



RESPONSIBLE REOPENING

#TPSProudCares

Toledo Public Schools



Welcome Back

With the primary goal of keeping our community safe, we've put together this information to guide all students, parents and staff through the return to on-site classes at Toledo Public Schools.

While this document addresses topics that concern most members of the TPS family, it is not comprehensive. Situations we could not foresee will almost certainly arise. Individual students may develop unique needs that are not referenced. Events and gatherings could be cancelled on a case-by-case basis depending on the potential risk they present to public health.

As we've seen many times since the outbreak of COVID-19, this disease and the government's response to it will require us all to be flexible.

This truth, however, is constant: the entire TPS staff is committed to providing our students with the best possible educational experience in healthy environments.

We will continue to update you on our progress and any changes to these efforts and policies.

Toledo Public Schools - Board of Education

Mr. Bob Vasquez - President

Mrs. Chris Varwig - Vice President

Ms. Sheena Barnes

Mrs. Stephanie Eichenberg

Mrs. Polly Taylor-Gerken

Dr. Romules Durant, CEO/Superintendent



Our Guiding Principles

1. We will work to provide the best possible learning experiences for all TPS students through on-site instruction and, if necessary, online channels. As always, our goal is to encourage student growth and foster achievement.
2. The last several months have placed unusual strains on many students and their families. As we return to classes, we will stay sensitive to the social and emotional needs of our students. We will provide teachers with additional training to help them recognize signs of related trauma and identify students who may need additional support.
3. We are committed to protecting the health of each member of the TPS community. We will follow the policies and protocols of the Centers for Disease Control and Prevention (CDC), the Ohio Department of Education, and the Toledo-Lucas County Health Department. All of our decisions will be based on data from those official bodies.
4. We will work to provide clear, complete communication in a timely manner during the initial return to classes and as necessary in future weeks and months. We will use a variety of channels to deliver information, including, but not limited to, these:
 - The Toledo Public Schools website ([TPS.org](https://www.tps.org))
 - The TPS Facebook page ([Facebook.com/TPSProud](https://www.facebook.com/TPSProud))
 - The TPS Twitter page ([Twitter.com/TPSProud](https://twitter.com/TPSProud))

District Mission: Toledo Public Schools' mission is to produce competitive college and career-ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity.

District Vision: Toledo Public Schools strives to be an 'A-rated' school district whose graduates are college and career ready.

Core Commitments:

- Student-Centered
- Accountability-Based Management
- Building Stronger Relationships
- Technology Oriented
- Rigorous Curriculum
- Develop a Culture of High Expectations

Responding to Uncertainty with Flexibility

- When we begin the 2020-2021 school year, there will be active cases of COVID-19 in our area. Even though they might not exhibit symptoms, some students and staff members may be infected. That could lead to a temporary closure of one or more school buildings.
- There may be more waves of COVID-19 infection in the months to come. We will monitor any new outbreaks and actively reach out to various health agencies for their input on when classes should resume.
- Widespread changes in the public health may require us to make a quick switch from on-site classes to online learning. We are prepared for any possibility.



