

Colcord Public Schools



2020-21 Re-Entry & Distance Learning Plan

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This is a working document based on current guidelines and recommendations. It is subject to immediate change based on new information or mandates. (Latest update: 12/03/2020)

According to the Center for Disease Control (CDC)

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand-washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as is feasible, and are most essential in times when physical distancing is difficult. Face coverings will be subject to the school dress code. (Face coverings will not be provided by the district.) Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings (CDC, 2020).

Symptoms of COVID-19:

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions Recommended by the CDC

Hand Washing:

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Physical Distancing:

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Masks and Face Shields:

Cover your mouth and nose with a cloth face cover or a clear plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected.

Cover Coughs and Sneezes:

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect:

Clean AND disinfect frequently touched surfaces throughout the day.

Everyone has Responsibilities

The CDC created a checklist for parents and a checklist for teachers that list general expectations to help prevent community spread while providing an education to our students.

Parents should encourage good prevention habits with their family including:

1. avoid close contact with people who are sick,
2. cover your cough or sneeze with a tissue, then throw the tissue in the trash,
3. wash hands often with soap and water for at least 20 seconds,
4. keep your child at home if sick with any illness,
5. be prepared if your child's school is temporarily dismissed,
6. abiding by quarantine measures and the health guidelines put forth by the school and the county.

Teachers should:

1. encourage students to stay home when sick,
2. clean and disinfect frequently touched surfaces and objects in the classroom,
3. monitor absenteeism,
4. implement a plan to continue educating students through digital remote learning when needed.

Additional and updated information will be posted on the [CPS website](#), [Facebook page](#), [Twitter](#), and [Instagram](#) as it becomes available. Continue to visit our social media sites frequently as we will modify our procedures/protocols as guidance is updated from OSDE and ODH.

School Operations

Transportation:

1. All bus drivers will be required to wear a face-covering.
2. It is strongly recommended that all bus riders wear a face covering.
3. Bus windows to be left open for airflow, weather permitting.
4. All field trips will be on hold until further notice.
5. Daily cleaning of buses will be mandatory after each route.
6. It is recommended that students use alternate methods of transportation to and from school whenever possible. (Parent drop-off, student drivers, etc.)
7. Seating assignments:
 - Students will be assigned to sit in seats with members of their own household.
 - The first students on the bus will sit in the back seat; the last students on the bus will sit in the front seat. This will help prevent students from having to walk past each other.
8. ***NO changes will be made to afternoon transportation after 1:30 pm on the same day.***

Site Screenings:

Staff / Student:

1. Staff will screen themselves by asking the following questions. If they come to school, they are certifying they have passed the checklist.
 - Temperature of less than 100 degrees without fever-reducing medications.
 - No sore throat
 - No shortness of breath
 - No cough
 - No loss of smell or taste
 - No close contact with a positive covid person
2. Guardians will screen students with the same checklist. Guardians will certify their children have passed the checklist if they send them to school.
3. Face coverings will be available for staff. All staff will be required to wear a face-covering during the school day when social/physical distancing is not possible. It is strongly recommended that students wear a face covering at school when social/physical distancing is not possible. Note: *Subject to change per future OSDE mandates.*

4. Teachers will have thermometers available in their classrooms to take temperatures first thing in the morning, again after lunch break, and throughout the day as needed.
5. Locations will be established to house students who may have symptoms or a temperature of 100 degrees or greater.
 - a. If a student's temperature registers 100 or higher the parent will be called for pick up.
 - b. The use of blankets, pillows, or other fabric will be prohibited. Vinyl kindermats will be allowed for Pre-K and Kindergarten rest time.
 - c. Cleaning will occur upon the exit of the quarantined student/staff.
6. Parents will be notified if the student is symptomatic and schedule a pick-up time and location.

Visitor/Parents:

1. Visitors/Parents at each site will be by appointment only.
2. Visitors/Parents will be screened for temperatures and wellness and be required to wear a face covering. Face coverings for visitors/parents will not be furnished by the school.

Child Nutrition:

1. Breakfast/lunch locations will be determined by each site.
2. Self serve options will not be available.
3. All eating areas will be sanitized after each meal.
4. No outside food deliveries will be allowed during the school day, but staff may bring lunch to school. Students may bring lunch, however all students will eat for free as Colcord Schools remains Community Eligible at all school sites.
5. Sending snacks for class parties/snack time for early childhood will be determined by each site.

MS/HS Breakfast Schedule

Middle school - Classroom
High school- Cafeteria

MS/HS Lunch Schedule

Middle school - Cafeteria
High School - Cafeteria

*** High School Students will also be permitted to eat outside, weather permitting.*

Cafeteria Recommendations - Students will have assigned seats or social distance as is possible..

