:
- At least 10 days since the onset of symptoms; and
- They are fever-free (without fever reducing medication) for at least 72 hours.
The Stark County Health Department will take the lead on contact tracing with any CONFIRMED positive COVID-19 cases involving Louisville students, employees or volunteers. Below is how the process will work.

Why is the health department contacting me?

Once you are a confirmed case, the health department is notified and will call to help track your sickness. They can offer education and guidance while monitoring symptoms.

If contacted by the health department, please answer or call them back!

Key tips to remain safe from COVID-19

- Wash Up
- Mask Up
- Back Up
- Stay Home if sick

If the Stark County Health Department confirms a positive COVID-19 case to the Louisville City School District, parents and caregivers will receive communication from LCSD with guidelines, recommendations and directions. The district will make the determination, in collaboration with the health department, if the transition to remote learning is needed for individual buildings or the district. It is important parents are following us on our website and social media platforms.

- www.louisvillecityschools.org
- twitter.com/LouisvilleSchls
- www.facebook.com/LouisvilleCitySchools