General Health Guidelines

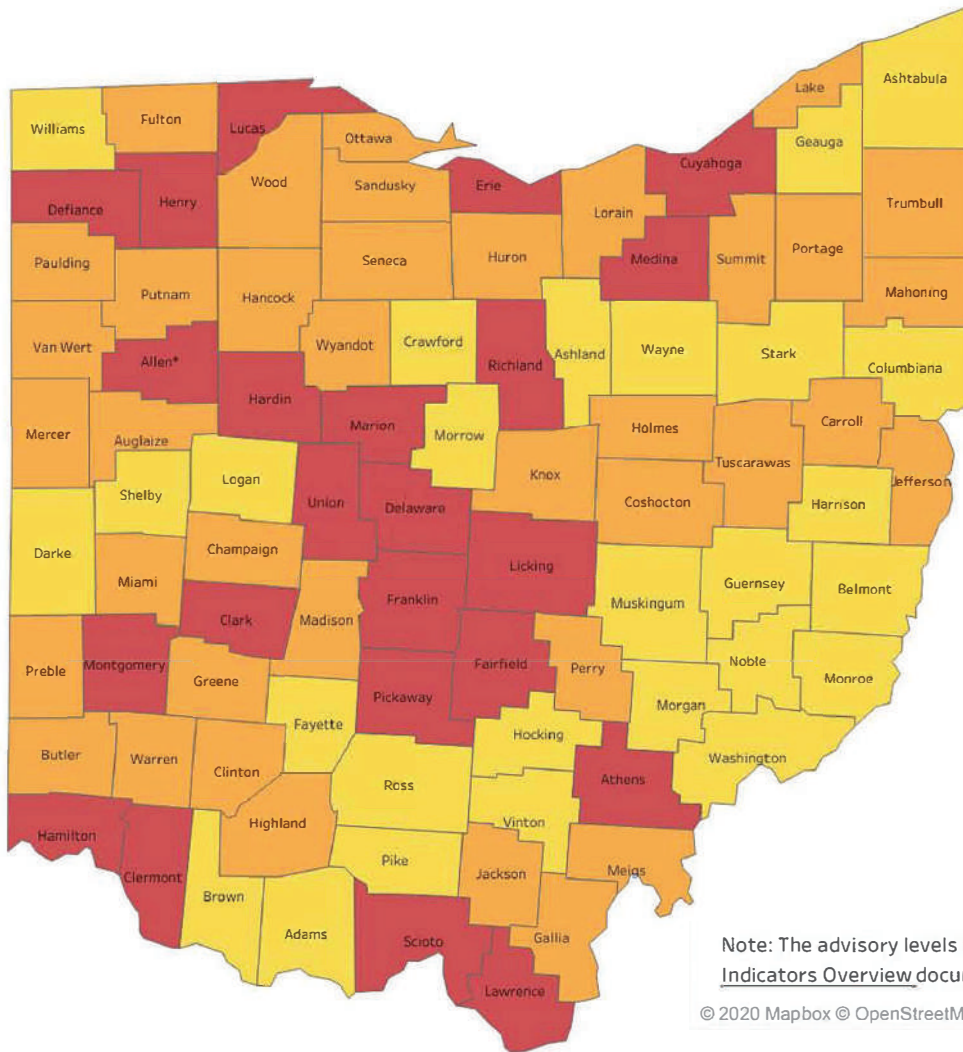


General Guidance for a Safe Reopening

- Ohio Department of Education
- CDC Guidance
- Toledo-Lucas County Health Department



Current State and Local Data



Last Published: 7/23/2020

Level 1 Public Emergency: active exposure and spread. Yellow

Level 2 Public Emergency: increased exposure and spread. Exercise high degree of caution. Orange

Level 3 Public Emergency: very high exposure and spread. Limit activities as much as possible. Red

Level 4 Public Emergency: severe exposure and spread. Only leave home for supplies and services. Purple

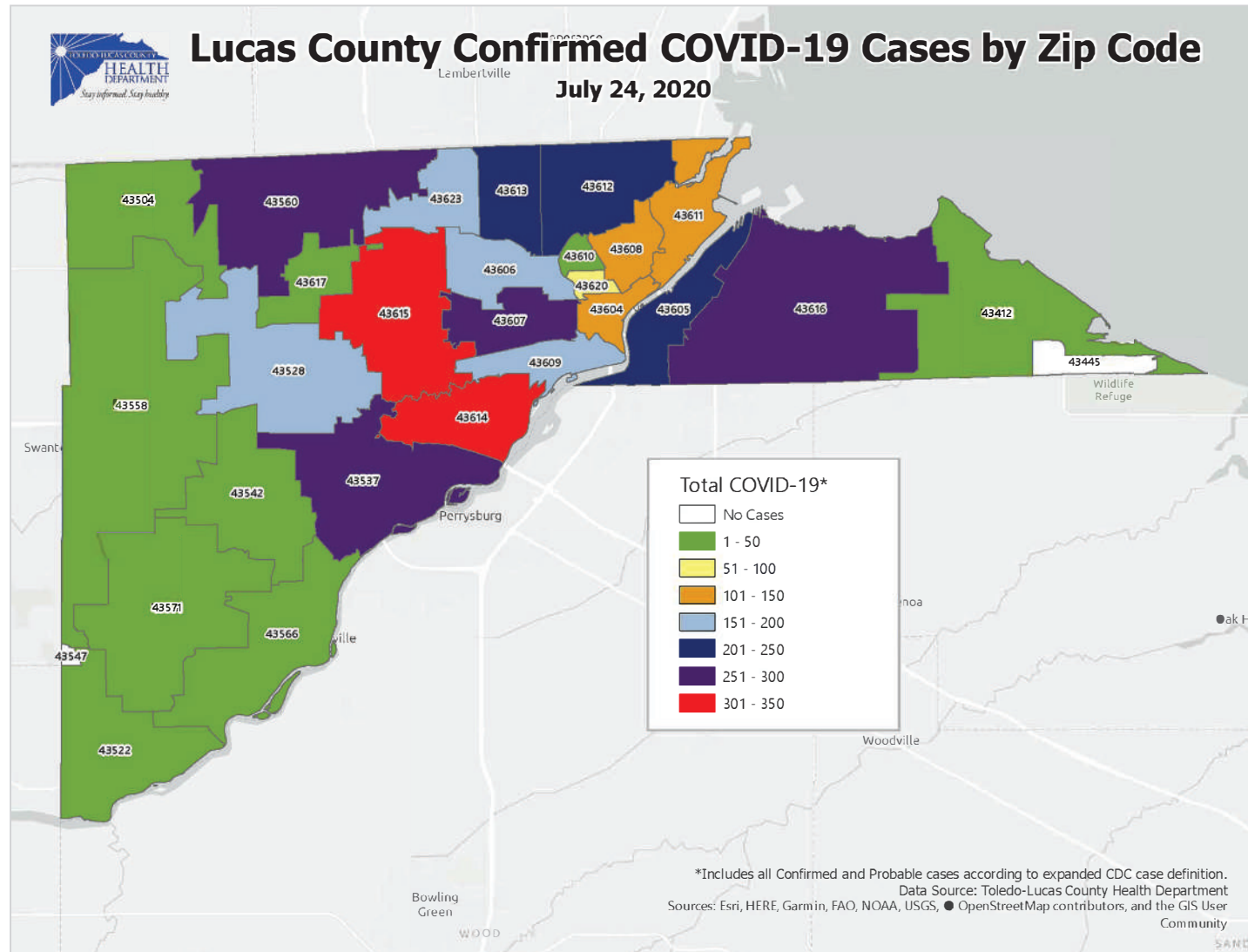
For All Public Emergency Levels, Follow All Current Health Orders

