

# **PUTNAM CITY** SCHOOLS

**March 17, 2020**

## **When do we go back to school?**

All Putnam City Schools, and its facilities, are closed until April 6, 2020 as directed by the Oklahoma State Department of Education (OSDE).

## **Where will future school closings and openings be posted?**

Any potential future closing updates will be delivered in the same manner that inclement weather closings are delivered. Should there be any new closing updates, it will be communicated through School Messenger, traditional media, social media, and the Putnam City Schools web page. We are committed to communicating any updates and information on our web page and on Putnam City Schools social media.

## **Do we have to make up the days that we are not in school?**

No, our academic calendar should not change at this time. The Oklahoma State Department of Education (OSDE) directed this closure. Should we be given further direction from the OSDE, Putnam City Schools will update you.

## **What about breakfast and lunch at school sites?**

**Beginning Monday, March 23, 2020**

**FREE Curbside Breakfast 7:30am-8:30am Monday-Friday**

**FREE Curbside Lunch 11:00am-12:30pm Monday-Friday**

This is available at every school except three: Capps will be served curbside at Central Elementary, and PCN will be served curbside at

James L. Dennis Elementary. Putnam City Academy will be served at their home site. This plan is in place until April 6, 2020.

### **Extra-Curricular – Activities, Athletics, and Events**

Under the direction of the Centers for Disease Control and the Oklahoma State Department of Education, Putnam City Schools facilities will be closed to all professional development events, practices, rehearsals, and to all outside groups. This will remain in effect until at least April 6, 2020.

### **What about my student's concurrent and/or career tech classes?**

Students enrolled in concurrent enrollment should check with the University who is offering the course about how to proceed during the time of closure. There will, however, be no concurrent courses taking place on site in Putnam City Schools during this mandated closure. Career Tech classes have also been cancelled.

### **Can I pick up my child's medicine from school?**

Yes, please complete [this medicine pick-up form](#) by **Thursday, March 19<sup>th</sup>**. After you have completed the form, staff will be available for you to pick up your student's prescription (not over-the-counter) medication from your child's school between **3:00PM and 5:30PM on Monday, March 23rd, 2020**. Pick-up will be drive-thru only in drop-off lanes in front of the school. You must have a **photo identification** and be the parent/guardian of the student prescribed the medication. If you have questions, you may leave a message for Putnam City Health Services at 405-470-3992. If you are sick, please do not come pick up your medicine, but call Health Services for arrangements instead.

### **What about graduation?**

All Putnam City Schools graduations are still scheduled at this time, however that is subject to change based on direction from the Centers for Disease Control. Putnam City Schools will update communications if that changes.

### **What about testing?**

We will wait on direction from the Oklahoma State Department of Education regarding testing.

### **Is after-school care provided?**

No, DHS regulations prohibit these services at this time.

### **Will we have special education services during this time?**

Based on recent guidance from state and federal officials, the district will not be providing educational services to students during the operational shut-down. Once school is back in session, the IEP team may need to reconvene to develop plans based on the individual needs of students as well as from guidance from state and federal officials.

## **Staff-Related Questions**

### **If I'm a teacher or support employee will I get paid?**

Yes, instructional positions and all contracted staff will be paid during the mandated closure.

This qualifies as emergency leave as defined in policy DI:

*“Emergency Leave: At any time during the fiscal year, District’s Board of Education may grant up to ten (10) days of emergency leave for all employees to be used for days when District’s schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave shall not be cumulative from year to year and will only be available to an employee if the Board approves such leave. In approving district emergency leave, the Board may designate that employees whose services are essential, are not allowed district emergency leave for the days designated as an emergency.*”

*Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.”*

**Will employees be required to report to work?**

Only employees needed to support essential roles may be asked to report to work. Your supervisor will contact you if you are an essential employee needing to report to work. For example, contracted cafeteria personnel will be asked to report to provide student meals during this time.

**As an employee, will I have access to facilities?**

No, as directed by OSDE and the CDC, employee access to all facilities will not be allowed. Employee badges will not provide access to school sites. If it is an emergency situation, contact your direct supervisor to report it.

**Do I need to input leave?**

No, you do not need to input leave.