

PUTNAM COUNTY SCHOOLS

ROADMAP TO RESPONSIBLE RETURN DRAFT

2020-2021 School Re-Entry Overview



PUTNAM COUNTY SCHOOLS

Achieving Excellence

UPDATED: JULY 30, 2020

2020-2021 School Calendar

SCHOOL CALENDAR DATES TO REMEMBER

FIRST DAY FOR 200 DAY EMPLOYEES:
AUGUST 24, 2020

FIRST DAY FOR STUDENTS:
SEPTEMBER 8, 2020

ELECTION DAY, NO SCHOOL:
NOVEMBER 3, 2020

VETERAN'S DAY, NO SCHOOL:
NOVEMBER 11, 2020

THANKSGIVING BREAK, NO SCHOOL:
NOVEMBER 23-27, 2020

CHRISTMAS HOLIDAY BREAK, NO SCHOOL:
DECEMBER 24, 2020 - JANUARY 1, 2021

MARTIN LUTHER KING, JR. DAY, NO SCHOOL:
JANUARY 18, 2021

END OF FIRST SEMESTER:
JANUARY 29, 2021

NO SCHOOL:
FEBRUARY 1, 2021

SPRING BREAK, NO SCHOOL:
MARCH 29 - APRIL 2, 2021

MEMORIAL DAY, NO SCHOOL:
MAY 31, 2021

LAST DAY FOR STUDENTS:
JUNE 2, 2021

LAST DAY FOR TEACHERS:
JUNE 3, 2021

Roadmap to Responsible Return

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PLEASE NOTE: THE GUIDANCE IN THIS DOCUMENT IS SUBJECT TO CHANGE AS ADDITIONAL INFORMATION ABOUT THE SPREAD AND PREVENTION OF COVID-19 IS KNOWN. NEW DIRECTIVES FROM GOVERNOR JIM JUSTICE AND PUBLIC HEALTH OFFICIALS MAY BE FORTHCOMING AND MAY EVOLVE BEFORE THE SCHOOL YEAR OR DURING THE SCHOOL YEAR. ALL WV COUNTY BOARDS OF EDUCATION MUST BE PREPARED TO ALTER THEIR LEARNING PLANS TO COMPLY WITH ANY NEW DIRECTIVES TO BEST SAFEGUARD STUDENT HEALTH AND LEARNING NEEDS.

Roadmap to Responsible Return Definitions

- ▶ **5-DAY MODEL**
Students attend school in-person. Student and staff safety remain the top priority utilizing CDC and WVDE/DHHR guidance along with health officials recommendations.
- ▶ **PUTNAM COUNTY VIRTUAL (FURTHER DESCRIPTION OUTLINED ON PAGE 7)**
 - DISTANCE LEARNING**
Students will receive instruction from a PCS teacher using PCS curriculum via Schoology platform. Students will be using PCS issued Apple iPads or Lenovo Thinkpad laptops. Internet access at home will make Distance Learning easier, but it will not be a necessity with the platform we plan to use. Students would, at minimum, need to get on Wi-Fi several times each week for their completed work to upload and for new assignments/lessons to download. PCS is currently working to add more remote hotspots throughout our communities to increase accessibility to broadband. If students would wish to rejoin traditional school **after 9 weeks**, it will be permitted if appropriate conditions, staffing, and scheduling exist. Putnam County Schools may implement an evening Schoology Support Hotline to assist students. The Distance Learning Model utilizes both the College and Career Readiness Standards and the WV Alternate Academic Achievement Standards.
 - WEST VIRGINIA VIRTUAL SCHOOL (WVVS)**
Students will receive instruction from a WVVS teacher using WVVS curriculum via the WV Learns platform using PCS issued Apple iPads or Lenovo Thinkpad laptops. Students can transition into and from virtual school at the **semester grading term only**. PCS may implement evening tutoring to assist students. The WVVS utilizes the College and Career Readiness Standards.
- ▶ **1:1 INITIATIVE**
Students will receive PCS issued Apple iPads or Lenovo Thinkpad laptops.
- ▶ **BLENDED LEARNING**
Blended Learning will only occur based upon guidance from the governor and/or health officials. Students registered for the 5-Day Model will report to school two days per week. Students will utilize PCS issued Apple iPads or Lenovo Thinkpad laptops and Schoology platform for three days.
- ▶ **CAREER AND TECHNICAL EDUCATION (CTE)**
CTE students selecting distance learning model will attend scheduled lab days in person.
- ▶ **REMOTE LEARNING**
This will only occur by executive order from the Governor. Students will use PCS issued Apple iPads or Lenovo Thinkpad laptops and Schoology platform.
- ▶ **SCHOOLGY**
A Learning Management System platform to provide instruction and communication. Professional development began in 2020 for educators. Training and supports will be provided to students and parents.