Note: The advisory levels were calculated with data from July 1 to July 21. Please see the [Indicators Overview](#) document for more details.

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Current State and Local Data



Key Considerations for Reopening

- 60% of Ohioans are considered high risk based on CDC guidance.
- Social determinants of health and other COVID-19 high-risk factors evident in TPS.
 - > 5400 students in grades K-12 with a chronic health condition
 - 67% of students are of racial/ethnic minority
 - A significant number of students live in multi-generational homes or are being raised by grandparents
 - 85.7% of students are economically disadvantaged
 - Healthcare access including pace of widespread testing with expedient test results

Face Coverings

Why am I being asked to wear a face covering?

Face coverings have been shown by experts to be one of three powerful tools in slowing the spread of COVID-19. Along with social distancing and hand hygiene, face coverings minimize the distribution of respiratory droplets from coughing, sneezing and talking that cause COVID-19.

How do I wear a face covering?

Face coverings must cover your nose, mouth and chin.

Wash or sanitize your hands before putting on and after taking off a face covering.

Use the ties or loops to put on and take off your face covering. Do not touch the front of the mask.

If you do touch the front of your face covering, wash your hands or use hand sanitizer.

How do I care for my face covering?

Face coverings can be stored in a paper bag when not being worn. Wash and dry your face covering daily, either by hand or in a washing machine and dryer.





Face Coverings

General Staff Guidelines

All TPS staff are required to wear face coverings for the 2020-2021 school year.

Staff will follow best practices for face coverings.

Wearing a face covering does not replace the need for frequent hand washing and social distancing.

Staff members will provide their own face covering. Cloth face coverings are recommended.

Face coverings do not need to be worn:

- If prohibited by law/industry standards (i.e., city/state laws; violation of pre-school standards).
- When the staff member is working alone in their assigned work area.
- If the staff member has a medical exemption from a doctor.

For any exemptions, the staff member must provide written justification to Human Resources.

Face shields may be worn to reduce interference with the learning process and for those with medical conditions.



Face Coverings

Transportation

K-12 students are required to wear a face covering while on a bus due to the inability to social distance. Face coverings must be on prior to boarding the bus.

General Guidelines for Students

Students in grades 3-12 must always wear face coverings while in the school building.

Students will provide their own face coverings. Cloth face coverings are recommended.

All students will follow these best practices for face covering:

- Wash your hands with soap and water or hand sanitizer before and after putting on a mask
- Use the ties or loops to put your face mask on and take it off
- A mask should cover your face from the bridge of your nose to your chin
- Don't touch the front of the mask, especially when taking it off
- Wash and dry your face mask daily and discard it if it becomes wet or soiled

Wearing a face covering does not replace the need for frequent hand washing and social distancing.



Face Coverings

Pre-K - 2nd Grade Students

Pre-K through 2nd grade students are strongly encouraged to wear a face covering in school. When appropriate, students will transition to a face shield for instructional purposes. Students will be offered a face shield if a face mask is not worn unless the student cannot wear a face shield for a safety reason.

Pre-K through 2nd grade students will have labeled face shields that will be kept in the classroom. Students will clean their own face shields each day.

Teachers will receive a list of storage options for face coverings.

Pre-K through 2nd grade students will be required to wear a face covering while riding a bus due to the inability to social distance.

