



**WATERLOO  
LOCAL SCHOOLS**

[WWW.VIKING.PORTAGE.K12.OH.US](http://WWW.VIKING.PORTAGE.K12.OH.US)

# OPTION 1

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Students In Person And In Building As Permitted  
With Safety Protocols

(Including Remote Learning if the District is Required  
to Close)

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# GENERAL EXPECTATIONS & CLASSROOMS

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# Students

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- Wearing a mask is required K – 12. There will be times when students will be permitted to remove masks.
- Wearing a mask is required when working directly with other students when social distancing cannot be maintained. (i.e. one on one, small groups, etc)
- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer often.
- Wear masks whenever social distancing is not possible.
- Cover coughs and sneezes (with the sleeve or elbow, not the hand).
- Do not touch any other person.
- Custodians will sanitize and disinfect all classrooms daily. We have adjusted custodian times to ensure the cleanliness of every room.

# Parents and Guardians

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- Conduct student wellness check including temperature prior to sending your child to school. Students with temperatures over 100 degrees should stay home.
- Ensure you have caregivers available to pick up your child if he or she should get ill at school.
- Provide a mask for your child to wear as required or recommended.
- Ensure your child washes his or her hands often with soap and water for at least 20 seconds.

# All Employees

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- Wear a mask at all times except when alone (i.e. planning time, restrooms, etc.)
- Conduct a wellness check including temperature prior to coming to work. Employees with a temperature of 100 degrees or higher should stay home.
- Wash your hands often with soap and water for 20 seconds.
- Use hand sanitizer often.
- Cover coughs and sneezes (with the sleeve or elbow, not the hand).
- Do not touch any other person except in the case of an emergency in which student safety is at risk.

# Teachers/Aides

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- Ensure classroom setup of desks provides physical distancing for students. Recommended six feet, three feet required.
- Wear a mask at all times except when alone except when alone (i.e. planning time, restrooms, etc.)
- Ensure that students maintain physical distance whenever possible.
- Require students wear masks.
- Provide reminders, contact parents/ guardians, **report repeated expectation violators to the office.**
- Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.

# Custodians

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- Make sure teachers are provided with all of the supplies needed daily including disinfectant and paper towels.
- Disinfect classrooms daily.



# Administration

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- Ensure procedures are in place to maximize social distancing wherever and whenever possible. This includes transportation, classrooms, cafeteria, hallways, restrooms, playgrounds, and gymnasiums.
- Ensure classrooms are physically distanced.
- Ensure all classrooms are disinfected daily.
- Ensure supplies are readily available for staff.

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# Hallways and Common Areas

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# Students

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- Wearing a mask is required.
- Report immediately to your classroom or cafeteria upon arrival to school.
- Carry a water bottle as water fountains will not be available for use.
- Follow all signs for directives in the hallways and common areas.
- When possible, stay to the right of the halls when traveling through the halls.

# Parents and Guardians

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- Provide a mask for your child to wear.
- Provide your child with a bottle of water daily as water fountains will not be available for use.

# Teachers/Aides

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- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in the halls or common areas.
- Provide reminders, issue warnings, contact parents/ guardians and report repeated expectation violators to the office.

# Custodians

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- Disinfect common areas based on a schedule provided by school administration. This includes but not limited to door knobs or door handles, handrails, toilets, stalls, sinks, etc.

# Administration

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- Ensure proper signs are placed on walls and remain visible throughout hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/ guardians, and issue consequences to repeated offenders.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety at the end of each school day.

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Drop Off  
Pick Up  
Visitors

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# Students

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- Wearing a mask is required when entering, exiting, or moving around throughout the building.
- Report directly to your assigned classroom/ area upon arrival to school.
- Maintain physical distance from peers whenever possible.
- Use hand sanitizer and/ or wash your hands with soap and hot water for 20 seconds after arriving at school.

# Parents and Guardians

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- Conduct a student wellness check including temperature prior to sending the child to school. Students with temperatures 100 degrees or higher should stay home.
- Provide a mask for your child to wear on the bus and while at school when needed.
- Limit school visits as much as possible.
- Conduct personal health screening prior to coming to a school building and do not come if you are running a fever of 100 degrees or higher or if you are showing other symptoms.
- Follow any posted guidelines and read all of the available signs whenever entering the building.
- Wearing a mask is required when entering the building.

