

# Wood County Schools

## Attendance/Instructional Plan

January 2021



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**SCHOOL ATTENDANCE/INSTRUCTIONAL OPTIONS**

**PreK**

**On Campus** Monday – Thursday

**Off Campus** Distance Learning Engagement  
 For additional information on PreK services, contact  
 Coordinator of Early Learning  
 Melanie D. Cutright  
 304.420.9670 x159  
 mdcutrig@k12.wv.us

**Grades K-8**

**Full On Campus** Students attend school on campus five (5) days per week.

**Blended** Students attend school on campus two (2) or three (3) days per week, determined by student’s last name, and receive off campus instruction on alternate days. If students live at same address, but have different last names, parent/guardian contacts school’s principal to request that all children from the same household attend school on the same days.

**Full Remote** Full Remote Instruction is no longer an option for students Grades K-8 (unless the county superintendent deems a specific school and/or classroom to be closed due to COVID-19 circumstances).

**Virtual** See page 3 for information.

**Students PreK – Grade 8**

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
January 19	HOLIDAY	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus PreK Off Campus
January 25	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: Off Campus L-Z: On Campus PreK Off Campus
February 1	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus PreK Off Campus
February 8	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	All Students Off Campus
February 15	Grades PreK-8 A-Z: On Campus	Grades PreK-8 A-Z: On Campus	Grades PreK-8 A-Z: On Campus	Grades PreK-8 A-Z: On Campus	Grades K-8 A-Z on Campus PreK Off Campus

# Grades 9-12

## Full On Campus

Students attend school, on campus, five (5) days per week. Full On Campus Instruction is based on WV DHHR’s Live Sunday Map.

## Blended

Students attend school on campus two (2) or three (3) days per week, determined by student’s last name, and receive off campus instruction on alternate days. If students live at same address, but have different last names, parent/guardian contacts school’s principal to request that all children from the same household attend school on the same days.

## Remote Off Campus

If student does not return to Full On Campus Instruction, parent/guardian contacts school administrator.

## Full Remote

**Grades 9–12 only.** Microsoft Teams® is utilized by teachers to virtually conduct classes by following the school’s bell schedule. Students continue using the same schedule as issued to the student for On Campus Instruction.

## Virtual

See page 3 for information.

## Students Grades 9 – 12

**If Wood County is green, yellow, gold, or orange on WV DHHR’s Live Sunday Map:**

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
January 19	HOLIDAY	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus
January 25	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: Off Campus L-Z: On Campus
February 1	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus
February 8	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-K: On Campus L-Z: Off Campus	A-K: Off Campus L-Z: On Campus	A-Z Off Campus
February 15	Grades 9-12 A-Z: On Campus	Grades 9-12 A-Z: On Campus	Grades 9-12 A-Z: On Campus	Grades 9-12 A-Z: On Campus	Grades 9-12 A-Z: On Campus

## Students Grades 9 – 12

**If Wood County is RED on WV DHHR’s Live Sunday Map:**

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
January 18	HOLIDAY	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction
January 25	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction
February 1	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction
February 8	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	A-Z Off Campus
February 15	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction	Grades 9-12 Full Remote Instruction

## WV VIRTUAL SCHOOL

West Virginia Virtual School (WVVS) begins January 25, 2021. Students enrolled in WVVS have until Friday, February 12, 2021, to determine if WVVS is the best option for him/her, and if not, parent/guardian should contact their school's principal to enroll for Full On Campus Instruction.

For additional information contact Grades K-5  
Christie Willis, Director  
cwillis@k12.wv.us

Grades 6-12  
Jason Potts, Coordinator  
jason.potts@k12.wv.us

## WCS DISTANCE LEARNING ACADEMY

Wood County Schools' Distance Learning Academy (WCSDLA) begins January 25, 2021. Students enrolled in DLA have until Friday, February 12, 2021, to determine if DLA is the best option for him/her, and if not, parent/guardian should contact their school's principal to enroll for Full On Campus Instruction.