Curriculum Delivery & Re-Entry Options

OPTION 1

5-DAY MODEL



- Students attend in person.
- Student and staff safety remain top priority.
- CDC and WVDE/DHHR guidance along with health official recommendations will be implemented.
- Students will receive Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops and Schoology to utilize throughout the school year.
- Participation in WVSSAC activities permitted.

OPTION 2

PUTNAM COUNTY VIRTUAL



- Students will receive instruction using Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops with Schoology or WV Learns platform.
- Distance Learning will be provided by a PCS teacher using PCS curriculum or through WV Virtual School provided by a WVVS teacher using WVVS curriculum.
- PCS may implement an evening Schoology Hotline or tutoring.
- Participation in WVSSAC activities permitted.

GRADING

Instruction and learning will occur in all Putnam County Schools' curriculum delivery model options. Grades are recorded in Schoology and report cards will be issued each nine week grading period. Regardless of the delivery option chosen by parents/guardians, the expectation is for students to receive and actively engage in robust learning activities and instruction five days per week with feedback from teachers. We will follow all WVDE and county policies related to educational services for all of our student populations.

PLEASE NOTE: CHOOSING THE 5 DAY-MODEL REQUIRES YOU TO FOLLOW ALL SAFETY GUIDANCE. IF THAT IS NOT FEASIBLE, THE PUTNAM COUNTY VIRTUAL LEARNING MODEL IS AN OPTION.

Putnam County Virtual

DISTANCE LEARNING

- Students receive instruction via the Schoology platform using Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops
- PCS teacher
- PCS curriculum
- Students can transition into or out of distance learning at the 9 weeks grading term
- PCS may implement an evening Schoology Support Hotline
- College and Career Readiness Standards
- WV Alternate Academic Achievement

WEST VIRGINIA VIRTUAL SCHOOL (WVVS)

