

2021-22 ROCKET RETURN PLAN

(Adapted from the American Rescue Plan; dated June 24, 2021)

BAY VILLAGE CITY SCHOOLS

Revised August 9, 2021

This plan is posted in [compliance with the requirements of the Federal American Rescue Plan ESSER III Funding](#). This plan will be periodically reviewed by the district administrative team no less than every 6 months through September 30, 2023, and revised as appropriate.

The plan is based on input from various stakeholder groups, including parents, Board of Education members, district staff and the administrative team, collected over the past 6 months through a variety of meetings, and small-group and one-on-one conversations.

Note: The district reserves the right to modify this plan based on government guidance.

The district has also received ESSER funding. You can find the plan as submitted [here](#). Note, the district reserves the right to modify this plan based on district needs and planning.

TOPIC AND LEADER	2020-2021 Plan	2021-2022 Plan
LOGISTICS		
Transportation Model <i>Tom Knick, Transportation Supervisor</i>	• Family groups • Decreased rider capacity • Masks and hand sanitizer • Bus routes looped through all buildings • Staggered start and end times to allow for transportation looping.	• Neighborhood routes, by building. • Rider capacity returns to normal. • Buses will be cleaned and sanitized daily. • Mask usage will be required on all school buses and school transportation, per Gov't Mandate on Public Transportation.
Rocket Pledge	• Based on CDC, Ohio Board of Health	• Masks are required to start the school

<i>District Administrative Team</i>	and Cuyahoga County Board of Health Guidance • Displayed in all buildings • Required Mask wearing, 6 foot distancing, regular hand hygiene. • Mask policy for employees put in place • Sinks were added to elementary classrooms that did not already have a sink to allow for handwashing. • Hand sanitizer was provided for all students and staff	<i>year, August 16-27 (school starts August 18) for Pre-K-12, faculty and staff.</i> BVCS D will gather its own data and make a mask determination every two weeks on a Friday, beginning August 27, 2021, until further notice. Families and staff will be notified via email and/or text. • <i>Masks are required on school buses and school transportation, per Gov't Mandate.</i> • <i>Athletics will follow OHSA policies and procedures.</i> • <i>Summer 2021 Mask Policy:</i>(Through August 15, 2021) Per ODH orders, masking is optional. As shared in the May 21 Superintendent Update, masks for all Bay Village Schools summer programming will be optional <i><u>unless it is determined by the activity leader/director that a specific activity requires masking.</u></i> Although much of our ages 12 and under summer programming will be held virtually or take place outside, there may be special projects or unique situations that lend themselves to masking. We ask that all our summer programming students add masks to their summer supply boxes for such circumstances: partner projects where students are working in close proximity to each other. small group indoor activities. transportation. any time it will be impossible to maintain 3-foot social distancing for 15 minutes or longer. The District supports and honors all students and staff who choose to wear a mask beyond these circumstances.
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Classroom Furniture and Spacing - Plan for storage of furniture that will be removed from rooms - Classroom layout to allow for appropriate distancing <i>Building Administrators and Maintenance Supervisor</i>	- In classrooms, 6 feet spacing from back of chair to back of chair and from side of desk to side of desk - Individual student desks K-12 - Plexiglass catch-cubbies on student desks K-12 - Plexiglass barrier on teacher workspace K-12 - Hallway hooks and use of student backpacks or bins.	- Classroom social distancing of 3 feet will be used when possible. - No classroom area rugs. - No soft furniture in classrooms. - Tables and desks can be used as student work spaces. - Tables for small group instruction can be used NOTE-- CDC guidance still recommends 6 ft. distancing when possible between adults and students. Teachers should use a barrier if possible when working with small groups of students. - Students will have limited access to lockers and storage spaces during the day. - Students will follow the building handbook for use of backpacks/bookbags during the school day. - No plexiglass cubbies will be used
Cleaning Schedule <i>Maintenance Supervisor</i>	- Daily Playground cleaning schedule was followed -including cleaning of playground equipment. - Ongoing high touch surface cleaning schedule was put in place - Ongoing bathroom cleaning schedule was put in place - Classroom end of day schedule - Classroom between class schedule	- Cleaning of high-touch surfaces will continue through the 2021-22 school year. - Hand hygiene will be supported with access to sinks and when appropriate, hand sanitizer. - The use of bathroom passes will continue to help manage social distancing and cleaning.

