

Hugo Public Schools

2020-2021 Schooling During the Pandemic Plan

In Response to the COVID-19 Crisis

GOAL

To provide the best possible educational services to all students while minimizing the spread of COVID-19 among our students and staff.

SOURCES OF INPUT INTO THIS PLAN

- HPS Faculty and Staff via Zoom meeting
- Parents/Caregivers via Survey
- HPS Administrative Team
- HPS Maintenance, Transportation, Child Nutrition, & Technology Directors
- Oklahoma Governor Kevin Stitt's Open Up and Recover Safely Plan
- Cooperative Council for Oklahoma School Administration (CCOSA)
- Oklahoma State School Boards Association (OSSBA)
- Oklahoma State Department of Education (OSDE)
- Oklahoma Secondary Schools Activities Association (OSSAA)
- Center for Disease Control (CDC)
- The Oklahoma State School Board's Oklahoma School Safety Protocol
- Oklahoma State Department of Health
- Choctaw County Health Department
- RFR Law Firm
- COVID-19 Safety Manager Training

EXPERT RECOMMENDATIONS

- Health authorities recommend frequent hand hygiene, practicing social distancing, and wearing face masks that cover the nose and mouth when interacting with people in close quarters as well as the mandating of masks in certain venues and under certain conditions.

FACE MASKS

- The proper wearing of face masks covering the nose and mouth per school site protocols is mandated.
- Face masks and face shields will be supplied by the district as supplies are available.
- We recognize that some people may have medical reasons for not wearing face coverings. We will follow the written instructions of medical doctors to accommodate these people.

SANITIZING AND DISINFECTING FACILITIES

- All buses will be properly sanitized after each route and activity by the driver of the bus. The equipment, supplies, and training needed to sanitize the buses will be provided by the Transportation Director. The Transportation Director will verify on a daily basis that buses are properly sanitized.
- All buildings will be properly sanitized each evening after occupation by the custodial/maintenance staff. The equipment, supplies, and training needed to sanitize the buildings will be provided by the Maintenance Director.
- The building principals will verify on a daily basis that buildings are properly sanitized. The principals will report any issues to the Maintenance Director who will rectify the problems immediately.

STUDENT AND STAFF PERSONAL HYGIENE

- The custodial staff will ensure that proper soap is available at all sinks, including those in the classrooms. The Maintenance Director will ensure that the custodial staff is supplied with soap and soap dispensers.
- The custodial staff will ensure that hand sanitizer is available in all classrooms, hallways, and office areas. The Maintenance Director will ensure that the custodial staff is supplied with hand sanitizer and sanitizer dispensers.
- Classroom teachers will teach students how to properly wash their hands, use hand sanitizer, avoid touching their faces, and the proper way to cover coughs and sneezes as well as the need to avoid others when they are sick and to avoid those who are sick. Wearing masks is mandated in common areas such as hallways.
- For grades K-5, classroom teachers will schedule orderly trips to the restrooms to ensure the best possible social distancing is practiced and that students properly wash their hands.
- Shared water fountains will be disabled and will not be used by students and staff. Bottled water will be made available for students and staff.

MINIMIZING SHARED EQUIPMENT AND SUPPLIES

- Student belongings and the supplies each student uses will be kept separate from those of other students and will be used only by the students to whom they belong or to whom they are assigned.
- The storage of student belongings and the supplies they use will be done in a manner that prevents other students from coming in contact with these supplies. The storage of such supplies must be in lockers, cubbies, student desks, or backpacks stored in such a manner that students do not come in contact with the backpacks of other students.