Classroom Procedures:

1. Procedures will be adopted at each site for classroom sanitization.
2. Classroom design will be created to establish social distancing as much as possible.
3. Classroom doors will be left open.
4. Procedures will be adopted at each site to limit the number of students present in the hallways.
5. Promote good hygiene practices and handwashing.

Recess:

1. Playground equipment will be sanitized daily.
2. Each site will determine and set guidelines for the number of students participating in recess.

Athletics and Extracurricular Activities:

1. Guidelines for practice will be determined by the athletic director.
2. Sanitization of all equipment will be done on a daily basis.
3. Event guidelines will be determined by the current recommendations of the OSSAA/CDC.

Site Use by Non-School Entities / Visitor and Volunteer Protocols:

Indoor facilities (Exemption Community Center) will be closed for non-school functions.

Visitors/volunteers will not be allowed on site. Note: *Community Center will close if Delaware County issues a high community covid rate.*

Facility Cleaning and Sanitization:

1. Each site will have a checklist and a timeline of completion for daily sanitization practices.
2. Sanitization stations will be set up at the entrance of each facility and in the common areas.
3. Necessary equipment will be provided at each facility for proper cleaning and student safety:
 - a. Touchless thermometers/Infrared touchless thermometer kiosks
 - b. CDC approved disinfectant
 - c. Hand sanitizer/disinfectant wipes
 - d. Drinking fountains will be covered and replaced by bottle fill stations.
 - e. Plexiglass shields
 - f. Gloves
 - g. Staff face coverings

Hornets of Character- After/Before School Program:

We will continue to serve students in our HoC program while observing the same guidelines we have during the regular school day.

Wellness

Health Concerning COVID-19:

If a staff member or student tests positive:

1. If a staff member or student is confirmed as a positive case of COVID, the site shall immediately inform the Administration Office. A representative from the Administration Office will then notify all appropriate agencies. A designated member of the administration team will contact all known contacts of the patient via the most effective means of communication.
2. The site shall identify and close the area of the building where the individual spent more than 30 minutes, wait for at least 24 hours, when possible, before staff disinfects the area with approved cleaners.

3. CPS, along with health officials, will determine if school closure is warranted and what additional measures the school must take to contain exposure.

Return to School or School Activities Criteria:

- 1) If a student/staff exhibits a fever of at least 100*, he/she must:
 - a) be fever free for at least 72 hours without the use of fever-reducing medications; *OR*
 - b) obtain medical release from a certified physician.
- 2) If a student/staff has a COVID diagnosis, he/she must isolate 10 days from the date of the positive COVID-19 diagnostic test and be symptom free;
- 3) If a student/staff has been quarantined due to direct contact with someone who has a COVID diagnosis, he/she must:
 - a) quarantine for 10 days from the date of the direct contact with the positive COVID case AND must wear a mask for an additional 4 days.
 - b) quarantine for 7 days, obtain a negative test result within 48 hours of day 7. AND wear a mask for an additional 7 days.*Documentation of a negative test must be provided for a student/staff member to return to school after 7 days of quarantine. (updated CDC guidelines 12/2/20).

Mental Health & Wellness:

1. Behavioral Health Aides will be available at each site. This is in partnership with GLMH.
2. Each site will continue monthly meetings with mental health professionals to discuss students receiving services, referrals, and students needing mental health supports.
3. Continuation of the following:
 - a. Collaboration with Grand Lake Mental Health
 - b. Safe and Healthy site meetings
 - c. Utilize the County Delaware Resource Directory
 - d. Utilize district counselors and district nurse
4. Provide resources for staff self-care:
 - a. Health Choice benefit for mental health services
 - b. Professional Development for stress and mental health

Physical Health:

Student Hydration- Every school building is equipped with one or more hydration bottle-filling stations. The district will provide all students a clear, labeled, personal water bottle.

Academics and Growth

Enrollment:

1. All enrollment at CPS will be online.
2. All enrollment forms are found on the school website. www.colcordschools.com

Calendar:

1. CPS has adopted a new calendar which includes the following:
 - a. Front-loaded professional development to address the following:
 - i. Seesaw for PK - 2
 - ii. Google Classroom for 3 - 12
 - iii. Supplemental resources for online learning
 - b. Built-in virtual learning days

Remediation Plan:

1. Assessments -
 - a. K-5 reading - FAST benchmark RSA plans
 - b. 3-12 - Scholastic Reading Inventory
 - c. PK- ELQA
2. Remediation -
 - a. PLCs will work to restructure pacing for the remainder of the school year. Power standards will be a focus while designing the pacing.
 - b. K-3 Skill and intervention groups will be established based on BoY assessments and held during scheduled intervention times.
 - c. 4-12 intervention will be provided during flex time.