Temperature Monitoring

We are asking all parents and guardians to complete a basic health check of their children prior to their leaving for school each day. That includes a daily temperature check.

If a child's temperature is 100.4° or above, the child must remain isolated at home for 10 days or until a health care provider gives written permission to return to school.

If your family does not have a thermometer, please contact the school for assistance.

If a daily in-school temperature check becomes necessary for all students, we will notify parents, guardians and the community at large.

We will use a touchless, infrared thermometer. Students with temperatures of 100.4° or above would be sent home. The parent or guardian will be notified and expected to arrange for student pick-up. The child would then need to stay home for 10 days or until a health care provider gave a written documentation that the child was free to return to school.



Maintenance and Operations

As all of us at Toledo Public Schools plan for the 2020-2021 school year, we want you to know that the health and safety of our students, staff and families are our top priority.

These are the primary efforts we'll be making to keep the TPS community safe.

- Cleaning and disinfecting more intently than ever, paying special attention to frequently touched surfaces.
- Rearranging classrooms, cafeterias and other spaces where people gather to keep people as far apart as possible.
- Reminding students and staff about the importance of social distancing whenever necessary.
- Requiring everyone in our buildings and in our vehicles to wear a face mask or face shield. Physician-approved exceptions will be made for those with certain medical conditions or physical limitations.
- Using signs, shields, tape and barriers to control the flow of traffic and remind everyone of their personal responsibility to keep themselves and other safe.

Reopening Plan



TPS Virtual Academy

TPS is prepared to change our open status, based on the federal, state, and local health guidelines. We have adopted a traffic light approach to easily indicate the most current status of our schools.

- Throughout the year, there is the possibility of the status changing from one light to another.
- The TPS Virtual Academy for students to distance learn from home will always be available.
- Deadline for registration for TPS Virtual Academy is August 8th.
- Commitment to enroll in TPS Virtual Academy is a minimum of one semester.
- Students should expect to spend up to 4 hours per day focused on instruction with certified staff members.
- Families that choose TPS Virtual Academy will continue in-home learning whether the district moves to Yellow (Phase 2) or Green (Phase 1) for that semester.



Reopening Status Indicators



Green Light Status

With the green light status school is in full session, as it has been with previous years. The remote learning option will remain in place for those who wish to utilize it.

Reopening Status Indicators



Yellow Light Status

A yellow light status means that the virtual option is available, but physical attendance in a school will be on an A/B schedule. Students would either attend in-person classes on Monday and Thursday (Group A), or Tuesday and Friday (Group B), with Wednesday being an at-home online learning day. Students will have assignments and online learning to complete on their off days. We will also attempt to keep families on the same schedule for ease of attendance.

Meal service will continue, with students taking home lunch and breakfast for their non-attendance days. All students in grades 3-12 will receive a chrome book for their schoolwork. Elementary students will receive art, music, and physical education on a trimester basis.

Reopening Status Indicators



Red Light Status

A red light indicates the most severe conditions are present and we are operating with only the remote learning option. Students will have access to all TPS learning resources and will be provided a device and reliable Wi-Fi, as needed. State licensed and credentialed educators will teach live each day.

Students can pick up free breakfast and lunch meals for the week and will be eligible for all school sports and extracurricular activities at their home school.

Recomendations for Approval

- Opening with Red Light Status
- Delayed start of September 8th for students
 - Staff will start on their regularly assigned date
- All Staff are required to wear masks/face coverings
- All students (grades 3-12) will be required to wear a mask/face covering when school is in session.
 - Grades Pre-K-2 are strongly encouraged to also wear a mask
- All Athletics will be suspended until October 1st
 - Status will be reevaluated at that time
- Dress Code will be modified for the 2020-2021 school year



Curriculum



School Operation Phases

Phase 1 (Green Light)

Normal 5-day in-person operations following recommendations from the CDC and Governor.

Phase 2 (Yellow Light)

Blended model with students on A/B schedule. Group A attends in-school classes Monday and Thursday. Group B attends in-school classes Tuesday and Friday. On Wednesdays, all students will attend virtual school.

On Wednesdays, all staff members will report to their buildings. Online learning will take place with small groups for 2 hours. Teachers will use the remaining time for planning online instruction and professional development.

Gifted Services will be offered online.

Early High School Options will not be offered except those that are subject accelerated and on the Written Acceleration Plan.

Elementary art, music and physical education will be offered on a trimester schedule.

Parents can request A/B attendance at their student's school buildings August 10 - 19, 2020. Parents will be notified of final A/B schedule August 24, 2020.

To ensure social distancing, we may not be able to honor all requests.