- Students will not share desks, tables, or other furniture and equipment unless this furniture and equipment is properly and safely disinfected between uses. Seating charts will be used in classrooms.
- Classroom furniture that cannot be easily disinfected will be removed.
- Classroom furniture will be spaced apart as much as possible and will be arranged facing the same direction when possible.
- Classroom teachers are responsible for disinfecting their classrooms during the school day.
- Coaches will properly disinfect their facilities and equipment during the active use of these facilities.
- The custodial staff will ensure that teachers and coaches are supplied with proper disinfectant supplies.
- The building principals will verify on a daily basis that students do not share supplies, furniture, and equipment unless these are properly disinfected between uses.
- The building principals will verify on a daily basis that teachers and coaches are being supplied with proper disinfectant supplies and report any issues to the Maintenance Director who will rectify the problems immediately.

LIMITING THE NUMBER OF STUDENTS RIDING BUSES

- In providing bus routes, the district will limit the number of students on each bus as much as possible. Masks are required on buses.
- Parents/caregivers will be encouraged to provide alternate transportation.
- Class field trips will not take place until further notice.
- Coaches and sponsors will be strongly encouraged not to attend "extra" extracurricular events and events held at venues that pose a significant risk to our students.
- Students will be required by their coaches and sponsors to spread out as much as possible on buses when traveling to and from extracurricular events and to practice social distancing as much as possible.
- Student rosters are required on all buses. As much as possible, students will sit one to a seat unless they are from the same household.

STUDENT, STAFF, AND VISITOR TEMPERATURE CHECKS

- Confidentiality will be maintained.
- The temperature of all students, staff, and visitors will be taken upon entry into buses, school buildings, and athletic facilities at the beginning of each day or the first use of the facility or bus each day.
- Those who will be taking the temperatures of students and staff will familiarize themselves about the proper use of the no-touch thermometers supplied by the district.
- The building principals, head coaches, and Transportation Director will be responsible for assigning a person to do these temperature checks.

- Students, staff, and visitors who have a temperature of 100.4⁰F or higher will be sent home until they have not had a fever for 24 hours while not taking fever-reducing medications. While still at school facilities, those with a fever will be required to wear a face mask that covers their nose and mouth and be isolated until they are able to return home.

PRACTICING SOCIAL DISTANCING

- Teachers and coaches will set up facilities in a manner that maximizes distance between students and has furniture and equipment that can be properly disinfected on a daily basis.
- Teachers and coaches will instruct students on best the social distancing practices, including avoiding contact with each other and maintaining distance between each other.
- Close group interaction will be avoided and virtual group interaction will be encouraged.
- The use of masks and/or face shields is required for necessary one-on-one or close group interactions.
- The building principals will schedule breakfast and lunch times in a manner that maximizes social distancing.
- Parent-teacher conferences, IEP meetings, and other conferences will be held virtually when possible.
- Social distancing will be practiced at public events. Temperatures will be taken at these events and those with a fever (temperature of 100.4⁰F or higher) will not be admitted. The wearing of masks will be encouraged at these events.
- The building principals will ensure that social distancing is practiced.

POSITIVE TESTS

Students and staff who test positive for COVID-19 will not be allowed to attend school face-to-face until they meet the criteria established by the Oklahoma State Department of Health: *At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms and at least 10 days have passed since symptoms first appeared* [or since the date of a positive test]. School officials will work with Choctaw County Health Department and other city, county, and state officials as well as local medical professionals in sharing information for contact tracing as well as other data needed to limit the spread of the virus. Proper confidentiality will be maintained. School officials do not give medical advice and will follow the orders of medical doctors and other medical authorities regarding the face-to-face attendance of students and staff. Any person who reports to work or attends school who knowingly is contagious with COVID-19 and does not meet the criteria above to return to school will face disciplinary action.

MAKING UP FOR LOST LEARNING

In order to make up for the learning lost during the shutdown, we will immediately assess the degree to which students accomplished the core subject crucial learning standards from last school year; on an ongoing basis, frequently assess the degree to which students are accomplishing the current school year's crucial standards; use assessment data to inform planning, instruction, and intervention; provide frequent effective standards-based intervention; improve teacher practice through effective professional learning; increase the amount of time students are engaged in effective learning activities, ideally with the direct guidance of their teachers; provide students with learning activities in age-appropriate intervals during which their engagement is maximized; and provide students with the high quality special services they need.

