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Hello BCS Families,

On July 10, 2020 the Williams County School districts released a joint "[School Restart](#)" plan that highlighted the parameters Williams County Schools would follow as we look to begin the 2020-2021 school year safely within our districts.

Following that agreement BCS has been working diligently and collaboratively to prepare plans, protocols, and safety measures that will allow our students and staff to return to the learning environments in a safe and educationally conducive manner. Departments within the district, a COVID Task Force, and community partners have all played a large part in the development of these guidelines.

Listed throughout this document are the plans, processes, procedures, and information that will allow you, and your students, to gain an understanding of how school will operate upon our return. PLEASE REVIEW THIS WEALTH OF INFORMATION THOROUGHLY.

As always, we are at the mercy of the COVID-19 virus and its impact on our local, state, and national communities. **For this reason information can change quickly. If necessary BCS will communicate any changes with you in a prompt manner.**

Thank you for your patience and support as we navigate through these unique times. We are in this together and if there is anything we can do to assist you please don't hesitate to contact us. As always, GO BEARS and we look forward to serving you!

Sincerely,



Mark Rairigh
Superintendent
Bryan City Schools

The BCS "ReStart Plan" was developed utilizing these Guiding Principles

1. Bryan City Schools will implement safety protocols as realistically as possible.
2. Bryan City Schools will work closely with the Williams County Health Department to promote safety in each school building.
3. **Bryan City Schools will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school district facilities and transportation services.**
4. Bryan City Schools will strive for consistency in areas of operation while recognizing that individual factors could lead to changes in classroom and building operations.
5. Bryan City Schools will maintain their previously approved [school calendar](#), but recognizes that events could unfold throughout the school year that warrant change.



Student Safety

1. Masks and Face Coverings (masks, shields, gaiters)
 - a. **Due to the Governor's orders all Bryan City Schools Students are required to wear masks for ages K - 12th Grade.**
 - b. **PreSchool** students are *strongly recommended and encouraged* to wear face coverings while in school.
 - c. Bryan City Schools has purchased a cloth mask with a Bryan logo on it for each student. These masks will be distributed to students as we approach the start of the school year. We understand that students will need more than one mask to wear throughout each school week. For this reason students may wear their own face mask to school as well. Students are encouraged to carry a back-up mask with them at all times.
 - i. Masks must be school appropriate - please no disruptive language or graphics.
 - ii. BCS will keep extra "one-time" masks available for students and staff.
 - iii. Masks are not required when actively eating/drinking during lunch times or during active exercise/sport/instrument activities (ie: PE and marching band).
 - iv. When safe, and social distancing is practiced, mask breaks may be scheduled
 - v. Students with disabilities or health conditions that may hinder the use of a mask are asked to work with staff to develop an individualized face covering plan
 - d. MASKS are REQUIRED FOR ALL PK-12 STUDENTS ON SCHOOL BUSES AND ON ALL SCHOOL TRANSPORTATION VEHICLES. Students utilizing school transportation will always need to have their mask on throughout the duration of the trip.
 - e. ALL BCS STAFF are REQUIRED TO WEAR MASKS. Staff will be required to have a mask at all times and be wearing it at all times unless they are alone in a classroom or office. A cloth mask with a Bryan logo will be provided to all staff. However, staff may also choose to wear their own masks and style of mask. Some staff are choosing to wear face shields if it allows them to conduct their duties in a more efficient manner.
 - f. Masks are required outdoors when 6 feet of social distancing cannot be maintained.
2. Classroom Safety - BCS staff will practice social distancing to the best of their abilities, including:
 - a. Spacing desks as far apart as allowable in each room
 - i. Please note that class sizes will remain the same. The recommended 3-6 feet desk spacing by the Am. Pediatrics Assoc. will be followed as close as possible.
 - ii. Classroom arrangements will be approved by the WCHD
 - iii. BCS is encouraging the use of individualized school supplies and eliminating "community sharing" of supplies in classrooms
 1. Elementary students will utilize their own supply boxes. **STUDENTS IN GRADES K-5 WILL NEED THEIR OWN SUPPLY BOX.**
 2. Supplies within the classroom will be disinfected after use
 3. Click [HERE](#) to view PK-5 Supply lists
 - iv. Students in grades 6-12 will be permitted to carry their own personal backpack into classrooms to aide with carrying personal learning supplies
 1. Click [HERE](#) to view grades 6-12 Supply Lists
 - b. Hand sanitizer and/or disinfectant wipes will be available in all classrooms
 - i. Many classrooms/hallways in the buildings have sinks for hand washing



