

Mrs. Kelli Whytzell  
Superintendent  
[kwhytzel@k12.wv.us](mailto:kwhytzel@k12.wv.us)  
Extension 314

Mr. Michael Fitzwater  
COO of Administrative Services  
[mfitzwater@k12.wv.us](mailto:mfitzwater@k12.wv.us)  
Extension 315

Mr. Ryan Jarvis  
Treasurer/Chief School Business Official  
[Ryan.Jarvis@k12.wv.us](mailto:Ryan.Jarvis@k12.wv.us)  
Extension 321



Ms. Jeannie Bennett  
COO of Student Services  
[jlennett@k12.wv.us](mailto:jlennett@k12.wv.us)  
Extension 318

Mrs. Bonnie Sands  
COO of Curriculum and Instruction  
[Bonnie.Sands@k12.wv.us](mailto:Bonnie.Sands@k12.wv.us)  
Extension 317

## CALHOUN COUNTY SCHOOLS

540 Alan B. Molohan Drive  
Mt. Zion WV 26151  
<http://www.boe.calhoun.k12.wv.us>  
304.354.7011 304.354.7420 (fax)

***“Calhoun County Schools working together to provide students with limitless possibilities.”***

---

## Calhoun County’s Re-Entry Plan for COVID -19

This fluid document may need to be added to and updated as more information becomes available. If Calhoun County experiences an increase in COVID-19 cases, the recommended school schedule will be changed and adjusted. An executive order from the Governor can only institute full remote learning. If an outbreak occurs and a stay at home order is issued, all students will complete assignments remotely five days a week. All additions and updates will be communicated to board members through email between board meetings and will be updated at the next regularly scheduled board meeting.

Calhoun County Schools will follow all of the West Virginia Department of Education and the West Virginia Health and Human Resources requirements in the Re-Entry document.

This was developed in partnership with the county administrators and school leadership teams meeting through TEAMS.

We are continued to incorporated suggestions that we are receiving from employees into the plan. These are along the lines of protocols which will be developed in committees later.

Trudi Anderson, Calhoun County School Nurse will be consulting with MOVHD for approval of our Re-Entry plan. Calhoun County Schools is committed to the health and safety of all students and staff. We have developed a plan that takes the health and safety into account.

**Anyone who has symptoms of COVID-19 should not report to any school location until cleared by a medical professional. Any person that has traveled to an identified hot spot or travel outside the United States will be required to self-quarantine for 14 days. Anyone at Calhoun County Schools showing any of the signs of COVID-19, will be asked to leave immediately and seek medical assistance. If this is a student, they will be placed in a specific location where they can be monitored until a parent can pick the student up and seek medical attention. If necessary, Calhoun County Schools will seek medical attention for the student.**

Calhoun County Re-Entry Committees are recommending that Calhoun County Schools start school with in-person classes 5 days a week for all students. We believe that it is essential to provide deep cleaning daily of high touch areas for the health and safety of our students. Therefore, we are recommending that three additional custodians be employed, one at each school to help with the deep cleaning. All custodians' schedules will be adjusted to accommodate the deep cleaning necessary. The additional custodians will be employed to work the day shift to provide additional cleaning while students are present. High traffic areas will be cleaned on a rotating schedule so that all areas are cleaned frequently during the day.

### **Phase-In Re-Entry Schedule**

- **September 8<sup>th</sup> Grades K, 5, 9 report for in person learning, all other students will be reviewing Re-Entry plan.**
- **September 9<sup>th</sup> Grades 1,6,10 report for in person learning, all other students will be reviewing Re-Entry plan.**
- **September 10<sup>th</sup>, Grades 2, 7, 11 report for in person learning, all other students will be reviewing Re-Entry plan.**
  - **September 11<sup>th</sup>, All grades report for in person learning.**

