

# **Put-in-Bay Local School District**

## **2020-2021 School Year**

### **Option 1—Student Will Return to Classroom**

#### **RE-OPENING PREFACE:**

All Ohio schools were closed for the remainder of the school year on March 10, 2020, by order of the Governor and State Health Commissioner in response to the COVID 19 pandemic. In early June, 2020, Put-in-Bay School formed a 'Transition Committee' to explore guidelines and options for re-opening school for the 2020-21 school year.

These general principles will guide our school district as we move forward with re-opening our school district. We will:

- Work closely with the Ottawa County Department of Health to promote safety at the highest level in our school building
- Consult with state agencies and legal authorities regarding our options and guidelines for re-opening our school district
- Make decisions and enforce policies centered around staff and student safety
- Be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities
- Inform parents, staff, and community of the safety protocols we have in place in order to decrease the likelihood of infection

#### **Option 1 - Protocols, Policies, and Procedures**

- Temperature checks will be mandatory for students, staff, sub employees, and visitors in order to enter the building
- If a student has a temperature of 100.4 or higher, the parent/guardian will be notified to pick up the child. If a parent, employee, or visitor has a temperature of 100.4 or higher, he/she will be advised to leave the building.
- Masks will be worn at all times by students and staff. At the discretion of the teacher, and if students are properly distanced, masks may be removed when directed. Of course, we will remain in compliance with all state mandates.
- Classrooms will operate at a maximum of 10 students, distanced six (6) feet from others
- Upon arrival, before lunch, and after recess, as well as during frequent restroom breaks, regular hand washing and sanitizing will be scheduled
- Students will be instructed to limit their time in the hallways before school, between classes, and after school. Arrival and dismissal times may be adjusted to limit the number of students in hallways and restrooms
- Restrooms will be limited to one person at a time
- No parties or activities where outside food is brought in will be permitted
- Hand sanitizer will be available in each classroom
- All desktops, door handles, high contact areas, and drinking fountains will be wiped down regularly
- The entire school building will be disinfected nightly
- Air purifiers will be placed throughout the building
- Field trips and assemblies will be cancelled until further notice

## **Recess**

- Students may be limited to certain pieces of playground equipment and restricted from activities that are “high touch” and difficult to clean or maintain social distancing.
- Students must sanitize their hands after recess

## **Remote Learning Option for Short-term Illness**

- If and when a student does not feel well enough to come to school, remote learning can be an option.
- A student who chooses this option must be willing and able to actively participate and must follow the directions of the classroom teacher. Please note that much of this remote learning will be audio as the teacher may not always be directly in front of the camera.
- In cases where a student does not adhere to the safety guidelines mentioned above, remote learning may be assigned by the building principal.
- Each classroom will stream live instruction where students can participate in real time with their teacher(s) and peers.
- The classroom teacher may limit the amount of time that may be necessary for the student to view class online.
- When students are not feeling well enough to participate in class remotely, PLEASE stay in bed, take plenty of fluids, and get yourself well. Time will be given for students to get their assignments and make up their work.
- Remote learning is like “live television.” Parents should be aware of what may be seen/heard from their home.

## **Students with COVID-19 Procedures**

Put-in-Bay School will adhere to CDC and Ottawa County Health Dept. guidelines when students test positive with Covid19.

The transition team will meet periodically to evaluate and adjust our guidelines and protocols.

**Put-in-Bay Local School District**  
**2020-2021 School Year**  
**Option 2**  
**Student Will Not Return to Classroom**

**PREFACE:**

This option is available for parents not wishing to send their child to school. Students will instead view the classroom from home on their computer/laptop. NOTE: Due to the teacher moving about the room, only the audio from the lesson may be available at times.

These guidelines must be followed:

- Active participation is required by the student.
- If there is a technical issue, parents must immediately contact the teacher by phone or text or the student will be marked absent.
- Students must dress in appropriate school attire.
- Students must stay seated and be in view from waist to head.
- Students should refrain from eating meals during lessons.
- Students must check their school emails at least twice daily. Elementary students will check Seesaw or Google Classroom for a “To Do List”
- Parents should check ProgressBook for grades and teacher feedback.
- Parents/Students should refer to the Put-in-Bay School website [www.put-in-bay.k12.oh.us](http://www.put-in-bay.k12.oh.us) for important school announcements. Be sure that your most current phone number is on file for School Messenger Alerts.
- Summer school and/or retention will be considered for students that do not consistently view, submit assignments, or produce quality work.
- Students learning remotely will not be eligible to participate in school sponsored extra-curricular activities and after-school events
- The coach/advisor will determine the time needed back in school in order to participate.
- The classroom teacher may limit the amount of time that may be necessary for the student to view class online.
- When students are not feeling well enough to participate in class remotely, PLEASE stay in bed, take plenty of fluids, and get yourself well. Time will be given for students to get their assignments and make up their work.
- Remote learning is like “live television.” Parents should be aware of what may be seen/heard from their home.
- Parents need to regularly check Progress Book for missing/late assignments.

