

August 18, 2020

Parents and Students,

The Putnam County Schools, with the input and support of the Putnam County Health Department, established guidelines for the reopening of schools in the County. This reopening plan has been devised from guidelines set forth in the Ohio Department of Education's **Reset and Restart Education**, Planning Guide for Ohio Schools and Districts.

We will continue to develop and revise our plan as necessary. Here is some information concerning a few topics as we know today for **OTTOVILLE LOCAL SCHOOLS**:

OPEN CLASSROOM FOR GRADES K-5

The classrooms will be open on Monday, August 24, 2020. Staff will not be in the building. Parents and students can come to see the classroom and put supplies on the student's desk at the following times:

5:00 to 6:30 p.m. for students with last name beginning with A - M

6:30 to 8:00 p.m. for students with last name beginning with N - Z

FIRST DAY FOR STUDENTS – TUESDAY, AUGUST 25, 2020

The first day of school for students in grades 1-12 is Tuesday, August 25, 2020. This is also our orientation day for kindergarten students and parents which will start at 10:00 AM. We ask that only one parent attend the orientation with your kindergarten student to enable us to adhere to social distancing guidelines. The kindergarten orientation will last approximately one hour. Your kindergarten student will return home with you that day.

FACE COVERINGS

We will require all staff and students (K-12) to wear a face covering. There will be times throughout the day when these coverings can be removed. We will have mask lanyards available if students would like to hang a mask around his or her neck. Parents will need to provide each student with a face covering.

START OF THE SCHOOL DAY

Upon arrival, K-2 students will report to the Auditoria to properly distance themselves prior to going to the classroom. Students in grades 3-5 will report to the small gym and will do the same. Students in grades 6-12 will be spaced appropriately in the hallways and or classroom when entering the building. There are sanitizing stations at all main entrances to the building.

CAFETERIA/LUNCH

Face coverings must be worn as students go through the lunch line and will be removed when students are seated. All students will have access to hand sanitizer prior to eating and will be socially distanced while eating. Any overflow will be eating on the stage or in room 325.

TRANSPORTATION

All students and drivers must wear face coverings on the bus. Hand sanitizer will be available as students enter and exit the bus.

REMOTE LEARNING

If your child has a health issue that may prevent him or her from being in our building, please contact the Elementary Office or High School Office to discuss remote learning. If you opt for remote learning, it will be reviewed at the end of each nine-week grading period.

Full remote learning will become a reality for students if it is mandated by a public health and/or governmental order. If school is closed due to COVID-19 and circumstances allow, staff will still report to school each day to deliver instruction remotely in some way, shape, or form.

Remote learning during school closure will adhere to the following philosophies:

The district feels it is in the students' best interest to engage in the learning process during regular school hours.

Each grade level and course will attempt to deliver instruction in a way that maximizes the learning experience for each student.

RECESS

Students in grades K-5 will still have recess. Recess will be outside as much as possible. The playground equipment will be used in a limited manner. The gyms will be used for indoor recess to space appropriately.

WATER BOTTLES

Please send a water bottle with your child. The water bottles can be refilled at school, but water fountains for individual drinks will not be allowed.

FALL SPORTS

Fall sports will be permitted to go on as scheduled. Family members of athletes and other spectators will be allowed as decided by the school districts.

BOOK BILLS

As a reminder, book bill payments and cafeteria payment collection dates are today, Tuesday, August 18, 2020 from 1:00 to 7:00 PM, and Wednesday, August 19, 2020 from 8 AM to 2 PM. Signs will be provided to indicate social distancing. The book bill fee will be \$75 per student for Grades K-5.

SANITIZING WIPES

We have always had sanitizing wipes as an item on our school supply lists, but it is becoming increasingly more difficult to find them. If you cannot have them before school starts, just send them in when you can.

VISITORS

Visitors are generally discouraged from being in the school district facilities. If you visit the school, please do a wellness check before entering the building. Take your temperature and if you have any COVID-19 symptoms, please do not enter. All visitors will be required to wear a mask and will be assigned to one consistent work area.

HEALTH CHECKS & SYMPTOMS

A morning health check must be administered prior to coming to school. Each staff member and student must take his or her temperature at home before coming to school. If someone's temperature is 100 degrees or more, that person must stay home.

When parents call the school to report an absence, please be advised that the school is now mandated to ask some basic health questions as they relate to COVID-19 signs and symptoms. The Elementary and High School Offices are also required to complete a daily report of an aggregate number of absences with COVID-19 related symptoms to the Putnam County Health Department. When/if a confirmed case of COVID-19 exists, the Health Department assumes all notifications of contact tracing and processes.

If a student in the building starts to display any of the following symptoms (which are not a normal part of the student's prior health history, such as asthma, allergies, etc.), a call to a parent will be made and the student may need to go home:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

As we continue to work together as a community to support our kids and protect our most vulnerable, we must find balance in the decisions we make. Thank you for your understanding and your patience as we work through these challenges. If you have questions, concerns, or comments, please send me an email at smangas@ottovilleschools.org or call the Elementary Office at 419-453-3357.

Thank you for all that you do to make our school successful.

OTTOVILLE LOCAL SCHOOL DISTRICT

Scott Mangas, Superintendent