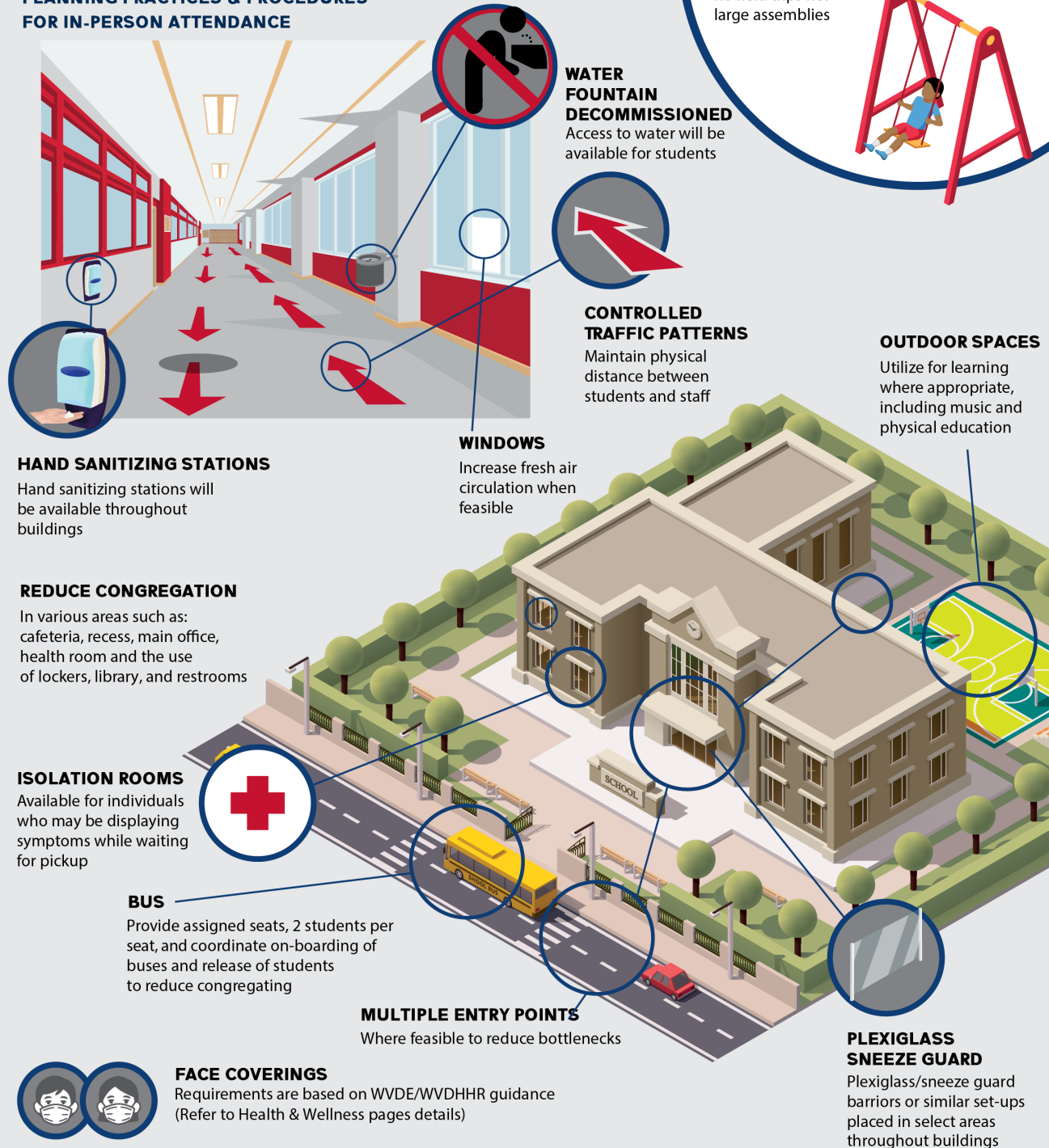
- Students receive instruction via the WV Learns platform using Putnam County Schools' issued Apple iPads or Lenovo Thinkpad Laptops
- WVVS teacher
- WVVS curriculum
- Students can transition into and out of WVVS at the semester grading term
- PCS may implement evening tutoring
- College and Career Readiness Standards

PLEASE NOTE: REGISTRATION FOR PUTNAM COUNTY VIRTUAL WILL BE REQUIRED. PLACEMENT WILL BE DETERMINED BASED ON STUDENT ENROLLMENT.