Materials Rotation/ Cleaning <i>Building Staff</i>	- Library materials are kept out of circulation for a quarantine period after student use. - Individual sets of student materials used K-12 where possible, or rotation of materials was monitored by teacher. - Manipulatives in individual sets or a rotation model used to allow time for cleaning.	- Return to regular library materials access. - Shared manipulatives, educational games and puzzles, and class materials will be allowed per teacher direction.
Ventilation/Air Circulation <i>Maintenance Supervisor</i>	- Univent system set to circulate in a range from 40-100% outdoor air with 80% as a district average across all classrooms. - Classroom windows open throughout the school year.	- Univent system set to continue to allow the maximum fresh air circulation as possible. - Classroom windows open when weather permits.
Communications/Website <i>Communications Director</i>	- Rocket Re-start page was used to communicate quickly and house COVID-19 information and resources - Rocket Family eAcademy model helped educate families about tech, eLearning and mental health supports during eLearning.	- Migrate to the new Apptegy website: bayk12.org. - Continue to offer a Return/Back to School section for the beginning of the year. - Switch from SchoolMessenger to Thrillshare (included in Apptegy website contract) for mass communications, social media posts and emergency alerts. (<u>SchoolMessenger will still be available during the 2021-22 school year.</u>)
Technology Support - Families <i>Technology Coordinator</i>	- Family Help Desk was setup for Chromebook tickets - Hotline was setup for eLearners with live tech issues - All Chromebook swaps and repairs were conducted at BMS (device pickup & drop-off in foyer) - Families without home Internet were	- Maintain Family Help Desk and Hotline. - Continue partnership with PCs for People & Cuyahoga County Public Library to assist with hotspots. - Consider purchasing hotspots for temporary loans (waiting for a service connection or disruption in service due to weather, etc.), using district or grant funds.

	directed to PCs for People to acquire hotspots	
Technology Support and Tools - Students <i>Technology Coordinator</i>	• All SEED-12 students were provided a Chromebook • K-4 buildings were given charging carts for day loaners for in-person learning while broken devices were sent to BMS • 5-12 buildings conducted in-person swaps in the library • eLearners used personal devices when possible while waiting for replacement pickups • Chromebooks stay with students over the summer	• Continue with 1:1 K-12 Chromebook model. • Allow students to bring chargers to school. • Utilize Library Aides and student tech helpers for initial Chromebook troubleshooting. • New email domain (5th-12th): bayk12.org.
Technology Support and Tools- Staff <i>Technology Coordinator</i>	• Tiered staff training and support for use of cameras, laptops, Google Classroom and education software. • Staff help-desk maintained virtually	• New email domain: bayk12.org. • Hire Rent-a-Tech (via NWOCA) for K-4 buildings for 1st week of school. • Maintain K-4 Tech Support Schedule. • Continue District Zoom Lisc. • Continue educational software lisc. and support, including Screencastify, Google Classroom. • Continue staff Help Desk.
Device Management - include replacement cycle, tracking <i>Technology Coordinator</i>	• All teachers and secretaries were assigned a laptop • Aides were assigned Chromebooks • PowerSchool forms, Sirsi, Google Admin Console, Help Desk, and various spreadsheets were used to track which students received which device • One2One Manager (a software that	• Establish a 6-year Chromebook cycle: assign new devices to Kdg and 6th grade beginning in 2022-23. • Teaching workstation will include: laptop, camera, dock, projector/Clevertouch board. • Where possible, assign student Chromebooks of like models by grade. • Utilize One2One Manager as single/central Chromebook inventory, check-in/checkout

