Putnam City Schools will be five days a week during the 2021-2022 school year. The Return to Learn Plan will continue to be reviewed and updated regularly by a designated consultation committee consisting of various stakeholders. Should situations arise that require the plan to change, the committee will review and amend the plan accordingly.

**TRADITIONAL**

- On-site learning with extra safeguards in place including adapted learning environments.
- Effective Wednesday, September 8, 2021, a mask requirement is in place for all students, staff, and visitors. Masks shall be worn when in or on any District property, including buses, except when students and staff are outside. Masks will be made available at the front office of all school sites and on all buses.
- 1:1 devices provided in Pre-K through 12th grade
- Prepared to transition to Distance Learning (6th-12th grade may take devices home, other grades may check out their individual devices they use in the classroom.)
- Remote Learning Days (see details in Return to Learn plan)
- Virtual Learning Days if guidelines require
- Individual circumstances will be considered on case by case basis (student with an IEP or 504 plan)

**VIRTUAL**

- Learn from home - 100% online option
- May elect to participate in extra-curricular activities
- Grades 3-12 will have learning delivered through the Edgenuity platform
- One semester commitment required
- 1:1 devices provided

Putnam City Schools will be five days a week during the 2021-2022 school year.
Enrollment for returning and new students is online. Please visit www.putnamcityschools.org to begin your enrollment process. You can enroll 24 hours a day, 7 days a week, and Spanish and Vietnamese translation services are provided online. If you have questions concerning PC Virtual School, or the enrollment process, please go to www.putnamcityschools.org/virtual for more information.

Terms to Know

Distance Learning- Individual classrooms, schools, or the district are closed for an unspecified time. All learning is done remotely on district devices given to students to complete work.

Remote Learning Day- Days when an individual student is unable to attend school because of a positive COVID-19 test or quarantine. They learn remotely from home and are not counted absent if all lessons are submitted on time.

Virtual Learning Day- Scheduled days that a school or the District learns and teaches remotely, buildings are closed on Virtual Learning Days.

Prevention and Wellness

Temperature Checks
Parents will partner with Putnam City Schools to prevent the spread of COVID-19 by taking their student’s temperature and monitoring for symptoms every morning before boarding the bus or leaving for school. Daily temperature checks and symptom monitoring must be a part of every individual’s morning routine at home. Any student with a fever of 100 degrees or higher is not allowed inside a Putnam City Schools facility. Students quarantined or COVID-19 positive will be given permission to learn remotely. Remote Learning will not impact a student’s attendance.

Masks
Effective Wednesday, September 8, 2021, a mask requirement is in place for all students, staff, and visitors. Masks shall be worn when in or on any District property, including buses, except when students and staff are outside. Masks will be made available at the front office of all school sites and on all buses.

Parents may opt out of the mask requirement for medical, religious, or strong personal objections. Opt out forms can be found in the front office of all school sites and on the district website.
Wellness
Frequent handwashing will be practiced. Correct handwashing procedures will be promoted. Students will be asked to wash hands prior to eating, and especially after sneezing, coughing, blowing their nose, and any other activity that could spread illness. Additional mobile hand sanitizing stations are being installed throughout school buildings.

Social Distancing
Social distancing will be practiced in common areas such as hallways, cafeterias, and gyms as appropriate. Each school will create the most efficient approach to social distancing for their site.

Transportation
Putnam City Schools will continue traditional transportation during times of in person learning. Hand sanitizing stations have been added on each bus.

Water Fountains
Water fountains will be operational. Students are encouraged to bring a pre-filled bottle of water each day. In facilities with contact-free fountains that fill bottles, they will be accessible. Putnam City Schools is working toward installing all contact-free fountains.

Mental Health
Putnam City Schools recognizes the importance of good mental health and increased funding to help employees stay better balanced. In an effort to support the well-being of our employees, we provide employees and their family members access to free and confidential counseling through the district's Employee Assistance Program. Our long-time standing partner, Chance to Change, offers counseling on a variety of topics with specialists who can assist employees in building stronger mental health.

COVID-19 Diagnostic/Screening Testing
District medical staff maintain a list of local providers and are able to share locations to schedule appointments for diagnostic/screenings as needed with staff/students/families.