Building Safety

1. AM Arrival
 - a. BUILDING DOORS WILL NOT OPEN TO STUDENTS UNTIL 7:40AM. Classes begin at 8:00am. This plan is to help reduce large gatherings of students inside the building until classes begin. Students are to report to their classrooms upon arrival. Students in need of breakfast will still have the opportunity to eat.
2. Visitors
 - a. No Visitors will be allowed to pass beyond the main office of each building. Only guests invited by the school to conduct educational services will be permitted into the facilities. These guests will perform a health check upon entry.
3. Field Trips
 - a. BCS will not approve any field trips until further guidance is provided.
4. Plexiglass Barriers
 - a. Plexiglass barriers will be installed between anticipated areas of high student and staff interaction. This includes areas in our main offices at secretarial desks, at food service payment lines, and for special services such as speech therapy where masks may prove difficult to use effectively during the learning session.
5. Hand Sanitizers
 - a. Sanitizers will be available in all classrooms, in cafeterias, and on buses. Students and staff are also highly encouraged to utilize the many classroom faucets and hallway sinks to wash their hands as frequently as possible.
6. Transitions
 - a. Building administration is designing schedules to help reduce the amount of transition time and peer to peer interaction in hallways and common spaces
7. Restrooms
 - a. Regular cleaning of restrooms will be performed throughout the school day to help ensure a sterile environment
8. Recess
 - a. Access to certain pieces of playground equipment may be limited.
 - b. Staff may also restrict activities that are “high touch” and difficult to clean or to maintain social distancing. If deemed safe, mask wearing may be lifted while outside.
 - c. Recess schedules are being designed to limit the number of students at recess at one time
9. Cleaning Supplies
 - a. Maintenance and custodial staff will be conducting routine, and thorough, cleaning of facilities throughout the school day in high traffic areas. All classrooms and facilities will be disinfected each day during non-school hours.
10. Drinking Fountains
 - a. Drinking fountains will be turned off for use. However, bottle filling stations are accessible and will be encouraged to use. Students are encouraged to bring their own personal water bottles to fill throughout the day. Students are discouraged from sharing their bottle with any other students. Please label bottles with the students' name on it. No glass bottles.
11. HVAC
 - a. Air handling units are being reviewed to circulate more fresh air into the facilities, and at a greater rate.
12. UV Sanitizing Machines
 - a. UV Sanitizers are being purchased by the district and will be used to clean and disinfect electronic items such as chromebooks and miscellaneous electronic items in the buildings.



Cafeteria and Dining

1. No Self Service
 - a. All food items, including milk, condiments, a la carte items, etc. will be served to students and staff. No buffet style service will be available, which includes the salad bar.
2. Utensils
 - a. Eating utensils will be pre-packed and individualized.
3. PPE
 - a. All food service staff will wear appropriate PPE and plexiglass barriers will be provided between students and staff when purchasing food.
4. Lunch ID
 - a. Buildings will implement the use of ID card barcodes for students to carry with them in order to pay for their lunches. This will allow for a “touch free” purchase to be made.
5. Seating
 - a. Each building will utilize the entire cafeteria to space students out and social distance as much as possible during the lunch period. Students may be asked to sit every other seat, or in staggered seating patterns that allow for appropriate distancing.
6. Serving Lines
 - a. Lines to purchase food from the cafeteria will have strict guidelines to follow social distancing.
7. Cleaning between Lunch periods
 - a. Staff will sanitize lunch tables before the next group of students enter to eat.
8. Virtual Students and Lunch
 - a. Virtual students will have the opportunity to perform a drive-thru pick-up of lunch food. Details will be provided at a later date for the pick-up times and location. Any student who is not on the free and reduced lunch program will be expected to pay for their lunch.

Transportation

1. Masks/Face Coverings
 - a. MASKS are REQUIRED FOR ALL K-12 STUDENTS ON SCHOOL BUSES AND ON ALL SCHOOL TRANSPORTATION VEHICLES. Students utilizing school transportation will always need to have their mask on throughout the duration of the trip.
 - b. Drivers will be wearing face masks.
 - c. Temporary masks will be available on each bus for emergency/back-up use.
2. AM Drop Time at Buildings
 - a. BUSES WILL NOT DROP STUDENTS AT BUILDINGS UNTIL 7:45AM. Classes begin at 8:00am. This will decrease large gatherings of students in the buildings and allow students to report directly to classrooms upon arrival to the building. Students in need of breakfast will have grab and go items available to them.
3. Bus services will still be provided for our students who attend Four County Career Center
4. Sanitizer and sanitizing
 - a. Hand Sanitizer will be provided on all school buses.
 - b. Spray cleaning solutions will be used to clean and sanitize buses daily and after routes
5. Seating
 - a. Students will sit 2 to a seat, and in some cases, 3 per seat.
 - b. Assigned seats will be administered. Students in the same family, or of the same household, will be seated together when possible.