# Teachers/Aides

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- Supervise hallways and common areas to ensure that students are reporting immediately to assigned class or area and not congregating in the halls or common areas.
- Provide reminders, issue warnings, contact parents/ guardians, and report repeated expectation offenders to the office.

# Custodians

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- Disinfect common areas based on schedule provided by the school administration. This includes but is not limited to door knobs, door handles, toilets, stalls, counters, and sinks.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.

# Administration

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- Ensure adequate supervision is available on bus pick-ups/ drop-offs, in parking lots, and common areas of the building.
- Ensure proper signage is installed in the hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/ guardians, and issue consequences to repeated expectation offenders.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure doors are closed after arrival and dismissal.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

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# Transportation

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# Students

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- Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.
- Stagger dismissal times off the am buses. The transportation supervisor and aides will take temperature of K – 8 students as they get off bus to the enter building.
- All students will enter through temperature gauges to have temperature taken. All students will possible fever will be checked with aides. If temperature persists, the child will be sent to nurse for proper protocols.
- After school, stagger dismissal from K – 12.
- Sit two **per seat on the bus** and **sit in your assigned seat.**
- Wear a mask while riding the bus.
- Remain seated, facing forward while riding the bus.

# Parents and Guardians

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- Conduct a student wellness check including temperature prior to sending the child to school. Students with temperatures of 100 degrees or higher should stay home.
- Provide a mask for your child to wear on the bus and while at school when needed. If you cannot provide a mask, the school will provide one.



# Drivers

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- Wear a mask while students are on the bus.
- Provide reminders to students of bus expectations- 2 per seat, wearing masks, seated facing forward.
- Provide reminders, issue warnings and report repeated expectation violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.

# Administration

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- Reduce the number of transfers and overall time on buses for students.
- Monitor drop off and dismissal to ensure students do not congregate in groups.
- Provide consequences, including loss of privilege to ride the bus to those who continue to violate rules.

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# Meetings and Conferences

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# Students

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- Participate in meetings as requested by parents/caregivers or school staff.
- Follow physical distancing protocols.
- Wearing a mask is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.

# Parents and Guardians

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- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.
- In person meetings should follow appropriate physical distancing protocols and it is required that masks be worn when entering, exiting, and moving around the building.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever of 100 degrees or higher or showing other symptoms.

# Teachers/Aides

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- When possible, attend meetings from the classroom using video technology (Google Meet).
- Wear masks in any meeting.

# Custodians

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- Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.

# Administration

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- Provide parents/caregivers with options for in-person, phone, or video conferencing.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure physical space used for meetings allows for social distancing.



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# Health Services

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# Nurses

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- Wear a mask when working individually with students.
- Ensure the workspace is kept clean and sanitized.
- Ensure physical distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in the clinic.
- Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.
- Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.
- Develop and promote isolation protocols.

# Students

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- Use designated entrances and exits to the office.
- Follow physical distancing protocols as much as possible when in office.
- Wearing a mask is required when in or moving around the nurse's clinic.

# Parents and Guardians

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- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures of 100 degrees or higher should stay home.
- Provide a mask for your child to wear on the bus and while at school when needed.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting your child home from school should he or she become ill or exhibit symptoms.

# Custodians

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- Disinfect clinic based on schedule provided by school administration. This includes but not limited to door knobs, door handles, counter tops, seating areas, restroom in nurse's office, etc.
- Disinfect the isolation area after students who utilize the area have left the building.

# Administration

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- Install barrier as needed to protect employees working in the nurse's office.
- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
- Ensure the student isolation area is properly supervised when in use.

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Restrooms

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# Students

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- Wearing a mask is required when in hallways and in restrooms.
- Follow all signage in the hallways, common areas and restrooms.
- Stay to the right when traveling down hallways to get to restrooms.
- Wash your hands with soap and hot water for at least 20 seconds after using the restroom.



# Parents and Guardians

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- Provide a mask for your child to wear when in the hallways and in the restrooms.

# Teachers/Aides

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- Assist in supervision of restrooms, hallways, and common areas between classes.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation offenders to the office.

# Custodians

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Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door knobs, door handles, toilets, stalls, and sinks.

# Administration

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- Ensure proper signage is installed in hallways, common areas and restrooms.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/guardians, and issue consequences to repeated expectation offenders.
- Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.
- Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.