Vaccinations
The district has provided on-site vaccination clinics during the 2020-2021 school year through partnerships with Passport Health and the Oklahoma City/County Health Department. The District will maintain agreements with Total Wellness and the Oklahoma City/County Health Department to provide vaccinations for eligible students and staff as needed. The Oklahoma City/County Health Department will be used to provide vaccinations to district staff and students and open/public PODs to the community as needed.
Appropriate Accommodations for Students with Disabilities
Individual student needs will be addressed on a case-by-case basis in regard to health and safety policies. Individualized Education Plans will include a contingency plan for periods of Distance Learning.

Coordination with State and Local health officials:
Oklahoma City/County Health Department and the Oklahoma State Department of Health provide support and resources to the district in areas of health and safety. The district remains in close contact with the Oklahoma State Department of Education, Oklahoma City/County Health Department, and the local Epidemiologist concerning COVID-19 guidelines and safety protocols enacted in our state and local area.

Healthy Facilities
To prevent, prepare, and respond to COVID-19, Putnam City Schools implements daily cleaning protocols for classrooms, offices, hallways, restrooms, and cafeterias. School custodians will sanitize high-touch areas throughout the day and evenings. Electrostatic bio-sprayers will be used in all areas of the building weekly. Individual sites or designated areas will be treated with bio-sprayers after any positive exposures. The district will provide all classroom teachers an EPA-approved disinfectant cleaner to sanitize in the classroom during the school day. Our Transportation Department wipes down high-touch areas and sprays busses routinely.

In addition to replenishing fresh air and air filtration, the district has installed Needlepoint Bipolar Ionization to increase the air quality in our schools and buildings to provide the cleanest air possible as we continue to focus on the safety of our students and staff. Needlepoint Bipolar Ionization works to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions. These ions travel through the air, continuously seeking out and attaching to particles. This process sets in motion a continuous pattern of particle combination. As these particles become larger, they are eliminated from the air more rapidly.

Staff Safety Enhancements
Putnam City Schools hired additional staff to promote health and safety, trace exposures, and respond to all COVID-19-related situations. In addition, all employees are required to complete professional development COVID-19 modules to be aware of safety precautions and symptoms.
District medical staff will monitor the guidelines established by Centers for Disease Control, Oklahoma City/County Health Department, and Oklahoma State Department of Education. District nursing staff receive contact tracing training to determine needed isolations/quarantines of staff and students. The District Health Services Coordinator communicates and collaborates frequently with the Oklahoma City/County Health Department. The District medical staff meets regularly to discuss current protocols and practices.

If a teacher suspects that a student may have COVID-19 symptoms, he/she will contact the school clinic and arrange for the student to be assessed by a nurse or nurse aid. In some schools a health aide will follow guidelines to determine if the symptoms require the student being sent home. Parents may be contacted to pick up their child and should seek a medical evaluation if they think it is necessary.

Isolation rooms may be utilized for students presenting COVID-19 symptoms or running a fever.

Return to School/Work
District medical staff consults with the Oklahoma City/County Health Department and local epidemiologist on protocols regarding staff and students who have tested positive or been identified as a close contact of someone with COVID-19.

Staff/students may return to work/school when
• Positive COVID-19 test result with symptoms:
  • It has been at least 10 days since your symptoms first appeared and;
  • No fever present for at least 24 hours (without the use of fever reducing medication and;
  • Symptoms have improved

• Positive COVID-19 test result without symptoms:
  • 10 days have passed since your positive COVID-19 test result

• Close Contact/Exposure:
  • It has been at least 14 days from date of last exposure and;
  • No symptoms have developed

• Early Return Options for Close Contacts/Exposure:
  • It has been at least 10 days from last exposure if no symptoms have developed or;
  • It has been at least 7 days from last exposure if a negative test result is obtained day 5 or later

• Fully Vaccinated Staff/Students: Staff/students who have been exposed to a positive COVID-19 case and have no symptoms are not considered a close contact and are not required to quarantine.
Putnam City Schools will respond to the academic, social, emotional, and mental health needs of all students, particularly those students disproportionately impacted by the COVID-19 pandemic including students from low-income families, racial and ethnic minorities, English Language Learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