Practices & Procedures in Place for In-Person Attendance

STAY SAFE TO STAY OPEN

PLANNING PRACTICES & PROCEDURES
FOR IN-PERSON ATTENDANCE



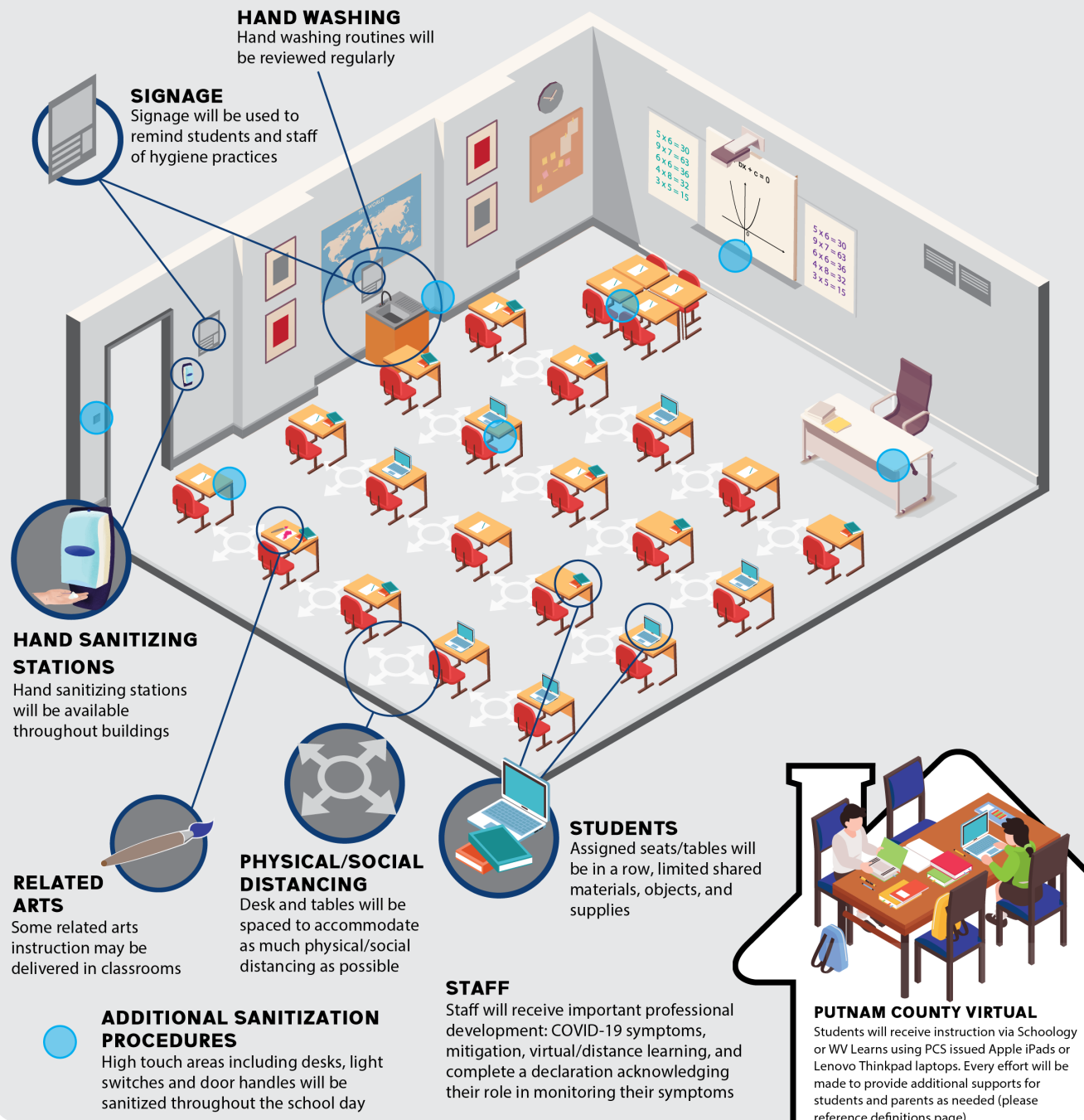
PUTNAM COUNTY SCHOOLS

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Practices & Procedures in Place for In-Person Attendance Continued

STAY SAFE TO STAY OPEN

PLANNING PRACTICES & PROCEDURES FOR IN-PERSON ATTENDANCE



Staggered Re-Entry for 5-Day Model (September 8-18, 2020)

STAGGERED RE-ENTRY

5-DAY MODEL

Allows for the following:

- Issuance/Training with students on Apple iPads/Lenovo Thinkpad laptops
- Dedicated time with reduced numbers to Allow for implementation of:
 - Travel patterns within school
 - Transportation bus route adjustments
 - Breakfast and lunch cafeteria procedures
 - Teaching of safety protocols
 - Remote Learning Practice Day Friday, September 18, 2020

TWO STUDENT GROUPS ORGANIZED BY FIRST LETTER OF LAST NAME

- **GROUP 1 (BLUE)**  **A-K**
- **GROUP 2 (GREEN)**  **L-Z**

Students choosing to attend school in-person will be assigned a color based on the first letter of their last name. For example, if a student's name is Sally Jones, she will be color-coded as BLUE since all last names beginning with A - K will be assigned to the BLUE group. Sally will attend school on the days that have been assigned to BLUE students.

If your children have different last names, you should contact your child's principal(s) to request they move him or her to a different group so that both of your children attend school on the same day(s). For example, if your children have last names Jones (BLUE) and Wilson (GREEN), you may request that both children attend school on the same day (either BLUE or GREEN).