	syncs with PowerSchool and the Google Admin Console) was acquired mid year to begin creating a central database for device management • Whenever possible, repairs were conducted in-house. When parts or time did not allow for this, devices were sent to Royal Business, a local certified repair shop • Conduct Chromebook inventory in Spring through Google Form and/or in-class checks	and repair database. • Train additional Library staff on Chromebook troubleshooting. • Conduct all off-site repairs via K-12 Tech contract.
Food Service • Online ordering • Distribution <i>Food Service Supervisor</i>	• Online orders placed via Google Form on Rocket Restart website • Food distributed to eLearners using the school bus drivers/route maps • Participation in the Federal free lunch program for all students • Lunches distributed to classrooms • No summer lunch provided	• <u>Continued participation in the Federal Free School Lunch program for all students.</u> • District has hired a Food Service Supervisor who is a professional chef to manage meal planning and distribution. • Lunch will be served in the cafeteria of each building. • Students will eat in the cafeteria and will have assigned seating to manage social distancing. BHS may have more flexibility.
Visitors <i>Building Administrator</i>	• No visitors • Lobby area utilized for drop off/pick up of materials	• Visitors will be welcomed back into buildings following District safety protocol, including checking in with the Building Security personnel and masking when the district and/or buildings are masking.
Classroom Volunteers <i>Building Administrator</i>	• Zoom volunteer parents - with training and basic background check • Elementary Aides were allowed into the buildings	• Safe practices for classroom volunteers will be shared by Building Administrators at the beginning of the school year. • Volunteers will be welcomed back into classrooms, following District volunteer

		protocols established by the administrative team, and masking when the district and/or buildings are masking. Elementary Aides from Bay High School will be allowed to work with individual classrooms as assigned.
Field Trips <i>Building Administrator</i>	Virtual Field Trips only	- Field Trips may continue to be limited by the capacity of the organization/institution. - Continue to utilize virtual field trips. - Class trips like Band, Washington, D.C., Nu-Hop may be possible -- with contingent/refundable deals. This will be determined on a case-by-case basis by the Building Administrator and the Board of Education.
Parent Conferences <i>Building Scheduling Committee</i>	All conference conducted through Zoom	- The Building Scheduling Committee/input from Grade level/dept chairs will develop the plan for parent conferences for the 2021-22 school year with input from the Superintendent. - May include virtual and in-person conference models.
Open House <i>Building Scheduling Committee</i>	All Open Houses conducted through Zoom using a hybrid of recorded information and live sessions.	- The Building Scheduling Committee will develop the appropriate Open House model for each building. - Open House information will be communicated through district newsletters, building newsletters, District and building websites.
Student Orientation <i>Building Administrator</i>	- Conducted through Zoom - Small in-person student groups were	For new students and/or students returning from eLearning, in-person orientation plans

	brought through Westerly.	will be shared by building principals. For other students, orientation may be blended or in-person.
CONTINUITY OF STUDENT SERVICES		
IEP Meetings <i>Director of Student Services</i>	Conducted through Zoom	- Virtual IEPs have been well received and are an acceptable option for IEPs meetings. - The new Director of Student Services will determine whether the District will use Docusign or continue to document in the PWN that the IEP was virtual and verbally agreed upon. - Full General Education participation in IEP meetings as specified in the negotiated agreement with the BTA.
504 Meetings <i>Building Administrator</i>	- Intervention Assistance Team met virtually using Zoom 504 Plans were followed with appropriate adjustments by the team for eLearning when necessary	- Virtual IAT was effective. Building teams may decide to continue with virtual meetings, hybrid meetings or in-person meetings. 504 Plans will be followed.
Student Services <i>Director of Student Services</i>	- Provided all services necessary to meet IEP goals. - All related services including occupational therapists, speech/language pathologists, behavioral specialists were provided. - For students who selected eLearning, IEP minutes were adjusted based on parent decision to elect not to participate in in-building learning. - Extended School Year (ESY) was provided in-person during the summer prior to the 2020-2021 school year.	- Full academic support services will continue to be provided to all students on IEPs; ELL students and students who have been identified as Gifted. - All gifted screening and identification will continue. - ELL support provided to the identified students in the District. - Gifted intervention specialists will return to Normandy and Westerly. - Extended School Year provided to appropriate students for the Summer of 2021, following District Summer mask/cleaning