**Academic Needs**

All students are given high-quality, valid, and reliable assessments to determine academic needs and appropriate instruction. A Multi-Tiered System of Support (MTSS) is used to help improve the educational outcomes of all students. Students receive Tier 1 instruction which includes research-based district adopted curriculum and effective teaching strategies. Evidence and research-based interventions are used to close the learning gap for students receiving Tier 2 and Tier 3 instruction. Other approaches include small group instruction, individual tutoring, after school tutoring, Title I Reading and/or Title I Mathematics support.

Putnam City Schools ensures equitable access to academic resources for students identified with a disability on an Individualized Education Plan (IEP), English Language Learners on an English Learning Academic Plan (ELAP), and elementary students at risk for reading difficulties on an Academic Progress Plan (APP).

**Social Emotional/Mental Health Needs**

Putnam City Schools has assembled the Hope and Resiliency Team (HART) to support teachers and administrators in continuing to learn about hope, trauma informed practices, and other relevant topics in Social-Emotional Learning (SEL). The team strives to equip schools to create an environment where students feel safe, connected, and ready to learn, with an emphasis on providing mental health support and resources.

All school sites in Putnam City Schools have school counselors on site. Putnam City Schools counselors focus on three areas: academic, social emotional development, and college and career readiness. During the pandemic there has been an intense effort to provide more social and emotional support to students and families. Counselors have access to and provide various local, state, and national resources including, but not limited to, suicide prevention, meal and food services, housing information and assistance, mental health services and mindfulness. Resources are shared in a variety of ways including the district webpage, school webpages, newsletters, emails, and social media. School counselors provide engaging counseling and guidance lessons.

**Continuity of Services**

Many resources are in place to ensure students have services needed should school return to distance learning for safety reasons. Putnam City Schools is a one-to-one technology district enabling schools to send home a district issued device to continue learning if schools cannot deliver in person instruction. Teachers have been extensively trained in providing quality instruction in a distance learning environment. Sodexo food services continues to provide meal service to students during any period of distance learning.
Remember to take your child’s temperature and monitor for symptoms before they board the bus or leave home.

**Arrival Time**
All elementary schools will open at 8:00 am. There will be no supervision prior to 8:00 am. No one will be allowed in before this time. Please make arrangements if you have been dependent on an earlier arrival time.

**Breakfast & Lunches**
Guest at breakfast/lunch will be limited to special occasions set by the school.

**Snacks**
Students can bring individually wrapped snacks from home. Students are not to share food.
Students may bring a pre-filled bottle of water to school each day.

**Restrooms**
Restroom breaks will be scheduled. Students will sanitize before going to the bathroom, and wash hands before exiting.

**Hallways**
Hallways will flow in two-way traffic, on opposite sides of the hallway and social distanced.

**Recess**
Students will be allowed outdoor recess time when weather permits. The number of students on the playground at one time may be limited. If necessary, alternative schedules will be considered.
No touch sports, and no equipment from home will be allowed. If indoor recess is necessary, every attempt will be made to keep students in their homeroom class.

**Parents, Guests and Visitors**
- PTO meetings and volunteer workers are welcomed in the building. Arrangements and schedules must be set by the school.
- Visitors and guests will be allowed in the building for programs, concerts and other special events set by the school.
- Visitors and guests for purposes other than listed above must schedule an appointment.
- Effective September 1, 2021, all visitors to Putnam City Public Schools will be required to wear a mask.

**Field Trips**
Principals will assess requests for field trips and will approve/deny based upon curriculum needs and the health environment.
To take your child’s temperature and monitor for symptoms before they board the bus or leave home.

**Breakfast & Lunches**
Guest at breakfast/lunch will be limited to special occasions set by the school.

**Wellness Check-ins**
Wellness check-ins will be performed regularly. Students will be reminded of symptoms to be aware of, and they will assess their own wellness.