### **School Option**

**For all Calhoun County Schools' Students beginning September 8.**

- ✓ **In-Person Learning---Students attend classes in-person daily. Students and staff screened daily.**
- ✓ **Virtual Learning—Students in grades 1-12 participate in Virtual Learning facilitated through WVDE.**
- ✓ **Homebound Instruction—for students absent from in-person learning for a period of three weeks or more due to an injury or illness as certified by a licensed physician. Instruction designed to help students complete academic assignments made during their absence and to facilitate their successful transition back to in-person learning.**

**For more information contact**  
**Jeannie Bennett-Yoak email [jlbenett@k12.wv.us](mailto:jlbenett@k12.wv.us)**
- ✓ **Remote Learning ---Initiated by Governor Justice to minimize COVID-19 by temporarily suspend all in-person learning. Students will receive alternative assignments by Calhoun County Educators.**
- ✓ **NTID ( Snow Packet Days) Initiated by Mrs. Whytsell to provide instruction to Calhoun County Students for Weather related emergencies.**

Calhoun County's Virtual School Policy has been updated to now allow students in grades 1-12 to participate in Virtual School. All students that attend at least ½ time virtual school are eligible to participate in all extra-curricular and co-curricular activities as long as they meet the WVSSAC guidelines. Virtual School is an option to allow for parents to decide what is best for their children during COVID-19. Calhoun County Schools will still provide support and assistance for students enrolled in virtual school.

To help prevent the spread of disease: require staff and students to stay home if sick. Signs and Education will be provided about the symptoms of COVID-19 and posted throughout the building and in every classroom. It is expected that all students and staff do a screener each day. The screener for younger students should be done by parents and by older students themselves. Staff should be self-screening each day, which includes taking their temperature daily.

### **School Starting:**

**Open Houses:** These will be done virtually on Facebook Live. Each school will do a virtual tour of the school and show the social distancing markings along with each teacher's classroom. Please plan to have the open house virtually prior to the start of school. You can record this so it can be posted several times. Please include new procedures for visitors

Arnoldsburg Elementary School - **Thursday, September 3, 2020** (5:00 p.m. – 7:00 p.m.)

Calhoun Middle/High School - **Tuesday, September 1, 2020**, (5:00 p.m. - 7:00 p.m.)

Pleasant Hill Elementary School - **Thursday, September 3, 2020** (5:00 p.m. – 7:00 p.m.)

### **School Starting Information:**

Due to not having a scheduled Move Up Day for students this semester, we will stagger the start dates for students next fall. Schools and teachers will collaborate virtually on students moving from one grade to the next.

Preschool Packets for all schools will be **accepted July 20-July 24** at the Calhoun County Board of Education office. Preschool Packets may also be picked up at that time.

Preschool Screening appointments—Parents will be contacted for appointments

Preschool students will be ~~screened starting August 19<sup>th</sup> through September 7<sup>th</sup>.~~

Preschool students ~~start school on September 8<sup>th</sup>.~~

**All other students will start on Thursday, August 20<sup>th</sup>.** Information about school procedures will be shared with all students on August 19<sup>th</sup>. Students will need to review information prior to starting school and will be reviewed again on the first day of school.

### **General Information:**

#### **Face Masks:**

**Bus drivers will have a mask to give to students on the first day of school. These will be disposable masks. Calhoun County Schools will provide up to 4 face masks for each student to wear.**

The recommendation of the committee is that Face Masks be required to be worn during all times that social distancing cannot be maintained (i.e., during class changes, on the bus, and in the lunchroom while waiting to eat). If a parent so chooses, a Face Shield may be worn by students instead of a face mask. It is the responsibility of the parent to provide the Face Shield. Students can wear their own face mask as long as it is

school appropriate. Calhoun County Schools will provide instructions to students about the times a face mask/shield will be required. Administrators, Teachers, and all employees will wear a mask during times that social distancing can't be maintained. Teachers will stress and teach the importance of wearing a mask. Students with special health conditions will have accommodation for mask-wearing that may include a face shield or other face-covering as allowed by the student's doctor.

### **Visitors:**

Calhoun County's School Nurse Trudi Anderson will designate a person at each school to be trained in the Visitor protocols.