	• During periods of all building or all district eLearning, in-building services were continued for identified students. • Inclusion model was followed in in-building and eLearning instruction. • English Learners received academic support from appropriately trained staff members. • Gifted screening and identification was completed following the regular district schedule in compliance with ODE guidance. • Two gifted intervention specialists returned to teach in grade four as a way to reduce class sizes. • Gifted support provided by the District Gifted Coordinator • Virtual STEM camp, Virtual Reading Support camp provided during the summer of 2020.	guidelines. • A variety of summer camps and learning opportunities provided to students both in-building and virtually during the Summer of 2021.
ACADEMICS		
School Calendar <i>District Administration</i>	• Pushed back start date • Adjusted quarter/semester dates • NEOTA Day was an instructional day	• 2021-22 School Year starting on published date and following all breaks as listed on the Board of Education adopted calendar. • NEOTA day will revert back to a non-school, non-teacher day.
School Day <i>District Administration</i>	• Staggered arrival and dismissal time • Teacher planning and lunch shifted to end of day • Lunch periods shortened • Teacher supervised lunch in	• Return to pre-COVID school day hours, with slight change to BHS and BMS school days. • Full-day Kindergarten for all students at no cost to families. • Teacher lunch and planning time restored to

	classrooms • Met all state minimum required minutes by adding “independent at home learning time” of 15 minutes into student day along with 5.5 hours of teacher-led instruction. • No half day Kindergarten • Recess offered daily	Pre-COVID schedule as specified in the negotiated agreement with the BTA. • Student lunch time restored to Pre-Covid schedule. • Recess daily. • K-4 students will have Specials classes following the normal schedule, in the Specials classrooms.
Class Sizes <i>District Administration</i>	• Average class size 15 with some exceptions for classes held in larger spaces like the auditorium, cafeteria.	• Return to typical class sizes following physical distancing guidance.
Bell Schedule • Period length • Passing Time • Hallway management <i>Building Administrator</i>	• Shortened periods • Extended passing time to allow for staggered release and social distancing in the hallways • Time built into the schedule to allow for handwashing before and after lunch and before and after recess. • One-way hallways and staircases	• Return to regular period length. • Return to regular passing time. • May continue to use one-way hallways or stairways when appropriate.
Student Lunch / Recess <i>Building Administrator</i>	• Lunch in classrooms • Indoor Recess if weather does not permit outside recess. • Individual indoor toys • Non-shared equipment in outdoor recess	• Cafeteria lunch - may have assigned seating • Continue participation in the Free Lunch Plan for all students. Families will still need to fill out the free/reduced lunch application to qualify for reduced fees. • Shared toys and outdoor recess equipment, following cleaning guidelines. • Indoor recess may use shared toys and games. • Chromebooks use during indoor recess will be restricted.
Teacher Planning Time	• Moved to the end of the day	• Return to planning time as part of the

<i>Building Administrator</i>		academic day.
Para-Pro schedule and assignment <i>Building Administrator</i>	• Flexible schedule/flexible role • Hours may have been extended based on need. • Followed the schedules in the Classified Google Classroom in terms of what they should do when students are in eLearning.	• Assignments based upon student needs, classroom needs and then overall support needs (i.e. recess). • Review 1-1 student needs. • Follow the building schedule.
K-4 Specials Instruction <i>Building Administrator</i>	• Provided on a regular schedule to all students during in-building and eLearning. • Teachers taught from a cart, moving from room to room when in-building • Individual Instrumental music and sign language were utilized during music time. • K-4 Spanish was not offered. Teachers were used to teach a regular elementary class.	• Regular schedule for all students. • Teachers will return to their own classrooms. • All music -- vocal and instrumental -- will be possible. • K-4 Spanish will be part of the Specials rotation for all students. • Physical Education may use shared equipment following cleaning guidelines.
HEALTH AND WELLNESS		
Mental Health Supports <i>Care Coordinator</i> <i>Dir. of Student Services</i> <i>Dir. of Human Resources</i> <i>Guidance Counselors</i> <i>PBIS Building Teams</i>	• District Guidance Counselors continued to provide small group support during in-building and eLearning. • Contracted with MetroHealth to provide mental health support services • District training on the Columbia Screener Protocol for suicide risk provided by accredited trainer to Crisis Team • Resilience Circles implemented for staff	• Continue Virtual Town Hall Series. • Continue contract with MetroHealth and other community mental health partners. • Continue to implement a Multi-Tiered System of Supports for all students and staff. • Utilize the Columbia Screener Protocol for suicide risk determination. • Continue to support the Mindful Life strategies for gr K-4. • Expand the support for the 7 Habits of Mind strategies for grades K-8. • Continue small-group support at the Bay