In the event of Monday holidays, the student attendance calendar will not have a virtual day on Wednesday. Instead, the A Group would attend in-school classes Wednesday and Thursday and the B Group would attend in-school classes on their regular schedule.



Phase 3 (Red Light)

- Online instruction with 100% remote attendance.
- No students would be in school building.
- Students will learn remotely from a certified teacher.
- TPS staff would report to their building as normally scheduled.
- The TPS school year will begin September 8, 2020, the day after Labor Day, instead of August 20, 2020.
- Device distribution: August 24 - September 4, 2020.
- Training sessions at individual buildings for parents and students: August 24 - September 4, 2020.
- Between the hours of 8:30am - 3:00pm, students should expect to spend up to 4 hours per day focused on instruction with certified staff members.
- That time does not include assignments, projects and additional items that may be recorded.
- Students must log in daily to Google Classroom for attendance purposes.
- High school students will follow this schedule of live instruction in one-hour blocks:
 - Monday and Thursday: Periods 1, 2, 3, 4
 - Tuesday and Friday: Periods 5, 6, 7
 - Wednesday: Small-group instruction and office hours available for student support
- All TPS grading, reporting and attendance policies will be followed.

What to Expect from TPS Virtual Academy

- Between the hours of 8:30am - 3:00pm, students should expect to spend up to 4 hours per day focused on instruction with certified staff members.
- That time does not include assignments, projects and additional items that may be recorded.
- Students must log in daily to Google Classroom for attendance purposes.
- High school students will follow this schedule of live instruction in one-hour blocks:
 - Monday and Thursday: Periods 1, 2, 3, 4
 - Tuesday and Friday: Periods 5, 6, 7
 - Wednesday: Small-group instruction and office hours available for student support

Other Details

Class Sizes

K - 3rd grade: 30 students per class
4th - 12th grade: 35 students per class

Technology

Students will receive a chrome device.
Wi-Fi is available if needed.

Curriculum

Students and educators will use the Google Platform that includes:

- Google Classroom
- Google Meet
- Google Hangouts

Educators will use:

- TPS Board Curriculum
- Supplemental Curriculum
- iReady
- ALEKS Math Program



TPS Virtual Academy Pre-K Through 12th Grade

Nearly 3,000 people have expressed interest in 100% remote classes for at least part of the 2020-2021 school year.

Through the online teaching of our dedicated staff, students will still be connected to their home school.

Students will receive the following:

- A technology device
- Reliable Wi-Fi
- The ability to participate in extracurricular activities, including athletics
- College Credit Plus, if eligible
- 5-day meal service (pick-up)

Students must commit to TPS Virtual Academy for a full semester at a time.

Special Education students can attend online classes. Related services such as speech, occupational and physical therapy will be offered remotely.

Gifted services may be offered based on enrollment.

Career Tech courses will not be offered remotely.

Device distribution and trainings will occur August 24 - September 4, 2020.

Enrollment at TPS.org is open through August 8, 2020.

Families that choose TPS Virtual Academy will continue in-home learning whether the district moves to Yellow (Phase 2) or Green (Phase 1) for that semester.



Special Populations



Special Education:

Green Light

- Students placed according to IEP recommendations
- Students attend five days per week

Yellow Light

- Students will attend on an A/B schedule for two days per week
- Students will be supported remotely on the other three days
- Some students may attend four days per week, depending upon disability
- Families will be contacted by special education teacher for schedule development
- All services, including related therapies will be provided through a blend of face-to-face and remote connections

Red Light

- All students will receive services and related therapies through remote connections
- Families will be contacted by special education and relevant support staff for schedule development
- Some adaptive materials may be delivered to the home if they are needed in order for students to access the curriculum
- Daily attendance will be required
- Amount of time spent in remote class will be determined by the teacher and therapists

If you have questions about your student with a disability, please contact the Office of Student Services at 419-671-0433 or email: spedtps@tps.org

Early Childhood:

Green Light

- Students will be placed in classes for four days
- Students will attend half day or full day, depending upon placement

Yellow Light

- Students will attend on an A/B schedule for two days per week
- Students will receive remote support on the other three days
- Families will need to assist in logging students into the remote classroom
- Students will play games on an online preschool learning program to supplement classroom instruction
- Students will receive a kit of materials need to complete learning activities at home

Red Light

- All students will receive instruction through remote connections
- Teachers will contact families regarding scheduling times for remote sessions
- Families will need to assist in logging students into the remote classroom daily
- Students will spend approximately one hour per day engaged in remote learning with the teacher.
Activities will include:
 - Socialization, sharing time
 - Story time with literacy activities
 - Math activities
- Students will play games on an online preschool learning program to reinforce the curriculum
- Students will receive a kit of materials needed to complete learning activities at home