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# Lunches and Cafeteria

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# Students

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- When possible, stay to the right when traveling down hallways.
- Wearing a mask is required when in line or moving around the cafeteria.
- Sit in designated seats.
- Use hand sanitizer or wash your hands with soap and hot water for at least 20 seconds prior to eating lunch and after eating lunch.
- Follow guidelines for restroom use during lunch periods.
- If bringing a packed lunch, report immediately to your designated seating area.
- Follow physical distancing guidelines as much as possible when in line and in the serving areas.

# Parents and Guardians

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- Provide a mask for your child to wear while at school when needed.
- Limit visits to school as much as possible including visits to drop off forgotten items.

# Teachers/Aides

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- Supervise designated eating areas to ensure students are properly physically distanced.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.
- Wear a mask when circulating around designated eating areas.
- Use staggered dismissal when possible to ensure physical distancing at the end of lunch



# Custodians

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- Disinfect all table tops and seats before and after each lunch.
- Disinfect restrooms and common spaces between lunches. This includes but is not limited to door knobs, door handles, handrails, toilets, stalls, and sinks.

# Cafeteria Staff

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- Wear masks while serving food.
- Clean and disinfect serving areas and tables between lunches.
- Serve all food to students.

# Administration

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- Ensure proper signage is installed in designated eating areas.
- Ensure enough seating is provided to ensure proper physical distancing and be practiced.
- Add additional seating areas as needed.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

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Office

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# Students

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- Use designated entrances and exits to the office.
- Following physical distancing protocols as much as possible when in office.
- Wearing a mask is required while in or moving around the office.
- Use hand sanitizer or wash your hands with soap and hot water for at least 20 seconds prior to entering the office.

# Parents and Guardians

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- Conduct a personal health screening prior to coming to a school building and do not come if you are running of 100 degrees or higher or showing other symptoms.
- Wearing a mask is required when entering, exiting, and moving around the office/building.
- In-person office visits should follow appropriate physical distancing protocols.

# Teachers/Aides

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- Wearing a mask or face shield is required when moving around the office area.
- Follow physical distancing protocols.

# Custodians

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- Disinfect office based on schedule provided by school administration. This includes but is not limited to door knobs, door handles, countertops, seating areas, restrooms, etc.



# Office Staff

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- Monitor and control the number of people in the office at any one time.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.

# Administration

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- Install barriers to protect employees working in the main office.
- Eliminate community and parent volunteers to ensure safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.

# OPTION 2

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## Hybrid

**We will maintain two groups (Group A and Group B) for this option.**

**We will have Group A be in school Mondays and Tuesday.**

**Group B will learn remotely on Mondays and Tuesdays.**

**Wednesdays: All students will be on remote learning with teachers with the support of an online curriculum.**

**Thursdays and Fridays Group B will be in school.**

**Group A will learn remotely on Thursdays and Fridays.**

# OPTION 3

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## eLearning:

**Students At Home Daily**

**Individual Online Learning With Teaching and Guidance From Staff**

# Students

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- This option is different from what students experienced during remote learning last spring.
- Students participating in this option will be using an online curriculum and platform designed by Jefferson County ESC that specializes in virtual learning while led by our teaching staff.
- It is recommended students follow a routine/schedule to complete online learning, assignments, and assessments.
- The online curriculum will meet the same standards as our Waterloo Local Schools curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Communicate your concerns immediately with your teacher.

# Students

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- Participate in virtual sessions with teachers as scheduled.
- Watch lessons provided by teachers and complete assignments.
- Students will earn grades for their work.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform.
- Students may continue to participate in after-school activities at their school building, including extra-curricular activities if state and local regulations allow this..

# Parents and Guardians

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- Monitor student progress on coursework. Parents or guardians will be able to access students progress through progress book.
- Developing a regular routine/schedule is recommended to keep students motivated while working from home.
- Communicate questions and concerns immediately to staff.
- Monitor and support student progress through our online curriculum with parent/guardian access to the online platform and progress information.

# Teachers/Aides

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- Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments.
- Create lessons that are engaging for students using a variety of strategies.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other. This would be done through our chrome books using K – 12 Google Classroom platform and Google Meet.
- Teachers will be available for office hours.
- Teachers will grade work in a timely manner and provide feedback.



# Technology

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- The district will provide a chrome book for each student to use at home; students will not be asked to share devices. We have purchased chrome books for every student as part of the Cares Act with little expense to the district.
- The district will support families without wi-fi access.
- The district will provide help desk assistance when technology issues occur.

# Administration

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- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.