**Hand Sanitizing Breaks**
Students will have frequent hand sanitizing times during the day.

**Hallways**
Hallways will split directions. Passing periods may be staggered to avoid congestion.

**Parents, Guests and Visitors**
- PTO meetings and volunteer workers are welcomed in the building. Arrangements and schedules must be set by the school.
- Visitors and guests will be allowed in the building for programs, concerts and other special events set by the school.
- Visitors and guests for purposes other than listed above must schedule an appointment.
- Effective September 1, 2021, all visitors to Putnam City Public Schools will be required to wear a mask.

**Field Trips**
Principals will assess requests for field trips and will approve/deny based upon curriculum needs and the health environment.
Enrollment is online. Each option is a semester long commitment.

**ELEMENTARY**

- **Putnam City traditional in person learning:**
  - Traditional learning in the classroom
  - Traditional school day with classmates

**MIDDLE SCHOOL**

- **Putnam City traditional in-person learning:**
  - Traditional learning in the classroom
  - Schedule subject to change at any given time, in-person learning may be 5 days a week, an A/B schedule, or full Distance Learning

- **Putnam City School-virtual school:**
  - Self-navigated and assignments done independently
  - Taught by Edgenuity certified teachers, not Putnam City teachers
  - May offer courses that are not available in-person
  - Some select courses are only available in person, and not online

**HIGH SCHOOL**

- **Putnam City traditional in-person learning:**
  - Traditional learning in the classroom
  - Schedule subject to change at any given time, in-person learning may be 5 days a week, an A/B schedule, or full Distance Learning

- **Putnam City School-virtual school:**
  - Self-navigated and assignments done independently
  - Taught by Edgenuity certified teachers, not Putnam City teachers
  - May offer courses that are not available in-person
  - Some select courses are only available in person, and not online
General Information

Introduction
Putnam City School at Home (PCSAH) applications are available to all elementary grade levels, Pre-K-5th grade.

This handbook provides general guidelines for parents and students enrolled in Putnam City School at Home (PCSAH). PCSAH is a program within Putnam City Schools and is subject to the policies and regulations of Putnam City Schools and the Oklahoma State Department of Education. PCSAH follows the Putnam City Schools’ academic calendar and testing schedule.

Mission
Develop Putnam City Schools’ community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing information in a lifelong pursuit of excellence.

Disclaimer
The policies and regulations of Putnam City Schools’ Board of Education, or any changes to the Board of Education policies and regulations after the printing of this guide, supersedes all information provided in this handbook. For more detailed information, patrons are encouraged to refer to the Putnam City Public Schools’ Board of Education Policies and Administrative Regulations online at the district website.

PCSAH Requirements
To participate in Putnam City School at Home students must:

• Reside in Putnam City Schools’ attendance boundaries.
• Be enrolled in Putnam City Schools.
• Agree to participate in a full-time virtual environment.
• Commit to a minimum of one semester and meet all attendance requirements.
• Maintain a completion rate of 80% on instructional activities assigned for the week.
  • Demonstrate progress toward mastery of Oklahoma Academic Standards with 80% accuracy
• Work independently and be responsible to complete assignments.
• Be able to access the internet.
• Participate in required district and state assessments throughout the year. Students are required to take some assessments in person at their home school site
• Students not meeting all requirements of PCSAH may be withdrawn from the program and re-enrolled in a traditional in-person classroom.
Student Outline for Success

- Make sure you are all set up and can access your Learning Management System (Seesaw or Google Classroom)
- Develop a plan to complete assignments by the deadlines.
- Communicate often with your teacher(s) and attend any live sessions your teacher安排s. Ask questions often. Your teacher(s) and parent/guardian/learning coach are here to help and support you.
- Abide by the rules and procedures of the Putnam City Schools Student handbook, Putnam City Schools policy guide, and site handbook if applicable.
- Practice academic integrity and honesty.

PCS Policies Regarding Virtual Instruction

Curriculum and Instruction
A certified Putnam City Schools teacher will use the same PCS pacing guides and Oklahoma Academic Standards as traditional in-person instruction in order to maintain a continuity of learning. Teachers will utilize the adopted ELA, Math, Science and Social Studies textbooks as part of the curriculum for Putnam City School at Home.