All visitors to the building will be required to have temperature checks, COVID-19 Screening, and a mask to enter the building. All visitors will only be allowed in the office of the schools unless attending a scheduled meeting.

All Substitutes in our school system will be required to be screened and have temperature checks prior to working each day.

### **Social Distancing:**

Calhoun County Schools will mark the facilities to provide reminders for social distancing, X will be placed in areas that students will be required to wait, hallways and stairs will be marked for directional usage. The lunch/common areas will have designed seating for students to select. Once a student selects a seat that will be assigned to the student for the duration. Classrooms will have seating placed for social distancing. All extra materials will be removed from the classrooms to allow for more utilization of space for social distancing. Expectations for social distancing will be taught and reviewed with students during the first few weeks of school. Visitors and non-essential activities will be prohibited. This includes external groups or organizations.

All staff will monitor arrival, dismissal, breakfast, lunch, supper, restrooms, and class changes to ensure social distancing is being followed. Each school will ensure that a room is prepared close to the entrances of the school for necessary parent meetings; all meetings will be held by TEAMS unless that is not possible. All facility usage requests will be granted by the Board Office.

### **Transportation:**

Students will be assigned to a seat on the bus. Students are expected to wear a mask on the bus unless prior accommodations are approved for specific health concerns. Students will be grouped by families or by the bus stop. Calhoun County Schools will not allow bus passes for students not living in the same household to go home with each other. Those arrangements will need to be made outside of school time and transportation. Buses will be cleaned and disinfected after each run. The cleaning and disinfecting will take place when no students are on the bus.

### **Meals:**

All Cooks will wear a mask at all times while in the building. These masks will be changed daily. All delivery people will report to the main office to be screened using the state developed screener and have temperature checked. All delivery persons will be required to wear a mask at all times while in the building.

Lunch schedules will be established to allow for social distancing during all mealtimes. The lunch area will be thoroughly cleaned between each group of lunch students. Trash cans will be placed throughout the area to allow students to dump without standing in lines. Teachers will be spaced throughout the lunch area to remind students of social distancing. Students will be handed their drinks by an employee wearing PPE. The kitchen area will be thoroughly cleaned at the end of the meal times. No sharing of food items, all items used by students will be discarded after mealtimes.

**Daily Deep Cleaning of High touch areas:**

Calhoun County Schools will provide each classroom with the hand pump hand sanitizer to be used when the students enter and leave the classroom. The teacher will monitor the usage of the hand sanitizer. The hand sanitizer will be at least 60% alcohol. Teachers will teach the protocol for proper handwashing to students during the first day of school. Staff and students will also be instructed in proper coughing and sneezing into their elbow and immediately wash or sanitize hands. All high frequent high touch areas will be cleaned frequently by the schedule created by the building administrator. Teachers will clean classroom high touch areas between classes. Each building administrator will create a cleaning schedule that will be provided to the custodians and COO of Facilities prior to the first day of school.

**Cleaning out lockers/returning books:**

Each school will develop a schedule for students to return materials from the previous year. These materials need to be returned to the correct teacher as designated by the schedule. Arrangements will be made to get during the first week of school to collect and return textbooks from the previous year.

**We need to reconsider these activities.**

**Employee Recognition (CMHS) - Monday, August 17, 2020 (12:00 p.m.). we will virtually recognize the retirees, teacher and service employee of the year and allow them to record their speech to be shared with all employees. I will also prerecord a video speech welcoming everyone back to school and review the new procedures.** All employees will be at CMHS for professional development. Teacher/Service Employee of the Year will be recognized at this time

**We will not be able to have this event this year and hope to continue it next year.**

**Employee Picnic (Calhoun County Park Barn) – Tuesday, August 11th, 2020 (5:00 p.m. – 7:00 p.m.)**

**Calhoun County Block Party - Tuesday, August 25, 2020 (5:00 p.m. - 8:00 p.m.) This will be a drive-through block party for students to receive school starting materials.**

**Depending on PD : could be done in Teams, allowing teachers/staff to be in person training/ spread across classrooms, and /or from home.**

**INSTRUCTIONAL GOAL:**

A total of 350 Computers have been purchased and will be Issued to High School students, (and 8<sup>th</sup> grades taking HS classes). There are enough mobile labs and old teacher laptops to push laptops into 6<sup>th</sup> grade. Each student issued a laptop by CCS will have an issued backpack from CCS to use and keep the device safe. Plans are continuing to evolve for student access with school provided devise. Our goal of 1:1 county wide is being implemented faster than originally planned, will be phased into the school year.