For additional information contact Grades K-5  
Ashlee Beatty, Coordinator  
abeatty@woodcountyschoolswv.net

Grades 6-12  
Jason Potts, Coordinator  
jason.potts@k12.wv.us

## ATTENDANCE & HOME SERVICES

WCS provides support to administrators, teachers, parents/guardians, and students, utilizing collaborative strategies. WCS understand the importance of contact, connectivity, engagement, and participation to ensure students have opportunities to learn on campus and off campus.

WCS provides a multi-faceted collaborative approach incorporating age-appropriate strategies to improve daily school attendance, to increase academic achievement, and to connect students to their school.

For additional information contact Attendance & Home Services  
Paula Stephens  
pjstephe@k12.wv.us

Chris Rutherford  
crutherf@k12.wv.us

## SPECIAL EDUCATION SERVICES

Even when a county is red on the [WV DHHR's Live Sunday] Map, teachers and staff will continue essential student support services including meals, student engagement, all special education services, 504 plans, and support to at-risk students. (Adopted by WV BOE on January 13, 2021.)

For additional information contact Director of Special Education  
Dr. Yvonne Santin  
ysantin@k12.wv.us

## COMMUNICATION

- Website [www.woodcountyschoolswv.com](http://www.woodcountyschoolswv.com)
- App Download WCS’s app for up-to-date information about the district and individual schools.



- LMS Schoology® is WCS’s Learning Management System (LMS) and is utilized as the communication tool between students and teachers. Schoology® is used for assignments, grades, and attendance.

## TECHNOLOGY

### Acceptable technology/communication platforms

- Schoology® WCS’s Learning Management System (LMS).
- Microsoft Teams® Used for virtual meetings and communication with students and is part of the Office 365 application package provided by the WV Department of Education.
- Email Acceptable email addresses for communication between employees, parents/guardians, and students:  
@k12.wv.us  
@stu.12.wv.us  
@woodcountyschoolswv.net
- iPad Students grades PreK – grade 12 are assigned an iPad. Students are permitted to take iPads home after parent/guardian signs an Acceptable Use Policy (AU) agreement.
- Internet All school campuses have a guest internet network available 8:00 am–7:00 pm, daily. Username: student Password: woodcountylearn

## INSTRUCTIONAL PLANS FOR LEARNING—FIVE DAYS PER WEEK

- Grading** New instructional material and new learning occur during all attendance/instructional plans. Grades are recorded in Schoology® and report cards are issued each nine-week grading period.
- Blended Learning** Students attend school on campus two (2) or three (3) days per week, determined by student’s last name, and receive off campus instruction on alternate days. If students live at same address, but have different last names, parent/guardian contacts school’s principal to request that all children from the same household attend school on the same days. During off campus days, students learn remotely and utilize Schoology® for assignments in classes.



Students receiving special education and related services have the option of attending school on campus when buildings/campuses are open.

Gifted services, grades 1-5, are provided remotely until February 12, 2021, to students via Microsoft Teams®. Beginning the week of February 15, 2021, transportation to Franklin Elementary Center will begin for students in grades 3-5 while students in grades 1-2 will receive gifted services on campus, at their home school.

### **Parameters of activities/instruction during Blended Learning:**

**i-Ready** reading and mathematics diagnostics K-8 are completed while students are on campus. Completing diagnostics while on campus is critical to ensure i-Ready lesson pathways are set for off campus days. i-Ready reading and mathematics lessons should be completed on off campus days. Teachers monitor student progress on i-Ready lessons to ensure instruction occurs.

**Title I, Reading Resource, and Interventionists** will work with students from the same classroom and not mix students from different classrooms.

**Itinerant employees** must complete self-assessment before entering each building. Work locations must be recorded daily.

**Grades PreK-5:** During on campus days, students attend noncore classes (music, library, physical education, etc). If classes are departmentalized, teachers move from classroom to classroom while students remain in their homeroom.

**Grades 6-12:** During on campus days, students attend classes as scheduled.

**Music, choral, and/or band** classes adhere to six (6) feet of physical distance between students while students are singing and/or playing instruments. Weather permitting, classes can be held outside. When the weather does not permit outside instruction, alternative space, with appropriate distance, is used.