STAGGERED RE-ENTRY SCHEDULE (SEPTEMBER 8-18, 2020)

WEEK ONE	TUESDAY, SEPTEMBER 8	GROUP 1 In School and GROUP 2 Distance Learning
	WEDNESDAY, SEPTEMBER 9	GROUP 2 In School and GROUP 1 Distance Learning
	THURSDAY, SEPTEMBER 10	GROUP 1 In School and GROUP 2 Distance Learning
	FRIDAY, SEPTEMBER 11	GROUP 2 In School and GROUP 1 Distance Learning
WEEK TWO	MONDAY, SEPTEMBER 14	GROUP 1 In School and GROUP 2 Distance Learning
	TUESDAY, SEPTEMBER 15	GROUP 2 In School and GROUP 1 Distance Learning
	WEDNESDAY, SEPTEMBER 16	GROUP 1 In School and GROUP 2 Distance Learning
	THURSDAY, SEPTEMBER 17	GROUP 2 In School and GROUP 1 Distance Learning
	FRIDAY, SEPTEMBER 18	GROUP 1 and GROUP 2 Remote Learning Practice Day

2020-2021 Attendance Plan for 5-Day Model

GREEN

5 DAYS IN-PERSON
ATTENDANCE PLAN

5-DAY MODEL

Students attend in person. Student and staff safety remain the top priority utilizing CDC and WVDE/DHHR guidance along with health official recommendations.

YELLOW

2 DAYS IN-PERSON
ATTENDANCE PLAN

BLENDED LEARNING MODEL

Blended Learning will only occur based upon guidance from the Governor and/or health officials. Students registered for 5 Day Model will report to school two days per week. Students will utilize PCS issued Apple iPads or Lenovo Thinkpad laptops and the Schoology platform for three days.

RED

0 DAYS IN-PERSON
ATTENDANCE PLAN

REMOTE LEARNING MODEL

This will only occur by executive order from the Governor. Students will utilize Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops and Schoology.

PLEASE NOTE: STUDENTS ENROLLED IN FULL-TIME PUTNAM COUNTY VIRTUAL VIA SCHOOLOGY OR WV VIRTUAL SCHOOL WILL NOT BE IMPACTED BY THE ABOVE ATTENDANCE PLAN.

Attendance Plan Overview for 5-Day Model

PCS WILL IMPLEMENT ONE OF THE THREE ATTENDANCE PLANS FOR STUDENTS ENROLLED IN THE 5-DAY MODEL IN RESPONSE TO COVID-19 CONDITIONS.

PLEASE NOTE: STUDENTS ENROLLED IN FULL-TIME PUTNAM COUNTY VIRTUAL VIA SCHOOLGY OR WV VIRTUAL SCHOOL WILL NOT BE IMPACTED BY THIS ATTENDANCE PLAN.

REMOTE LEARNING MODEL

RED 0 DAYS IN PERSON ATTENDANCE PLAN

This will only occur by executive order from the Governor. Students will utilize Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops and Schoology.

BLENDED LEARNING MODEL

YELLOW 2 DAYS IN PERSON ATTENDANCE PLAN

Blended Learning will only occur in the event lowering the number of students in attendance will increase safety of students and staff and will be based upon guidance from the Governor and/or health officials. Students registered for 5 Day Model will report to school two days per week. Students will utilize Putnam County Schools issued Apple iPads or Lenovo Thinkpad laptops and the Schoology for three days.

5-DAY MODEL

GREEN 5 DAYS IN PERSON ATTENDANCE PLAN

Students attend in person. Student and staff safety remain the top priority utilizing CDC and WVDE/DHHR guidance along with health official recommendations.

MONDAY

(NO STUDENTS IN-PERSON ATTENDANCE)



TUESDAY

(NO STUDENTS IN-PERSON ATTENDANCE)



WEDNESDAY

(NO STUDENTS IN-PERSON ATTENDANCE)



THURSDAY

(NO STUDENTS IN-PERSON ATTENDANCE)



FRIDAY

(NO STUDENTS IN-PERSON ATTENDANCE)

(NO STUDENTS IN-PERSON ATTENDANCE)



TWO STUDENT GROUPS ORGANIZED BY FIRST LETTER OF LAST NAME

GROUP 1:



BLUE

A-K

GROUP 2:



GREEN

L-Z

Students choosing to attend school in-person will be assigned a color based on the first letter of their last name. For example, if a student's name is Sally Jones, she will be color-coded as BLUE since all last names beginning with A - K will be assigned to the BLUE group. Sally will attend school on the days that have been assigned to BLUE students.