Grading
Students must show progress sufficient to mastery of grade level skills in ELA, Math, Social Studies and Science. Mastery of skills is measured on a 1-4 scale.
4- The student demonstrates in-depth knowledge beyond grade level skills
3- The student independently and consistently (80%) demonstrates knowledge of grade level skills
2- The student can independently demonstrate some knowledge of grade level skills
1- The student cannot independently demonstrate knowledge of grade level skills

Attendance
Consistent participation in class is essential to student success. PCSAH attendance is measured in two ways: completing the majority of lessons, projects, and assessments each week and time spent actively engaged in online lessons (Google Meet). To have satisfactory attendance, work should be turned in weekly unless other arrangements have been made with the teacher in advance. The teacher will contact students/parents by e-mail and phone if they are not logging in frequently or making adequate progress in their work. If, after the teacher contacts the students/parents, attendance and engagement do not improve, a plan will be developed to help the student get back on track. If the plan is unsuccessful, the student and parent will be asked to come in for a conference to discuss futures success. If the student is unable to complete work virtually (ex. illness, out of town for a funeral, etc.) please contact the main office at your child’s home school.

Counseling Services
PCS Counselors are available to address student concerns and social emotional needs, provide access to community and school resources, answer questions regarding grades, monitor progress, and check transcripts. Please contact your child’s school counselor for help and information.
School Library Services
In the event a student needs access to other materials at the site the parent/student will need to contact their home school to make arrangements to check out the materials. Students can also access the public libraries.

Participation in District and State Mandated Testing
Students participating in Putnam City School at Home will be required to participate in district and state mandated testing in accordance with Putnam City Schools policies and Oklahoma State Department of Education guidelines.

Students served for IEP, 504 or EL Services
Putnam City School at Home is available for students receiving services for special education, 504 or English Language. Please contact your child’s school.

PCS Discrimination/Harassment Disclaimer
Putnam City Schools is committed to diversity and equal opportunities for all. Putnam City Schools does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, or physical or mental ability.
Putnam City School District makes every effort to assist with the change of placement for a student considering virtual-PCSAH. It is critical to make a determination if PCSAH will be an appropriate educational placement. Virtual school isn’t for every student and to be successful a student must be independent and self-motivated. The following questions are to assist with this determination. Please answer the following questions honestly and to the best of your ability.

Parent/Guardian Survey:

Please answer the following questions:

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<thead>
<tr>
<th>Student Readiness</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Is the student a resident of the Putnam City School District?</td>
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<td>2. Do you have daily access to the internet?</td>
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<td>3. Does the student have a medical alert, 504 or IEP?</td>
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<td>4. Has the student been dropped for truancy or does the student have an attendance pattern causing concern?</td>
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<td>5. Has the student shown signs of academic decline, failing most or all of his/her classes?</td>
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<td>6. Will the student have parent/guardian support to provide an environment for success with online learning at home?</td>
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<td>7. Has the student been enrolled in a virtual school program in the past?</td>
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<td>8. Are you comfortable with your child in a virtual classroom with a small group of students?</td>
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Please answer the following:

1. Please explain why this student wants to enroll in PCSAH.

2. Explain how you would like to see the PCSAH program meet your child’s individual needs.

3. What challenges might your student encounter with PCSAH?

4. Explain the benefits for enrolling your child in PCSAH.
I would rate my child’s iPad skill level as:
Good ☐ Fair ☐ Poor ☐

What do you think your biggest challenge may be?
________________________________________________________________________

Explain how enrolling in PCSAH may benefit your student.
________________________________________________________________________

________________________________________________________________________

I have answered all questions in this readiness questionnaire to the best of my judgment with the understanding this questionnaire may assist with making a determination for my child’s best educational placement.

Parent Signature:________________________

Student Signature:________________________
My signature below indicates that I have received and read the policies contained in the Putnam City School at Home Handbook. I understand that students not meeting all requirements of PCSAH may be withdrawn from the program and re-enrolled in a traditional in-person classroom.

Parent/Guardian’s Name (PLEASE PRINT): __________________________

Parent/Guardian’s Signature: ________________________________

Student’s Name (PLEASE PRINT): ________________________________

Student’s Signature: ________________________________

Date: ___/___/___