**Career Technical Education (CTE)** students follow blended learning procedures.

**Tutors** (school based) are not permitted to work with students during the blended learning format.

### **Full Remote Instruction**

Microsoft Teams® is utilized by teachers to virtually conduct classes by following the school's bell schedule. Students continue using the same schedule as issued to the student for On Campus Instruction. New learning is expected during Full Remote Instruction.

Per WVBOE, January 13, 2021, **“Even when a county is red on the [WV DHHR’s Live Sunday] Map, teachers and staff will continue essential student support services including meals, student engagement, all special education services, 504 plans, and support to at-risk students.”**

Emotional support services are available, as needed, during the loss of an employee, student, or family member of an employee/student.

Counselors or designated persons check with at-risk students. A student is designated as an at-risk student if he/she has had previous mental health concerns, and/or a history of trauma.

Counselors or designated persons provide information to employees and families regarding typical behavioral responses to crises and best practice about talking through trauma with children.

WCS maintains a Mental Health Services referral system to school and community mental health services (counselor, school psychologist, etc.) during all attendance/instruction options.

WCS follows its current Acute Crisis and Student Threat standard operating procedure for situations involving suicide risk or behavior threat assessments and participants communicate virtually.

For additional information contact Cathy Grewe, Coordinator  
cgrewe@k12.wv.us

## VISITORS

Non-essential visitors to any WCS building are limited.

Signs concerning visitors are displayed at all entrances to school buildings.

All essential visitors are assessed by a designated employee before entering school building.

All visitors are restricted to the designated visitor area, or another area determined by the principal.

Meeting spaces are cleaned after each meeting.

Visitors must properly wear mask/face covering/shield.

Visitors are not permitted in commons areas, cafeterias, or classrooms unless approved by the principal.

Hand sanitizer is provided at the entrance of WCS's facilities.

Communication and meetings should be virtually conducted as much as possible.

Deliveries can be made at designated doors/areas as marked at each school building.

Emergency Service Personnel, responding to emergencies, are not considered visitors.

**Preventing Infections**

Daily self-assessment is required for employees and students prior to leaving home.

COVID-19 health screening form provided in appendix.

Age appropriate assessment charts are in the appendix and are displayed in each school building.

Persons who are symptomatic of illness are not to enter school buildings.

Limit shared items between students.

Items shared among students are sanitized.

Handwashing and hand sanitizing is frequently encouraged.



**Hand Washing**

Students and employees are taught proper hand washing.

Frequent hand washing and sanitizing is reinforced.

Hand washing and sanitizing is expected upon entry/transitions to classrooms and other locations.

**Hand Sanitizing**

Hand sanitizer is located throughout WCS’s facilities and on school buses.

Hand sanitizer is placed by entrances and exits, and in classrooms and in cafeterias.

Students and employees are to sanitize hands upon entry/transitions to classrooms and various locations within the school buildings.

**Isolation Room/Area**

Each school building has a dedicated space for person(s) exhibiting COVID-19 symptoms.

The isolation space is either a designated room or a portable area.

Supervision of isolated person(s) is maintained at all times.

If the designated isolation room/area does not have a restroom, the restroom used by person(s) exhibiting COVID-19 symptoms is closed to all other persons, until the restroom is properly disinfected.

Person placed in isolation room/area remains in the area until discharged by the school nurse/school official.

## Referrals to the School Nurse/Health Office

School nurse/health office is immediately notified when person(s) in school building exhibits the following symptoms

- Fever > 100 F
- Chills/Body Aches
- Cough
- Dyspnea, difficulty breathing
- Diarrhea
- Nausea and Vomiting
- Severe headache
- Sore throat
- Loss of taste and smell

The person exhibiting symptoms takes all personal belongings with him/her to the designated location.

Mask/face covering/shield is removed from person exhibiting respiratory distress or loss of consciousness.

If person exhibits respiratory distress or loss of consciousness, 911 is immediately contacted.

Parents/guardians/visitors are not permitted in the school nurse's office.