Training for Staff, Students, and Families:

1. Staff training:
 - a. June 17th- Google/ Seesaw
 - b. June 23rd- Google Suite
 - c. July 14th- Google/ Seesaw
 - d. July 28th & 29th - Google/ Seesaw/ Curriculum Instruction
 - e. Aug. 3rd- Checkpoint 1
 - f. Aug. 3rd- OPSRC online training
 - g. Aug. 10th- Checkpoint 2
2. Student needs:
 - a. District-wide on-site student training:
 - i. Email
 - ii. Training for Google Classroom and Seesaw
 - iii. Internet connectivity
 - iv. Device
 - v. Proper use and care of the device
3. Family needs:
 - a. Tutorial videos/Instructional documents will be linked on School Webpage/Social Media
 - b. Open House - August 11th, 2020. Face coverings are required for staff and visitors.
 - i. Parents whose last name begins with A-M will come 5:00-6:00
 - ii. Parents whose last name begins with N-Z will come 6:00-7:00

Response:

Oklahoma State Department of Health (OSDH) has developed the Oklahoma COVID-19 Alert System, a multitiered risk measurement tool with corresponding **color categories** that identify the **current COVID-19 risk level on a county-by-county basis**. These designations, as modified below for purposes of school operations and which, at a minimum, all public schools shall conduct activities in accordance with, will be updated weekly each Friday based on updates to the Oklahoma COVID-19 Alert System. This School Safety Response document must not be interpreted as a substitute for close consultation with local, regional, and state health agencies and experts. Scientific understanding of the novel coronavirus is increasing rapidly, so efforts to mitigate transmission of COVID-19 will necessarily evolve with additional research and experience.

Delaware County GREEN LEVEL (Fewer than 1.43 cases per 100,000)

Delaware County YELLOW LEVEL (More than 1.43 but fewer than 14.39 cases per 100,000)

Delaware County ORANGE LEVEL (More than 14.39 but fewer than 50 cases per 100,000)

Level 1: Anticipate opening at this level on August 13th and reassessing conditions after Labor Day.

- No positive cases of COVID-19 on campus.
- No directives from local and/or state agencies to reduce capacities.
- The school is fully open with COVID-19 well-being protocols in place.
- Masks are strongly recommended for all students. Masks are required for staff when social/physical distancing is not possible.
- [See Mask Exemptions and Accommodations](#).
- Parents who have concerns about their student being in a traditional classroom setting, may complete an application to have their student served by alternate methods, upon approval.

Delaware County RED LEVEL (50 or more cases per 100,000) **Colcord Public Schools will base its decision to move to distance learning on local community infection rates. If the county goes to red CPS will evaluate whether it is also at red levels in our local community before moving to virtual learning.**

Level 2: Virtual learning for all students due to the increased threat of COVID-19 and/or mandated closure.

- 100% virtual learning platform will be implemented if (Exceptions for Special Education and non-readers--includes Pre-k and Kindergarten)
 - ❑ Health or government officials direct schools to close in order to mitigate COVID-19 transmission, OR
 - ❑ CPS officials determine that closure is needed.
- **Instruction:** Colcord Schools will close buildings and provide distance learning until community transmission declines to **ORANGE LEVEL** on the COVID-19 Alert System or as advised by local and state health officials and OSDE. **Students with disabilities who are unable to receive a Free Appropriate Public Education (FAPE) solely through a distance learning environment (as determined by the IEP team) and those students who are unable to receive instructional services through distance learning, not to exceed thirty percent (30%) of students enrolled at a site, may receive certain services at a school site that is closed or at an alternate school site or other location.** Teachers and staff may be on campus as assigned.
- **Special Education Classrooms:** Teachers and staff in special education classrooms are required to wear protective face shields and/or masks when social distancing cannot be practiced or students are

without masks. In addition, gloves and gowns are recommended for special education staff when providing services for medically vulnerable students.

- **Visitors and Service Providers:** It is required that school visitations be restricted and that any visitors allowed on premises wear masks at all times. Temperature checks and symptom checks should be required for all visitors. In cases where schools and districts have partnerships with community organizations, health care providers, and local government agencies that provide additional educational and wraparound services to students, the staff of such partners should be allowed into buildings following the same procedures as for school personnel.
- **Child Nutrition:** Provisions for school meal programs should continue. [Colcord Schools will begin pick up line and deliveries during the closure.](#)
- **Extracurricular Activities and Group Assemblies may or may not be suspended:** It will be the decision of the District Administration if buildings and campuses may be used for extracurricular activities, including spectator sports, or other group activities such as assemblies and performances during district distance learning school days. Buildings and campuses **may not be utilized by the public for rental during distance learning school days.** Colcord School extracurricular activities and group assemblies will follow Oklahoma State Health Department Indoor Activities protocols.