If school is closed for 2 weeks due to a case(s), teachers would already have created a 2-week cross circular Project that would be completed at home. Collaboration and communication with teachers and peers completed by teams (participation can be done over the internet or over a phone call.

PD is scheduled during each 9 weeks that could be used for time to create the project based on their instructional plan. These plans would allow for students to be successful even if they do not have the internet at home.

Virtual school will be an option for those who would wish to participate via WV Learns and Calhoun County School, parents and students would conference with counselors with counselor/admin to understand expectations of coursework/program.

The 1<sup>st</sup> 4 weeks of school will be dedicated to ensuring critical skills from the prior grades are addressed. Teachers collaborated at the end of the 19-20 school year to ensure the next grade level/course knew where students ended the prior year in completion of standards.

**All schools and teachers will be expected to:**

- Teach and ensure the social distancing expectations have posters displayed to illustrate
- Teach expectations for Microsoft Teams, Outlook, and other online learning options for textbooks or such (this will allow for readiness in case of the full return of remote learning) these platforms should be used several times weekly to ensure familiarity. Use of Classlink for “single sign on” and avoid loss of password issues.
- Create and establish protocols for how the class will operate and student expectations if/when student must stay home for 10-14 days due to symptoms that follow county policy and guidelines.
- **Students will have**
  - Assigned seats
  - Assigned equipment (laptops/devices)
  - Each will have their own supplies (pencils, markers, scissors, not sharing of grade appropriate supplies)
  - Elementary students will keep items in the lockers not in desks
  - Middle/High will have staggered times for lockers and will ensure social distancing while students obtain materials from the lockers.
  - Help clean their area of seating before and after class
  - Follow proper hygiene guidelines
  - Students who may have allergies, coughing sneezing may be asked to wear a mask as a precaution.
- **Teachers will**
  - Ensure desks are cleaned between classes
  - Monitor proper social distancing in the hallways
  - Communicate to the office when in need of cleaning supplies for the rooms
  - Have rooms arranged as much as possible to have a social distancing
  - All desks will face the same direction
  - Limit the number of students in the bathrooms at once.
  - Arrange classrooms to have social distancing if at all possible, may require removing of items from the classroom
- Administration may want to consider hosting a teams meeting where teachers project the meeting onto the whiteboard/ TV to ensure the message is clear and consistent across the school.
- **Movement of students**
  - Staggered release of students into the hallways for CCMHS
  - Elementary MS students would line up outside while students in the classroom line up inside, and move to the next classroom, then students in the hallway move into the classroom.

- Hallways and Stairwells would be one direction only
- Small groups of student's movements, such as Title 1, SWD, STC would not be an issue, and would still need to follow social distance guidelines during transitions.
- Teachers use APL strategies to maximize learning while wiping down chairs/desks to ensure the use of instructional time.
- Library:
  - Students would choose books for the week ( elem/GIRP) when returning books, a bin would be provided for book return. Books would sit in bins for a week. Bins would be read for each day of the week.