When parent/guardian arrives at the school, the nurse or designated person signs-out the sick student. The nurse or designated person escorts the student to the designated exit.

Parents/guardians of students exhibiting COVID-19 symptoms are not permitted in school buildings.

## Student/Employees Returning to School after Testing POSITIVE for COVID-19

If person tests **NEGATIVE** for COVID-19, person may return to school after the student/employee is fever free without taking fever-reducing medication, and is feeling well, for 24 hours. WCS requires a release from the Mid-Ohio Valley Health Department (MOVHD) or a WCS school nurse before person returns to work/school.

If person tests **POSITIVE** for COVID-19, person shall isolate until every question is answered with YES:

1. have you been fever free without taking fever-reducing medication and feeling well for 24 hours?
2. has it been at least 10 days since having first symptoms?
3. has it been at least 24 hours since symptoms have improved?

WCS requires a release from the MOVHD or a WCS school nurse before person returns to work/school.

If person tests **POSITIVE** for COVID-19 but has no symptoms, person shall isolate for 10 days after test. WCS requires a release from the MOVHD or a WCS school nurse before person returns to work/school.

If person is **EXPOSED** to COVID-19, person shall quarantine for

- 7 days without developing symptoms with a **negative** COVID-19 test on day 5, OR
- 10 days without developing symptoms, OR
- 14 days per the discretion of the MOVHD or a WCS school nurse.

WCS requires a release from the MOVHD or a WCS school nurse before person returns to work/school.

## FACE COVERINGS/MASKS

### **STUDENTS**

Grades PreK-2 Required to be properly worn when a six (6) foot physical distance cannot be maintained or when actively consuming food or drink. Students are to wear face covering/mask while riding school buses.

Grades 3-12 Required to be properly worn at all times other than when actively consuming food or drink. Students are to wear face covering/mask while riding school buses.

### **EMPLOYEES**

Required to be properly worn at all times other than when actively consuming food or drink, or in a room by himself/herself. Employees are to wear face covering/mask while riding school buses.

### **VISITORS**

Required to be properly worn at all times other than when actively consuming food or drink.

WCS provides students and employees two (2) face coverings.

Face coverings from home are also permitted to be worn.

Face covering/mask/shield should be washed and/or sanitized daily.

Students and employees are provided opportunities throughout the day to safely remove and to take a break from wearing face coverings.

Accommodations are made for employees and students who cannot wear a face covering/mask/shield as determined by a licensed physician and written documentation is provided to an administrator.

## PHYSICAL DISTANCING

Persons in school buildings, and on school campuses, shall maintain physical distance to the largest extent possible. If a six (6) foot physical distance cannot be maintained, face covering/mask/shield is worn by all building occupants.

Field trips, assemblies, and performances, are conducted virtually unless approved by the Superintendent.

Hallways have directional and spacing reminders throughout school buildings.

Building entrances and exits are designated to reduce face-to-face interactions.

Student desks face the same direction.

Students face the same direction while sitting at tables unless physical barriers, such as sneeze guards and partitions, are installed.

Individual schools will communicate campus specific arrival and dismissal procedures.

## PHYSICAL ACTIVITIES

<b>WVSSAC</b>	Guidelines established by the West Virginia Secondary School Athletic Commission (WVSSAC) are followed by WCS. When Wood County is red on the WV DHHR's Live Sunday Map, all activities are immediately cancelled until further notice.  Students who are enrolled in WV Virtual School, Distance Learning Academy, homeschool, or full time remote, are permitted to participate in WVSSAC activities.
<b>Playground</b>	Playground equipment is not utilized when WCS is operating under Blended Learning.
<b>Recess</b>	Per WVBOE Policy 2510, Students, PreK-grade 5, have 30 minutes of recess daily.  Students, grades 6-8, are provided opportunities for 30 minutes of physical activities daily.  Walking tracks, fields, and open spaces are excellent areas to exercise while observing physical distance guidelines.

## TRANSPORTATION

### Seating assignments on buses

- Strongly recommend one (1) student per seat, but no more than two (2) students per seat.
- Students from the same family can sit up to three (3) students per seat.
- Students from the same bus stop sit in same section of the bus.
- Students sit in every other seat, if possible, and remain facing forward.