IMPROVING TEACHER PRACTICE

- We will rely on both internal and external expertise as our guidance and resources for the professional learning in which our teachers are engaged.
- Teachers may be sent to trainings outside the district and experts from inside or outside the district may be used to provide professional learning. We recognize that the best professional learning involves the collaboration of teachers through structures such as professional learning communities (PLCs). Each building principal will organize such a structure and schedule time for teachers to work together in a manner focused on improving their practice. This may be done virtually.
- The focus of professional learning will be on evidence-based strategies such as teaching to objectives, engaging all students, using data to inform planning and instruction, appropriately challenging all students with rigorous curriculum, providing authentic lessons for students, using the formative assessment process, using the lesson line structure, differentiating instruction through techniques such as centers and project-based learning, and building positive productive relationships with students.

VIRTUAL SCHOOLING OPTION

- Accountability – Students will be required to complete appropriately rigorous graded assignments for which they will earn grades and credits.
- Attendance – Students attending school virtually will be required to spend an equivalent amount of time with their studies as they would if they attended class face-to-face. Attendance will be verified electronically twice per school day or by the completion of assignments.
- Interview Process – Students will only be allowed to participate in this virtual learning option after taking part in an interview along with their parents/caregivers during which school officials will explain the program in detail, including our virtual attendance policy.

- The building principals will be responsible for scheduling teachers to direct, assist, and monitor students who have chosen virtual options.
- Meals will be provided for students choosing this virtual option. Students will be issued meal tickets to exchange for these grab-and-go meals.
- Students will be provided the special services they need virtually or in a safe environment face-to-face as needed and required by their IEPs.
- Students will be assessed using tools such as Exact Path and Alpha Plus as they progress in math, reading, and English Language Arts in order for teachers to make adjustments in their learning experiences so students stay on track to accomplish all crucial learning standards. Students will also be assessed to determine their course progress and grades.
- Students must maintain a 70% average in all classes to remain in virtual schooling beyond mandated isolation or quarantine or verified medical reason.
- Students who live in an area where both Internet access and cellular phone service is unreliable may not choose this option. This virtual option will utilize online learning platforms such as Acellus and Edgenuity. Students will have virtual access to a certified teacher every school day through online tools such as Google Classroom. Certified teachers will direct the daily learning activities of students. If needed, the district will supply students with the technology devices needed to take part in this virtual option.
- Students will receive credits only for semester courses completed.
- Students who choose this option to avoid contact with others during the COVID-19 crisis will be allowed to participate in extracurricular activities, but will be encouraged not to do so.

INDIVIDUAL TEMPORARY DISTANCE LEARNING

- Individual students may be required to temporarily attend school via distance learning when they are not able to come to school due to illness. This may be either virtual or non-virtual.
- The building principals will be responsible for scheduling teachers to assist and monitor students who are engaged in distance learning.
- Virtual – This option will work in the same way as the virtual options for primary and secondary students.
- Non-Virtual – The faculty and administration of each school site will develop materials for students to use at home focused on the accomplishment of our crucial learning standards; develop and implement a system for the exchange of materials to be graded and new materials to be picked up; develop and implement a system for grading student work and providing frequent feedback to students and their parents/caregivers; develop and implement a system of intervention when needed; develop and implement a system for providing any needed special services to student participating in distance learning.

- Students will be assessed using tools such as Exact Path and Alpha Plus as they progress in math, reading, and English Language Arts in order for teachers to make adjustments in their learning experiences so students stay on track to accomplish all crucial learning standards. Students will also be assessed to determine their course progress and grades.