## **Additional Bus/Facilities information:**

### **We will practice social distancing in the classrooms.**

- Social distance with spots on the floor
  - Hallways
  - Bathrooms
  - Café/gym at elementary schools and commons area at CMHS
  - One direction hallways and stairs
- Students will need to help keep spaces clean
  - Students must use gloves to do so
- Class change at HS
  - Staggered class changes
- Playground
  - At this time outdoor equipment will be closed
- All facility request goes through the BOE
  - Until further guidelines, all request will be denied
- Buildings
  - Classrooms will be socially distance if social distance can't be accomplished, then a mask will be required to be worn.
  - Assigned seats in all classrooms, lunch rooms, computer labs, locker rooms, and on the bus.
  - Limit restrooms to a designated number of people and times

## **Student Services information:**

### **TITLE 1**

- Title 1 staff will continue to provide Tier 2 and 3 support in small group settings or inclusive settings practicing social distancing. Programs such as Fontas and Pinnel or other approved curriculum.
- There will need special considerations for the usage of manipulatives. Additional manipulatives may need to be purchased to avoid usage by multiple students; thus, increasing the chance for the spread of germs and viruses.
- Family Engagement activity plans and occurrences will need to be modified to current guidelines. Alternate ways to engage families will be considered, as well as the use of virtual meetings and engagement activities. (i.e. virtual meetings, drive through activities, etc.)

### **Early Steps**

- Considering a vast majority of the Coordinator's responsibilities include home visits, there will need to be special consideration regarding the fulfillment of duties and contact with children. Save the Children is currently working on additional considerations and adaptations to the program to meet the current COVID19 restrictions. Chief Operational Officer for Student Services will consult with STC staff and review the plan for compliance with WV and Calhoun County Schools re-entry plans to develop the safest, most effective way to continue the Early Steps for Success Program.
- Family Engagement activity plans and occurrences will need to be modified to current guidelines. Alternate ways to engage families will be considered, as well as the use of virtual meetings and engagement activities. (i.e. virtual meetings, drive through activities, etc.)

### **VROOM**

- VROOM ambassadors typically hold play dates with children and families. Save the Children is currently working on additional considerations and adaptations to the program to meet the current COVID19 restrictions. Chief Operational Officer for Student Services will consult with STC staff and review the plan for compliance with WV and Calhoun County Schools re-entry plans to develop the safest, most effective way to continue the VROOM Program.

### **In-School Model**

- Save the Children is currently working on additional considerations and adaptations to the program to meet the current COVID19 restrictions. Chief Operational Officer for Student Services will consult with STC staff and review the plan for compliance with WV and Calhoun County Schools re-entry plans to develop the safest, most effective way to continue the In-School Model.
- Considerations will need to be made with regard to class size and social distancing since the classrooms are smaller than the others. Also, specific library procedures for checking out books will need to be followed in order to follow social distancing and proper cleaning and handling of books. Depending on the plan and the number of books in the school's libraries, it might be necessary to order additional books.

### **After-School Model**

- Save the Children and 21<sup>st</sup> Century administration are currently working on additional considerations and adaptations to the program to meet the current COVID19 restrictions. Chief Operational Officer for Student Services will consult with STC and WVDE 21<sup>st</sup> Century staff and review the plan for compliance with WV and Calhoun County Schools re-entry plans to develop the safest, most effective way to continue the After-School Model.
- There will be consideration to the 110 days of after-school to meet program requirements as well as ensure the health and safety of all involved. Adaptations to the plan might include: packets of enrichment/remediation activities, virtual meetings, etc.
- To ensure social distancing, the number of students enrolled may need to be monitored and additional staff or a reduction in staff could be possible depending on the method of delivery and current COVID19 restrictions.
- After-school will be in a designated space in each school. This designated space will be easily accessible and all classrooms will be located together.

## **Student Services**

- To address the on-going social-emotional needs of our students, the student services team will put into place a couple of changes such as scheduling appointments and notifying staff when a student needs to be seen.
- The recommendation of the team is to make sure that all classrooms have a calming corner, and the Student Services calming room will remain open. Proper cleaning will occur between each student's use.
- In partnership with various agencies, there will continue to be outside professionals that will work with our staff and students. These individuals will follow screening and social distancing protocols.
- Student Services Team members have utilized TEAMS and other virtual means to help meet the needs of students.
- Social Media will continue to be used to share information and tips with parents, community, staff, and students.
- The Team will have a crisis plan in place to address crisis, stressors from COVID-19, suicide prevention, and other practices and procedures.
- The team will have a crisis response team in place utilizing available trained staff and outside partners.
- Assemblies, developmental guidance assemblies, and other student-centered trainings, will be held via alternative means such as virtually.
- Guidance resources will be made available to staff, students, and families.