If your children have different last names, you should contact your child's principal(s) to request they move him or her to a different group so that both of your children attend school on the same day(s). For example, if your children have last names Jones (BLUE) and Wilson (GREEN), you may request that both children attend school on the same day (either BLUE or GREEN).

PUTNAM COUNTY SCHOOLS

FOOD SERVICES

Child Nutrition

The nutritional needs of students will be met in an environment that promotes social distancing and personal hygiene practices with the use of specific staff safety protocols and PPE (E.g. face masks, gloves, face shields, uniforms, aprons, hair restraints, and physical barriers of plexiglass in food preparation and eating areas). Food distribution will be implemented in ways to minimize person-to-person contact. The WVDE/local health officials will be the primary resources for guidance on food service safety operations.

2-week Staggered Entry Feeding Plan:

- Student groups that are on-site in attendance on their specific designated days will be offered regular breakfast and lunch meals at school.
- Every day, take home meals will be available at the end of each school day for students that will not be in attendance the following day. Take home meals will be optional and will consist of one breakfast/one lunch meal. If take home meals are desired by students, these meals will be pre-ordered and will be recorded on student meal accounts when distributed; therefore, charges will apply if meals are taken.
- Students desiring to bring meals from home during staggered entry will also be permitted to do so daily.
- See the 5-Day Week Feeding Plan for additional services that will be provided each day while students are on-site.
- Grab-and-Go Breakfast will be picked up by students and taken to classrooms or designated eating areas.
- All students that are at school on-site will be offered breakfast and lunch meals each day, meal costs are \$1.45 for breakfast, \$1.90 for elementary lunch, \$2.05 for secondary lunch.

5-Day Week In-School Feeding Plan:

- Free and/or Reduced meal benefits will be available for families if eligibility is determined throughout the entire school year.
- Students that desire to bring meals from home will also be permitted to do so daily.
- Cafeterias will operate at only 50% capacity; therefore a variety of alternate eating locations will be used. Each school will determine safe places for students to consume meals and within the proper time limitations set by the WVDE. Areas that may be utilized are cafeterias, gyms, classrooms, and outside eating areas (weather permitting).
- Grab-and-Go Breakfast will be picked up by students and taken to classrooms or designated eating areas.
- Meals will be portioned and served as unitized meals in various food-safe compartmentalized disposable containers, bags, plates, plastic baskets or trays.
- All self-service meal options are prohibited; therefore, salad bars, hot food bars, condiment stations, share tables, water dispensing containers, and microwaves will not be utilized by individual students.

Child Nutrition Continued

- Meals will meet USDA regulations. Breakfast will consist of breads, fruits, and milk servings. Lunches will consist of entrees, fruits, vegetables, breads, and milk servings. A variety of food items will be used unless supply chain challenges are encountered.
- Cups of water will be available for students during meal times.
- Special dietary meal accommodations will be provided by completing a physician's form.
- Simplified menus for breakfast and lunch will be planned that can easily be transported by students in order to reduce spills while taking to alternate eating locations throughout the school.
- Sharing of food among students is prohibited.
- No food deliveries from outside sources or families will be permitted during the school day.
- Students may be required to eat in designated areas in order to safeguard other students that have severe food allergies.
- All students that are at school on-site will be offered breakfast and lunch meals each day. Meal costs are \$1.45 for breakfast, \$1.90 for elementary lunch, \$2.05 for secondary lunch.