	- Developed a virtual Town Hall webinar series accessible to all parents/students focusing on managing stress, anxiety, mindfulness and mental health supports. - Expanded Multi-Tiered System of Supports (MTSS) for all students and staff - Continued use of Mindful Life strategies for K-4 - Continued use of Habits of Mind strategies for Gr 5-8 - Continued small group support, (i.e. Worry Warriors at BMS). - PBIS model was followed, focus on positive behavior intervention and supports.	Middle School and High School. Continue the implementation of our PBIS model.
Wellness Daily Check-in COVID-19 Coordinator District School Nurse	- Used the Nupner App to have parents submit daily wellness check - School Medical Care Team followed up with parent(s) regarding their responses to the Daily Wellness Check. - Collected data from each building relative to the number of students who were out sick each day.	- Discontinue use of the Nupner App and Daily Wellness Check. - Use typical absence reporting.
Quarantine Protocol and Contact Tracing COVID-19 Coordinator District School Nurse	- Followed quarantine protocols as determined by CDC, Ohio Board of Health, Cuyahoga County Board of Health the Ohio High School Athletic Association. - Contact tracing conducted by district COVID-19 Coordinator with assistance from PSI Medical Care Team.	- District Nurse will monitor contact tracing when necessary. - If an individual has a medical COVID diagnosis, they must stay home during a full recovery period.

	Dir. of Human Resources coordinated COVID-19 quarantine and contact tracing.	- The district will use a quarantine model for schools updated on August 6, 2021 by the Ohio Department of Health. - If a child is diagnosed with COVID, the following occurs: - Elementary students will be assigned work to complete with teacher guidance and support; - Middle school students will be assigned work via Google classroom with daily paraprofessional support; - High school students will receive a blend of on-demand and real-time instruction.
Medical Assistant Staffing <i>Director of Student Services</i> <i>Director of Human Resources</i>	PSI Contracted	- PSI Contracted Health Aides in each building. - District Nurse was hired by BVCSD.
COVID-19 Coordinator <i>Dir. of Human Resources</i>	- Michele Moore served as the District COVID-19 Coordinator - Provided weekly updates on district data dashboard and relevant research and resources. - Took the lead on contact tracing - Provided resources and information to families who were quarantining or who were impacted by COVID-19	- District Nurse will assume this role. - Continue with contact tracing as necessary. - Continue to provide information to COVID-19 impacted families. - District to use the quarantine model for schools updated on August 6, 2021 by the Ohio Department of Health.
Full time School Nurse <i>Dir. Of Student Services</i>	PSI Contracted	District Nurse has been hired by BVCSD for the 2021-22 school year as a BTA position.
Wellness Resource Communication <i>District Care Coordinator</i>	District website updated to reflect community resources.	District website updated to reflect community resources.

<i>District Nurse</i>	District website updated each week to provide COVID-19 related information.	District Care Coordinator and District Nurse will update resources.
Monday Minute <i>COVID-19 Coordinator</i> <i>Dir. of Human Resources</i>	Weekly informational Zoom call open to all Bay staff - focusing on updated data dashboard, CDC guidance, travel information, vaccine information etc.	- Discontinue Monday Minute. - Resume meeting with the District staff wellness committee.
Staff Lunchroom and Common Areas <i>Building Administrator</i>	- Closed for staff use - Spaces were utilized for instructional areas, COVID-19 clinic space. - Staff members ate in their rooms - Team meetings were conducted virtually through Zoom.	- Staff workrooms and lunchrooms will be open and available for all staff members to access. - Staff meetings and team meetings may resume in person.
Ongoing COVID-19 Impact		
Closing Learning Gaps <i>Dir. of Teaching and Learning</i> <i>District Administrative Team</i>	- District continued to provide a full academic day with all learning supports to all students through the 2020-2021 school year. - A Summer Learning Plan was implemented for the summer of 2021 school year. - Funding from ESSER was used to create a CARE Coordinator position, support summer learning programming and provide training and instructional materials to teachers focusing on literacy gaps.	- Bay Rocket Summer Learning plan implemented for summer 2021. - District 3 year Extended Learning Plan as requested by Gov. DeWine and ODE posted on district website Spring of 2021. - Additional ESSER funding will be used to provide additional student instructional supports and staff professional learning.
Building Operational Crisis Plan <i>Building Administrator</i> <i>Building BTA Leadership</i>	The Building Scheduling Committee, made up of the principal and BTA leaders, worked to create protocols and plans for the need to switch to an	The Building Scheduling Committee will review their Building Operational Crisis Plan and adjust as needed.