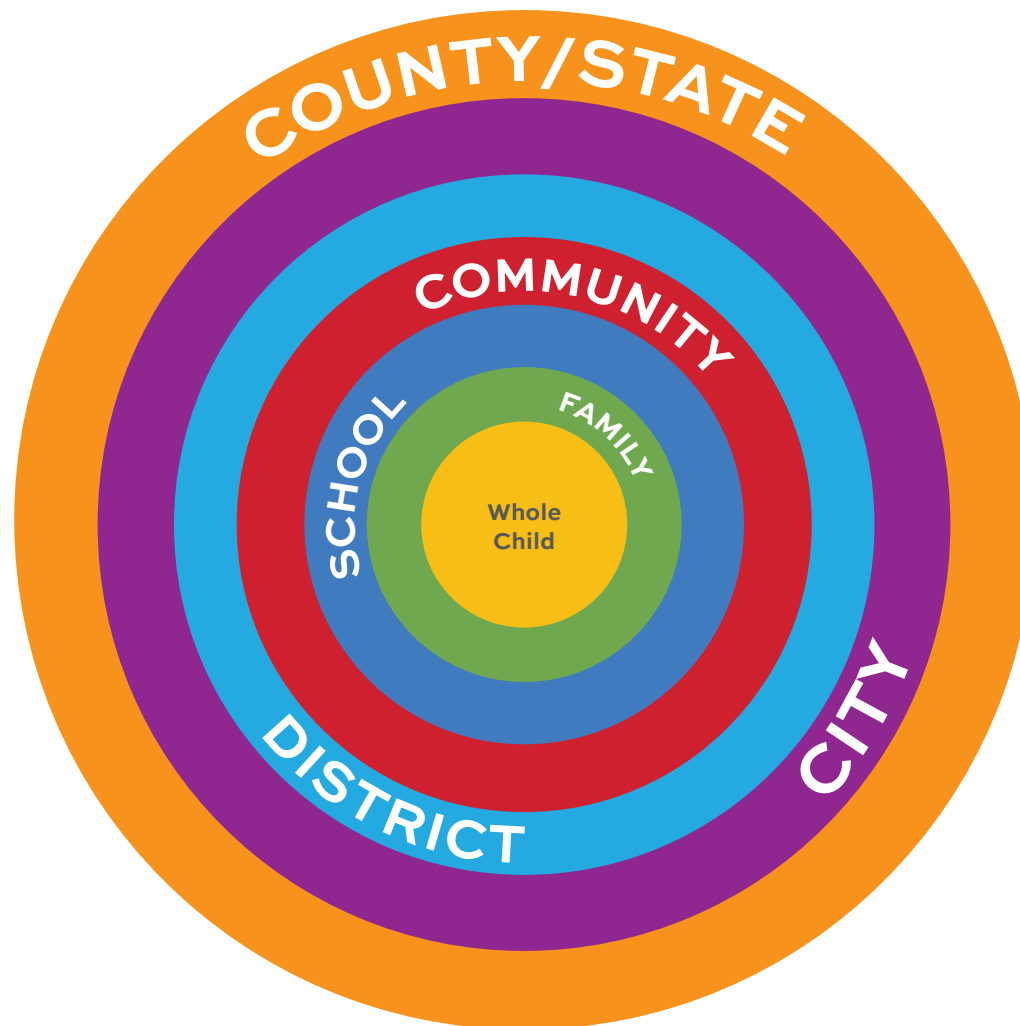
If you have questions about your preschool-aged student, please contact us at 419-671-9100 or email: ec@tps.org



Serving the Whole-Child



Supporting Students and Families



Community Partners

TPS has 120 dedicated community partners that provide services to TPS students and families

United Way, Lucas County Job and Family Services, Tabernacle church, YMCA, RFS Charitable, Tutor Smart, Universities (UT, BG, Owens), University Church, Center of Hope, Boys and Girls Club, Western partners of Ohio, ProMedica, Art Museum, JIJ Vision, After school all stars, Partners in Education, Read for Literacy, Pathways for Successful Leadership.

Organization of Supports

Partner Collaborative Planning Session



District Student/Family
Support Team
(District Leaders)



School-Based
Student/Family Support Team
(Includes Community Partners)



Effective
Facilitation and Coordination
Student/Family Outreach



Collaborative Planning Sessions with TPS Partners

- **Sessions with thirty community partners**
- **Multiple sessions since Spring**
- **Meetings bi-weekly to monthly**
- **Sessions categorized by:**
 - Behavioral and mental health supports
 - Academic supports after school
 - Academic supports in-school
 - College and career ready students

Urgent Priorities:

- Access to TPS approved learning platforms - improve effectiveness of educational support
- Data sharing - to better engage students
- Community partner hours of operation - aligning communication and services

Other Priorities:

- Teacher/Administration/Partner collaboration - targeted and individualized instruction
- Student recruitment to partner programs
- How to best engage students - virtually? in-person?