Technology Plan:

1. District-wide one-to-one technology
 - Chromebooks for grades PreK-12
2. Connectivity
 - a. Increased wifi expansion
 - b. All Colcord students that do not have access to the internet will be provided a hot spot.
 - c. Hot spots provided based on district established criteria for need. Hot Spots provided by Colcord Schools will have access to educational sites only. Social media and non-educational sites will not be accessible.
3. Technology Fee
 - a. **Repair/Replacement:**

If a device is unintentionally damaged, lost, or stolen, a report must be filed with the building principal within one school day.

 - The student and/or parent/guardian may pay a yearly device user fee to avoid paying financial restitution to the district if a device is stolen, lost, or unintentionally damaged. The yearly device fee is \$25 per device to be paid to Colcord Public Schools. This fee is nonrefundable. Students are only allowed one incident throughout the entire school year. After one incident, the student and/or parent/guardian is responsible for paying financial restitution to the district so the district can repair or replace the device.
 - The yearly device user fee does not cover intentional damage. Any intentional damage to a device will require a student and/or parent/guardian to pay financial restitution to the district.
 - A student will not be denied access to a device for failure to pay the yearly user fee. However, failure to pay the yearly user fee will result in the student and/or parent/guardian paying financial restitution to the district if a device is stolen, lost, or unintentionally damaged.
 - In case of theft, a police report must be filed prior to a new device being issued.

- Documentation of the police report must be submitted to the building principal.
- At the end of the school year, the student and/or parent/guardian is responsible for returning all devices and chargers in undamaged and in good working order to the district. Failure to do so will result in financial paying restitution to the district by the student and/or parents/guardians. Please be aware that students will not be issued another device or awarded a diploma until all financial restitution has been reconciled.
 - Once a student is no longer attending Colcord Public Schools, the device(s) must be immediately returned to the district. Any device(s) not returned to the district will be considered stolen property.

4. Instructional Technology

- a. Google Classroom
- b. Seesaw
- c. Fuel Education
- d. Assessment and Remediation Systems: FAST, SRI, IXL, Exact Path, Achieve 3000

Instructional Models:

<p style="text-align: center;">Option #1 ALL ON-SITE Traditional Classroom Setting</p>	<p style="text-align: center;">Option #2 ONLINE & ON-SITE Distance Learning</p>	<p style="text-align: center;">Option #3 ALL ONLINE Virtual/Online Education</p>
<ul style="list-style-type: none"> • Remain a CPS student • In-person learning, conversations, and engagement • Social interaction with peers and staff for preparation of living in a connected world • Immediate access to learning commons (library/media center) • Learning Management System (LMS) - Google Classroom and Seesaw connects all teachers, students, and parents for seamless learning transitions • 24-7 online access to submitted and/or graded assignments • Technology provided • Participate in school-sponsored activities and programs <p>All students automatically enrolled in Option #1.</p>	<ul style="list-style-type: none"> • Remain a CPS student • Content Management System (CMS) used for easy transition between a traditional classroom setting and distance learning • Google Classroom and Seesaw (LMS) connects all teachers, students, and parents for seamless learning transitions • 24-7 online access to submitted and/or graded assignments • Technology and internet provided, as needed • Participate in school-sponsored activities and programs <p style="text-align: center;"><i>*This option is for short-term illness/absence due to a health-related reason. Doctor documentation must be provided and parents must contact the site for further instruction.</i></p> <p style="text-align: center;">Contact your building principal for more info on Option #2.</p>	<ul style="list-style-type: none"> • Remain a CPS student • Available for all students, grades PreK-12th • Accessible anywhere • 24-7 online access to submitted and/or graded assignments • Supervised by CPS certified teachers • Communication between teacher and parent, with regular updates provided • Technology and *internet provided, as needed • Participate in school-sponsored activities and programs, <i>as long as the student is enrolled in one hour during the regular school day and physically on campus during the class period.</i> <p style="text-align: center;">Contact your building principal for more info on Option #3.</p>

****This plan is subject to change based on local, state, and federal recommendations for health and safety.***

MASK EXEMPTIONS AND ACCOMMODATIONS

- Persons who work or directly interact with individuals who are deaf or hard of hearing, and who rely on lip-reading to communicate, may remove a face covering for the duration of time as is necessary to communicate or interact directly with the individual(s). In this situation, consideration should be given to using a clear face covering. If a clear face covering is unavailable, staff members should consider using written communication, closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks the lips.
- Persons with a medical condition or disability that prevents wearing a face covering must wear a face shield.
- Persons with a medical condition for whom wearing a face-covering could obstruct breathing or who is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state or federal regulators or workplace safety guidelines. This includes people who work in a setting where cloth face coverings may increase the risk of heat-related illness or cause safety concerns due to the introduction of a hazard (for instance, straps getting caught in machinery) may consult with occupational safety and health professionals to determine the appropriate face covering for their setting.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face-covering is necessary to perform the service.
- Note: Persons exempted from wearing a face-covering due to a medical condition who are employed in a job involving regular contact with others should consider wearing a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.