Remote/Virtual Learning Feeding Plan:

- Schools will provide five day meal boxes that include five breakfasts/five lunches to students that choose this option of learning or if Remote Learning is ordered by the Governor.
- Parents may pre-register for a five day meal box that will be available for parent pick up one day each week at designated times and located at designated areas of the county.
- If a single school closure occurs, that school or neighboring school will continue to provide meals for students at the closed school. Meals will be made available for parent pick up only. If the school is to remain closed for a longer period of time, five day meal boxes will be planned for distribution.
- All students that are at school on-site will be offered breakfast and lunch meals each day. Meal costs are \$1.45 for breakfast, \$1.90 for elementary lunch, \$2.05 for secondary lunch.

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PUTNAM COUNTY SCHOOLS

FACILITIES

Classrooms

- If students change classrooms, desks and frequently touched surfaces will be sanitized in classrooms when classes are changed.
- Hand sanitizer will be available for all staff and students to use as they enter the classroom.
- Tissues will be available for students in each classroom.
- Face coverings will be required when proper social distancing cannot be achieved in the classroom. (grade level variations).

Entering/Exiting School Buildings

- All students, staff, and visitors will enter and exit the building through designated points.
- Building staff are to report directly to their assigned work areas and prepare to receive students.
- Pick up and drop off procedures will be developed by building level administrators. Parents will be required to remain outside of the building to receive students.

Hallway Procedures

- All hallway traffic will socially distance with travel lanes clearly marked. When social distancing cannot occur, students will need to wear a face covering.

Deliveries

- Vendors and county warehouse employees will have specific designated areas to make deliveries out of the student traffic areas.
- No personal deliveries will be allowed during the school day. This includes the following: food, flowers, balloons, school work, and other similar items.

Hygiene/Sanitation

- Hand sanitizer will be made available throughout the school building to include classrooms, cafeteria, and gymnasiums.
- After class changes, desks and frequently touched areas will be sanitized.
- Class equipment that will need to be used by multiple students will be sanitized after each use.
- Restrooms will be sanitized every two hours while students are present. Frequently touched areas such as door knobs, table tops, stair rails, faucet handles, toilet handles, playground equipment, light switches, desks, chairs, kitchen countertops, cafeteria and service tables will be sanitized on an established schedule and each evening. Each classroom will be misted each evening with an approved disinfectant.

All Schools

- School administration will communicate campus specific arrival and dismissal procedures.
- Alternate water sources will be made available as water fountains are not be used. Students may bring a reusable water container. Disposable cups will also be available.
- School-wide assemblies are suspended until further notice.
- Parent meetings such as IEP or SAT will be conducted either by phone or through virtual means such as Microsoft Teams.

PUTNAM COUNTY SCHOOLS

TRANSPORTATION

Transportation information for parents:

- Bus operators will wear face coverings when a students enter or exit the bus.
- Bus operators will clean and disinfect frequently touched surfaces in the vehicle before and after all routes.
- Bus operators will keep doors and windows open during cleaning and between trips to allow for airing out of the bus.
- During operation bus operators will lower the windows approximately one inch or more (weather permitting) to allow for proper ventilation.
- Bus drivers and aides will clean, sanitize and disinfect equipment including items such as car seats, wheelchairs, walkers, adaptive equipment and all other high touch point areas.
- Hand sanitizing stations will be equipped on each bus for use by driver and students.
- Students will be limited to two to a seat or three if all are from the same family.
- Face coverings are required for students K-12 while in transport and will be made available to those who do not have a face covering.
- Students will be seated from the back to the front as they enter the bus. Students will exit from the front to back.
- Student identified with COVID-19 symptoms will not be transported home by the school bus at the end of the day. They will be required to be picked up by a parent or guardian.
- Students will not be permitted to ride home with other students at the end of the day. Students must follow their regular route and bus assignment home.

PUTNAM COUNTY SCHOOLS COMMUNICATIONS

It is important that Putnam County Schools families, staff, and community receive information from reputable and reliable sources. Putnam County Schools is dedicated to transparent and timely communication updating families and the school community during the school year. Putnam County Schools communication channels include but are not limited to:

PUTNAM COUNTY SCHOOLS WEBSITE
www.putnamschools.com

PUTNAM COUNTY SCHOOLS SOCIAL MEDIA



PUTNAM COUNTY SCHOOLS - WV



PUTNAMWVSCHOOLS



PUTNAMWVSCHOOLS

PUTNAM COUNTY SCHOOLS MOBILE APP – “PCS CONNECT”

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