All students wear a face covering/mask while riding school buses.

Mask/face covering is provided to students who do not have a covering when entering the bus.

Bus drivers/aides are required to wear mask/face covering/shield while students are entering or exiting the bus. WCS recommends bus drivers wear face coverings while students are present on the bus. Transportation aides wear mask/face covering/shield, at all times, while on the bus.

Weather permitting, windows on the bus are opened to increase air circulation.

Cleaning and sanitizing buses continue after each bus route.

Bus route information will be posted at [www.woodcountyschoolswv.com](http://www.woodcountyschoolswv.com).

For additional information contact

Regina Graham  
rgraham@k12.wv.us

Pamela Reynolds  
pamela.reynolds@k12.wv.us

## BREAKFAST/LUNCH

### Full On Campus and Blended Learning Schedule

Grab & Go breakfast is offered to all students and is picked-up in designated areas.

Lunch schedules and procedures provide physical distance unless students are in their core group.

Signs are displayed in all cafeterias to reinforce physical distance.

Disposable food service items are used.

Cups of water are available upon request by students during meal periods.

Self-service food bars, salad bars, and condiment areas have been discontinued.

Vending machines are not in use.

Sharing of food among students is not permitted.

Classroom celebrations involving food have been discontinued.

### Buddy Bags Grades PreK-12

Buddy Bags include food for off campus learning days.

Buddy Bags are available for pick-up by students, on campus, at the end of the school day.

Cafeteria managers work with school administrators to ensure students receive Buddy Bags.

### Blended Learning Meal Schedule

Last Name	Monday	Tuesday	Wednesday	Thursday	Friday
A-K	Pick-up Buddy Bag for Tuesday		Pick-up Buddy Bag for Thursday		Alternating pending schedule
L-Z		Pick-up Buddy Bag for Wednesday		Pick-up Buddy Bag for Friday and Monday	Alternating pending schedule

### WV Virtual School and WC Distance Learning Academy Student Meals

Students are required to pre-order meals on Wednesday prior to the week of pickup. Meals are retrieved from Parkersburg High School, Parkersburg South High School, or Williamstown High School. Meal registration is located on the WCS's website:

[woodcountyschools.com](http://woodcountyschools.com)

⇒ Menu

⇒ Teaching & Learning

⇒ Menu

⇒ Virtual School

⇒ Virtual Program Enrollment

### Grades 9-12:

When Wood County is red on the WV DHHR'S Live Sunday Map, students in grades 9-12 pick-up curbside meals (breakfast and lunch) from 11:30 am – 1:00 pm, Monday through Friday, at Parkersburg High School, Parkersburg South High School, or Williamstown High School.

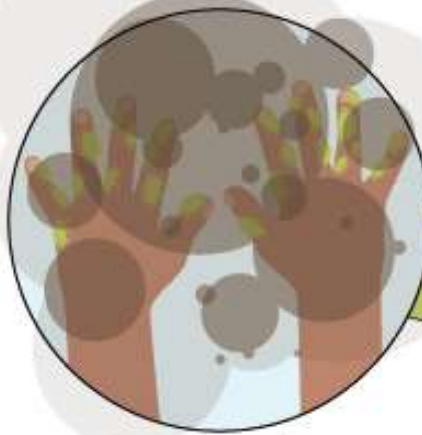




## APPENDIX



# Wash Your Hands!



Dirty!



Wet



Get Soap



Scrub



Rinse



Dry



Clean!



Centers for Disease  
Control and Prevention  
National Center for Emerging  
and Zoonotic Infectious Diseases

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



# Key Mitigation Strategies



**Consistent and correct use of masks**



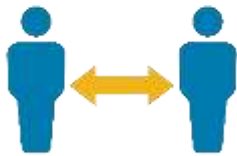
**Eliminate large gatherings outside of classroom/core groups**



**Hand hygiene and coughing/sneezing etiquette**



**Cleaning and disinfection**



**Social distancing to the largest extent**



**Contact tracing in collaboration with local health departments**