## **ASPIRE**

- Save the Children and 21st Century administration are currently working on additional considerations and adaptations to the program to meet the current COVID19 restrictions. Chief Operational Officer for Student Services will consult with STC and WVDE 21st Century staff and review the plan for compliance with WV and Calhoun County Schools re-entry plans to develop the safest, most effective way to continue the After-School Model.
- There will be a consideration to the 110 days of after-school to meet program requirements as well as ensure the health and safety of all involved. Adaptations to the plan might include packets of enrichment/remediation activities, virtual meetings, etc.
- To ensure social distancing, the number of students enrolled may need to be monitored, and additional staff or a reduction in staff could be possible depending on the method of delivery and current COVID19 restrictions.

## **Special Education**

- Special Education testing will continue utilizing social distancing guidelines.
- Meetings such as IEPs and ECs will be held in person or via TEAMS. The meeting rooms will need to be changed. Please note: some meetings take a long time, and consideration for staff time and coverage will need to be taken into consideration.
- Services to students will continue following adopted plans in pull-out and inclusion settings.
- Special consideration will be made for students in the most vulnerable situations. These plans will be developed with appropriate staff, students, parents, and outside relevant individuals to accommodate the specific needs of students.

## **Extra-Curricular information will be provided when the WVSSAC has provided us an update.**

### **Costs:**

- 3 additional custodians
- 4,000 masks
- Cleaning supplies
- Spray bottle for each classroom
- Hand sanitizer for each classroom and jugs to refill
- Gloves
- Trash cans
- Sharpies to mark on floor for social distancing
- Garden spray bottles for sanitizer mist for buses and extra in the school for cleaning. Need at least 10
- Additional supplies, books, and manipulatives
- Homebound, virtual, special education teacher
- Additional special educator at each school
- Need for psychologist and counselor to meet the growing needs of our students
- Special Education Specialist/Interventionist at each school
- Incentives
- Additional training in Fontas and Pinnell
- Online library of books
- Student-friendly wipes

### **Programs purchases for success:**

- Filewave – program used to push software to student machines – will work both at school and at home \$10,572.40 (\$8,072.40 yearly- \$2,500 PD this year)-
- ClassLink – Single sign on program – students will have one log in to remember to access a launch pad that will have all other websites they use (textbooks, I-ready, STAR, O365, etc.) and not have to remember their passwords. Has real time analytics, can check student engagement online at while at home, Use across all platforms (computer, phones) (\$6,711.64 1<sup>st</sup> year, \$4,415 after that) student, parent, community access to program ( community can just see what programs we use at school level ) analytics usage by student/ program.
- SWVL – equipment that will record and track user/teacher anywhere in the classroom, while instruction is being given. (1000- each device for that brand, maybe cheaper options)
- Extra PD for teachers 150/teacher/day at start of school for teaching online, creating projects, etc.
- Cost of PD by vendors.

### **Professional Development:**

#### **PD- needs/ consideration:**

- Stipend days will be provided for teacher training.
- SREB <https://coretools ldc.org/home>
- Teams
- Online Teaching via Courtney Staff - [Slides found here](#), - countywide training

- Trauma-Informed School trauma PD based on recent events and how they pertain/affect students and teachers.
- Distance learning and instructional modifications based on new guidelines.
- Parent/Caregiver via phone and other methods. Practice and guidance in this area for uniformity and on communications going positive communications/culture/climate.
- Web-based WVEIS navigation for teachers.
- Office 365 features, including TEAMS.
- Classlink
- Current online programs/ textbooks.
- PD for new procedures
- F&P training
- Restorative Circles
- Second Steps curriculum for teachers and Student Services
- Mobile bus with internet, books, technology, food, etc
- CPI training
- First Aide and CPR for all staff
- Special Education two-day training
- Trauma-Informed care
- Suicide alertness and prevention (SafeTALK 4hr and/or ASIST 2 day)