	eLearning mode.	
Special Education Services - Students with significant learning needs - Remote Learning plans - SLP/OT/PT Services <i>Dir. of Student Services</i>	- Remote Learning Plans were developed for students whose parents chose to keep them in an eLearning environment. - All services were provided to students - All IEP goals were used to ensure FAPE was offered to students.	- Full services provided as written in the IEP. - Remote learning plans will only be used in the event that the building implements an Operational Crisis Plan. - Full SLP/OT/TP services, following CDC/OBOH guidance on proximity to students, masks/shields and barriers.
eLearning students <i>Building Administrator</i>	- Students participated in live-streaming instruction with their regular scheduled teacher during periods of in-building learning and whole class virtual learning during periods of all building or district eLearning. - Students had access to all learning materials through Google Classroom or through regularly scheduled materials pick-up. - Students in eLearning received all specials and elective courses - Students in eLearning had access to counselors and advisors. - Students in eLearning were given opportunities to return to in-building learning.	- If an individual has a medical COVID diagnosis, they must stay home during a full recovery period. - If a child is diagnosed with COVID, the following occurs: - Elementary students will be assigned work to complete with teacher guidance and support; - Middle school students will be assigned work via Google classroom with daily paraprofessional support; - High school students will receive a blend of on-demand and real-time instruction.
Google Classroom/Clever Classroom <i>Dir. of Teaching and Learning Technology Coordinator</i>	Google Classroom (Gr 2-12) and Clever Classroom(GrK-1)were utilized as a tool for organizing class work and resources, providing feedback to students and managing class communication.	The district will continue to utilize Google Classroom and Clever Classroom.
Use of Cameras/IPEVO	IPEVO document cameras were	The district will continue to support the use of

<i>Technology Coordinator</i>	provided to all teachers to assist in eLearning and in-building learning. • All teachers had access to a tiered training model and ongoing support for utilizing the camera in the classroom.	IPEVO document cameras.
Zoom lisc. For District <i>Technology Coordinator</i>	• All instructional staff and administrators were provided a professional Zoom Lisc. • The district ensured Zoom safety by utilizing a unique Zoom domain, authenticated user access and waiting rooms. • Zoom webinar licenses were purchased for district level administrators who hosted parent/community webinars throughout the year. • All staff members received tiered training and support for the use of Zoom and effective teaching strategies for using Zoom as a part of eLearning.	• The district will continue to support the use of professional Zoom licenses.
Professional Learning and Training		
Required Trainings <i>Dir. of Human Resources</i> <i>Dir. of Teaching and Learning</i>	• All required training took place in a virtual environment. • Attendance at non-essential training or professional learning that were offered outside the district was restricted and participation was determined on a case by case basis.	• All required training will be available and can use a virtual, hybrid or in-person mode. • Participation in required training outside the district will resume and participants may attend trainings and workshops in-person.
Professional Learning Model <i>Dir. of Teaching and Learning</i>	• All professional learning was offered in a virtual mode. • Real-time and On-demand sessions	• Professional learning may be virtual, hybrid or in-person. • Real-time and On-demand sessions will

	were provided Only participation in virtual professional conferences was possible.	continue to be provided. Attendance at in-person or virtual professional conferences will be considered.
Teacher Learning Circles <i>Building Administrator</i> <i>Building BTA Leaders</i>	Did not take place per MOU agreement with the BTA.	Return to Teacher Learning Circles (TLC) for this year -- following the negotiated agreement.
Teacher/Staff Evaluation		
Observations <i>Building Administrators</i>	When possible, observations took place during in-building learning mode.	All observations will be done in-building.
Walkthroughs <i>Building Administrators</i>	Virtual walkthroughs, if necessary, were possible. In-building walkthroughs were preferred.	All walkthroughs will be done in-building.