Other Urgent Needs of Students and Families

Physical - Medical

Child Care

Academic
and Homework
Assistance

School
Attendance

Food

Behavioral and
Mental Health
Supports

Technology
Assistance

Family Social
Health

District - Student/Family Support Team

Team Includes:

Transformational Leader of Early Childhood and Special Education
Transformational Leader of Community Engagement
Assistant Transformational Leaders
Executive Director of Curriculum
Executive Director of Intervention and Supports
Executive Director of Special Education
Senior Director of College and Career Readiness
Senior Director of Pupil Placement
Senior Director of Positive School Climate
Director of Psychological Services
Nursing Coordinator

Duties of District Team

- Identify urgent needs of student/families
- Develop a list of district resources based on urgent needs of school communities
- Each team member works directly with two (2) school teams
- Coordinate plans with building teams to address student/family needs
- Review school gaps in service at district schools
- Communicate needs of school teams to the district team
- Review district level data and information from school based teams
- Align appropriate resources to communities

School Teams - Student and Family Supports

Assigned Central Administration Leader

Principal/Assistant Principal

Counselor(s)

School Nurse

Deans

Teachers

Social Workers

Attendance Champions

Behavioral/Mental Health Partner

School Partners such as: Western Partners of Ohio, Faith Based, Academic Assistance, etc.

Duties of School Team

- Review building level data
- Developing a system to support the individual needs of students/families
- Check-Ins - Making contact with “every” student and parent by phone, email, home visits, etc.
- Providing students/families resources to address their individual needs
- Identify gaps in service resources based on needs of school community
- Work with assigned district team leader to identify district resources to fill those gaps
- Virtual Support Groups - Student and Parents
- Work with district team leader identify other district partners for community support

Developing Community Partner Hubs of Support

RFS Charitable

- On Site Student Support: Behavioral Health, Educational Supports, Technology Assistance, Food Distribution, Family-social Health
- Multiple locations serving 80 - 100 students per day.
- Serving all TPS schools with partnership - 31 schools
- Hours: Session I: 8:30am - 11:30am Session II: 12:30pm - 3:30pm