The transition team will meet periodically to evaluate and adjust our guidelines and protocols.

# Put-in-Bay Local School District

## 2020-2021 School Year

### Option 3

## School is Closed – ALL Students Remote Learning

### Option 3 - Schools Forced to Close Option

Option 3 will go into effect when either the state government or health department closes public schools OR when conditions in our school district warrant a closure. At this time, all students will transition into remote learning.

This plan is designed to keep students and parents from being overwhelmed. We will use the lessons learned from the Spring of 2020 to keep it simple for our students and families.

K-6 Core Teachers will not exceed two subjects per day, unless a special project would require an extra lesson. Additionally, one Special, e.g. Art, Phys. Ed and Music will be taught each day.

- OT, PT, and Speech will schedule individually with each student (family). They will maintain documentation of date & time met with student(s) & the intervention provided.
- Intervention Specialists will schedule individually with each student (family) and provide instruction and documentation as mandated per the student's individualized education plan.

### Implementation

- **Grades (K-6)** teachers will provide a "To Do List" each day for students to clearly follow.
  - **K-3** Teachers will post the "To Do List" on Seesaw by 8:30 A.M.
  - The daily schedule for grades K-3 is as follows:

8:30	"To Do List" is posted by 8:30 a.m.
9:00-10:00	Zoom with classroom teacher—Lesson 1
10:00-11:00	Students will work on assignments offline independently
11:00-12:00	Zoom with classroom teacher—Lesson 2
12:00-1:00	Lunch
1:00-3:16	Specials: music, Phys. Ed., Art, Keyboarding. During this time students will have one 45-min. class each day. All remaining time will be for students to work Independently offline. Teachers will remain available for Office Hours.

- **Gr. 4-6** Teachers will post "To Do List" on Google Classroom by 8:30 A.M
- The daily schedule for grades 4-6 is as follows:

8:30	"To Do List" is posted by 8:30 a.m.
9:00-10:00	Grades 4 and 5 Zoom with classroom teacher
10:00-11:00	Students will work on assignments offline independently
11:00-12:00	Grades 4 and 6 Zoom with classroom teacher
12:00-1:00	Lunch

1:00-2:00	Grades 5 and 6 Zoom with classroom teacher
2:00-3:16	Specials: music, Phys. Ed., Art, Keyboarding. During this time students will have one 45-min. class each day. All remaining time will be for students to work Independently offline. Teachers will remain available for Office Hours.

- Teachers will maintain afternoon “office hours” to respond to students or parent questions. Zoom, district email, and phone calls are the recommended methods of communication with our families.
  - Students will be online for no more than three hours per day; therefore, they are encouraged to make good use of their offline “work time”.
  - Teachers will provide intentional, impactful, & manageable lessons and will communicate frequently.
  - Teachers will be considerate of the home environment and will provide activities or projects that students can work on offline. Teachers may record certain features of the lesson in order to have students/parents access lessons due to illness.
- **Grades (7-12)** teachers will meet with all students during their scheduled class time (according to the schedule they received at the beginning of the year).
    - Teachers will use Google Classroom unless otherwise stated.
    - Teachers will provide specific directions for class procedures which will be posted on Google Classroom.

### Participation and Student Engagement

- Teachers will take attendance daily; Active participation is required. Students are expected to be online for all online classes. If there is a technical issue parents must immediately contact the teacher by phone or text or the student will be marked absent.
- Students must dress in appropriate school attire.
- Students must stay seated and be in view from waist to head.
- Students should refrain from eating meals during lessons.
- All students must check their school emails at least twice daily. Elementary students will check Seesaw or Google Classroom for “To Do List”
- Parents should check ProgressBook for grades and teacher feedback.
- Parents/Students should refer to the Put-in-Bay School website [www.put-in-bay.k12.oh.us](http://www.put-in-bay.k12.oh.us) for important school announcements. Be sure that your most current phone number is on file for School Messenger Alerts.
- Summer school and/or retention will be considered for students that do not consistently attend online lessons, submit assignments, or produce quality work.

The transition team will meet periodically to evaluate and adjust our guidelines and protocols.