Daily Health Assessments

1. Temperature Checks
 - a. Students and staff/personnel are expected to take their own temperature before reporting to school and to stay home if above 100F or if experiencing other symptoms.
 - i. Students and staff/personnel who exhibit symptoms during the school day will be sent to the school nurse for an assessment.
 - ii. Staff dealing with a student exhibiting symptoms will be wearing PPE.
 - iii. Areas that were occupied by a person exhibiting symptoms will be thoroughly sanitized

COVID Related Cases and Situations - Collaboration with Williams County Health Dept. (WCHD)

1. Communication will be developed in partnership with the WCHD and will be sent by the school.
2. The school district will cooperate with the Health Department's work in social tracing and quarantine requirements.
3. The Williams County Health Department will define what is considered "exposure" to COVID 19.
4. If a student tests positive for COVID 19, they and their families will be referred to the Williams County Health Department. The Health Department will perform all contact tracing.
5. Please refer to the [Decision Tree](#) for all related COVID situations

Curriculum/Teaching and Learning

1. Virtual learning
 - a. Virtual Learning is an option for students at Bryan City Schools.
 - b. Virtual learning at Bryan City Schools is offered through a learning platform called ACE Digital Academy. To help educate yourself, and your student, on the virtual ACE Digital Academy learning experience please review the information contained within the link below. After reviewing the information, please fill out this questionnaire as you see fit for your student(s).
 - c. Link to Virtual Learning Information: <https://forms.gle/EJz238d3yZsrC3L18>
 - i. Here is a video tutorial of how ACE works:
<https://screencast-o-matic.com/watch/cYiiqj5gaM>
2. Traditional Learning in Schools
 - a. Students will be expected to resume normal, classroom based learning activities to the extent possible with social distancing and safety measures in place.
 - b. Students and staff will be expected to utilize the technology platforms of Google Classroom and Seesaw to ensure all learning material can be made available online when necessary.
 - i. Chromebook devices are available to all K-12 students (\$50 Technology Protection Plan applies for students in grades 6-12 who take them home each day) so they are prepared for in class or remote learning at all times.
 - ii. This will allow all students and staff to have the best opportunity to stay current with classwork should an individual experience quarantine restrictions, pro-longed health related absences, or even a rolling closure in which BCS has to implement Remote Learning at a mandated time throughout the school year.
3. Attendance
 - a. Regardless of a students learning path, attendance will be closely monitored and state attendance policies will be followed.



Pupil Services

1. All BCS support systems will be ready to help our students succeed. This includes:
 - a. Special Education Services
 - b. Social/Emotional Services
 - c. School Nurse Services
 - d. School Based Mental Health Therapy
 - e. School Resource Officers
2. These staff members, and all staff, will do their part in providing the best possible education for your student.

Staff Training

1. PPE and Safety
 - a. The Williams County Health Department is going to lead the BCS staff through appropriate training that will help prepare them to appropriately handle classroom, transportation, and student interaction safety measures.
 - b. Staff training will also focus on effective uses of PPE to help curb the spread of germs.
 - c. Staff will also be trained on Remote Learning teaching strategies and techniques to help prepare staff for possible remote learning situations that may arise.

County Wide and State Level Information

1. If the state mask mandate expires BCS will continue to follow the county rating system to determine the use of face masks. If Williams County moves to the “Orange” or “Level 2” rating on the State of Ohio Public Health Advisory System then face coverings will be required for all students. The data released from this system will be closely monitored.
2. If Williams County is classified as red, the school systems will consult with the Williams County Health Department to determine the best course of action for students, activities, and learning. Information will be reviewed, and decisions will be made within 24 hours of receiving the notification of receiving a "red" status for the county. Dependent upon the data, schools and activities could remain open with the in-person learning option. If a change in status to the level of "red" occurs, schools will remain open until further notice is provided to district stakeholders. However, parents will be notified on any changes to the learning plans as soon as possible. The school systems, in cooperation with the Williams County Health Department, will make the most informed decisions for their individual district. As of this print date, information is released by the Governor's office each Thursday that indicates a county's “alert status.” This information will be heavily monitored each week.
3. BCS will also follow the Governor’s guidelines for masks that include times when a mask is not applicable. These include:
 - a. Those with a medical disability or those communicating with someone with a disability
 - b. Those who are actively exercising or those playing sports
 - c. Those who are officiants at religious services
 - d. Those who are actively involved in public safety
 - e. Those who are actively eating or drinking



Upcoming Events

1. Back to School Events
 - a. Each building will communicate with parents and students regarding back to school events, and beyond. Safety will remain the #1 priority when determining how these events take place.
2. Assemblies
 - a. School events involving the large gatherings of students will be reviewed to see if appropriate safety and distancing protocols can be implemented. If the event is deemed unsafe then the event will be cancelled or completed in a virtual manner.

Education is a key component to the overall emotional, physical, mental, academic, and social development of the child. BCS is committed to providing all necessary services that aid the success of the student. Our staff is committed to leading our students through these unprecedented times. If you have any questions, concerns, or need more information please don't hesitate to contact us. We are here to serve you and look forward to the opportunities that lie ahead.

GO BEARS!!!!