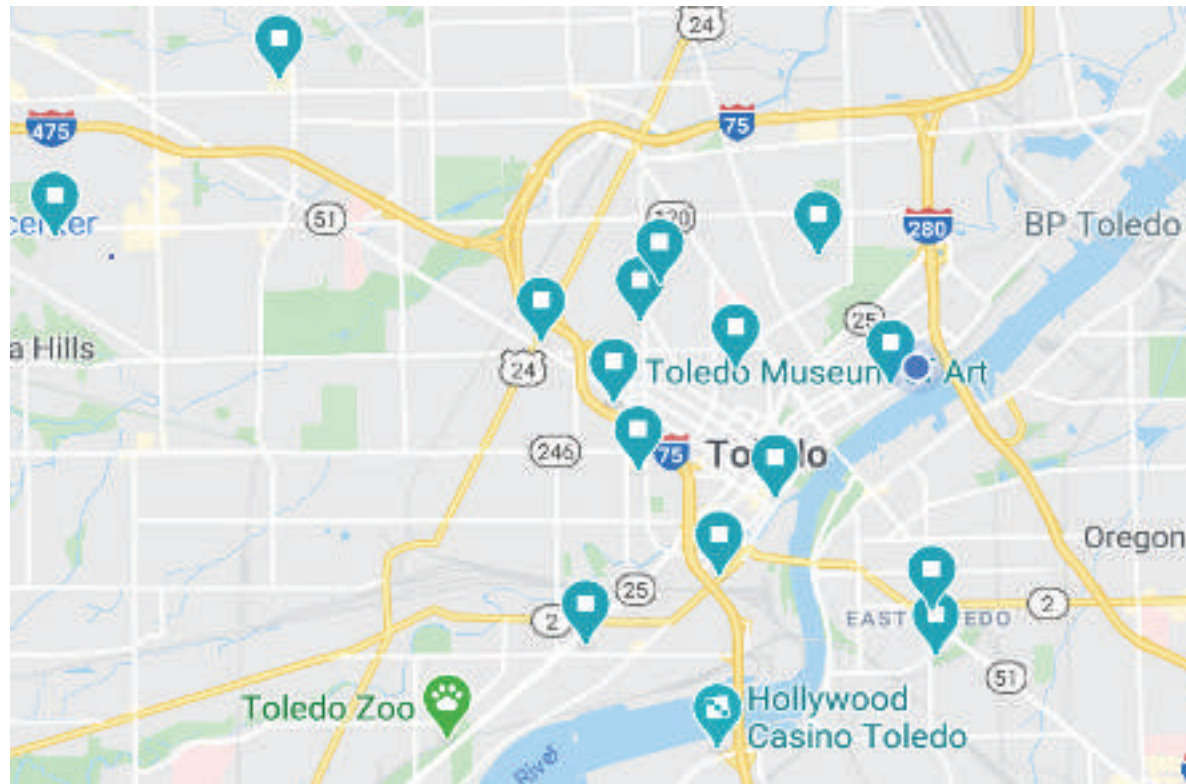
Western Partners of Ohio

- Physical Health - Medical, Behavioral Health, Family-social health
- Three locations (health centers)
- Telehealth locations will be available in the community
- Serving all TPS students and families
- Hours Open: During School Day

Multiple Partners working to offer programming for students during the school day



Community Partner Hubs of Support



Athletics



Recommendations Athletics

- During red light status - when all TPS classes will be held online - all athletic practices, workouts, meetings and games will be suspended.
- During yellow light status - when students will alternate between in-school and online classes - the Athletic Director, team coaches and school principals will provide details about TPS athletic activities.
- During green light status - when TPS schools are open - athletic activities will proceed as normal.

Use of Facilities by Non-TPS Clubs and Teams

The Athletic Department recommends that managers of all TPS indoor athletic facilities follow the district's red, yellow and green light status system.

When TPS determines it's safe to move to yellow status, we will abide by the following:

We Will Follow the Ohio High School Athletic Association's Participation Safety Guidelines

OHSAA is proceeding as if fall sports will occur. Practices begin August 1. Specifics are being worked out between OHSAA and the Governor's office. A student-athlete acknowledgement/pledge is forthcoming. This document will provide student-athletes with information on their responsibilities while participating during the pandemic.

We are moving into phase three of the OHSAA-recommended guidelines with the following exceptions:

- We are not using hydration stations yet.
- We are not requiring showering immediately after practices and/or workouts on-site.

If we are in session, we will follow all orders from the Ohio Department of Health and finalize procedures for practices and games.



Financial Impact



Estimates of Additional Costs

Fiscal Outlook – State and Federal Funds

Business Affairs - \$2,031,200
Custodial/Maintenance - \$2,008,668
Education - \$5,500,000
Technology - \$4,248,000
Transportation - \$1,766,776

Total - \$15,554,644

Recommendations

State and Federal

PURPOSE

To review spending related to CARES Act and take as much stress off of general fund as possible

GOAL

To protect programming and staff

WORK

Worked with ODE to apply as much flexibility as possible to our federal grant spending and CARES Act

Continue to meet to review the updated forecast in regard to spending from March 13 through the end of the year
Once the reopening school models are Board approved, the financial impact will be determined.

Additional Considerations



RAPTOR

VISITOR MANAGEMENT

The Visitor Management system screens and tracks everyone coming in and out of TPS buildings

Accurate Visitor Records: Accurate and reliable visitor details and sign-in history are recorded for every visitor that enters our schools which includes COVID questioning for tracing purposes if needed

Custom Custody Databases: The system checks visitors against a custom database set by TPS, which may contain custody alerts and/or banned visitors.

VOLUNTEER MANAGEMENT

Application: Volunteers apply in an easy-to-use, customizable online application tool.

Fully customizable online application, include TPS verbiage and logo
Ability to associate different levels of background screens to specific volunteer functions, ex: classroom reader: level 1, mentor: level 2
Functions separated by building

Screening: Volunteers are checked for sex offender status, and criminal background results are compiled for easy review, approval, and tracking.

Reporting: A variety of reports can be quickly accessed and exported.
Districtwide or campus specific reporting
Report on total hours, affiliation, building, or function
Top volunteers

EMERGENCY MANAGEMENT

Allows TPS to simplify drill scheduling, conduct drills, and track compliance for individual schools or district wide from a single dashboard

Reunification Verify every student is accounted for and reunited with an approved guardian. Track every individual's status changes over time, creating a recorded history of events for each student and staff member.



Communications and Public Relations



Continue to share updates with families and the community through:

- Social Media - Facebook, Twitter and Instagram
- TPS.org
- School Messenger - new mass notification system
- Traditional Media

Come to Us for the Facts

Anytime you hear something about TPS that doesn't seem factual or true, please visit TPS.org or one of the district's social media pages for the facts.

If you have additional questions, email us at questions@TPS.org

Contacting Staff

Please contact principals or other administrators via email with any questions or concerns you might have about the new school year

Email addresses and phone numbers for the schools can be found at TPS.org





**RESPONSIBLE
REOPENING**

[TPS.org](https://www.tps.org)