POSSIBLE FACILITIES SHUTDOWNS

- School officials may require the closing of individual classrooms, schools, or the entire district when needed to limit the spread of COVID-19. If this becomes necessary, students will continue with their schooling via distance learning. Any decision to close facilities will be based on current data and expert recommendations, not a predetermined benchmark.
- In the event of a shutdown, we will move to distance learning as quickly as possible. If this transition results in the need to make up school days, we will make up the days by adding the equivalent number of Fridays to our school calendar.
- Virtual – This option will work in the same way as the virtual options for primary and secondary students.
- Non-Virtual – The faculty and administration of each school site will develop materials for students to use at home focused on the accomplishment of our crucial learning standards; develop and implement a system for the exchange of materials to be graded and new materials to be picked up; develop and implement a system for grading student work and providing frequent feedback to students and their parents/caregivers; develop and implement a system of intervention when needed; develop and implement a system for providing any needed special services to student participating in distance learning.
- Students will be assessed using tools such as Exact Path and Alpha Plus as they progress in math, reading, and English Language Arts so that teachers can make adjustments in their learning experiences so students stay on track to the accomplishment of the learning targets. This assessment will be in addition to the assessments that produce student grades.

SCHOOL SITE RESPONSIBILITIES FOR DISTANCE LEARNING

A team at each school site will be responsible for choosing the distance learning tools needed for providing both virtual and non-virtual distance learning for students and for providing the necessary training for teachers to use these tools. This team will be formed by the site principals and must include the site administration, a counselor, the appropriate curriculum specialist, a reading specialist (HES only), the special services director, and the teachers that the site principal deems necessary.

GUIDANCE COUNSELING

School counselors will maintain contact with all students to provide guidance services, resources, and opportunities for mental well-being counseling. Our counselors will be proactive in helping students deal with issues related to COVID-19 as well as other issues for which students need help.

SPECIAL SERVICES

Our students with special needs will be afforded the accommodations outlined in their IEPs. Meetings will be held virtually when possible. When students are not physically attending classes school, therapies and other related services may be provided virtually, at school in a manner that protects the health of all involved or at students' homes in a manner that protects the safety and health of all involved. When an IEP requires that a student be taught using the typical classroom curriculum with accommodations, this plan will be followed regardless of the mode of delivery (face-to-face, virtual, and non-virtual distance learning).

FREQUENT COMMUNICATION

School officials will maintain frequent communications with the proper authorities and will communicate frequently with the public concerning the COVID-19 crisis.

COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

Hugo Public Schools will abide by all local, state, and federal requirements concerning the COVID-19 Crisis. If at any time any provision of this plan conflict with local, state, or federal requirements, these requirements will supersede the provisions of this plan. Orders issued by these authorities will supersede this plan. The district safety coordinator will inspect our facilities within the first five days of each school quarter and as needed to verify compliance with the facilities requirements of this plan and report any discrepancies to the appropriate administration.

DISTANCE LEARNING SITE PLANS GUIDELINES

- Building principals are responsible for developing these plans with the assistance of curriculum directors and the school site faculty. These site plans must be graded plans focused on advancing students academically so they master the learning targets, including the Oklahoma Academic Standards (OAS) and others.
- Each site plan will provide:
 - A high quality virtual option for those who choose this option.
 - A contingency for high quality virtual and non-virtual distance learning in the event of the closure of facilities.

- All modes of delivery must include:
 - Standards-based benchmark assessments for core tested subjects (ELA/Reading, Math, Science).
 - High quality standards-based lessons for all subjects.
 - Frequent course progress assessments.
 - Frequent grading (minimum of two grades per subject per week).
 - Appropriate writing assignments for which feedback is given.
 - A system of intervention to ensure mastery of the standards.
 - Adherence to our school calendar.
 - A system for taking attendance twice per day.
 - Access to certified teachers.
 - Access to special services and special services teachers when appropriate. Teachers of students with special needs must act proactively to assist classroom teachers in meeting the needs of students and in providing intervention for students.
 - Access to school guidance counselors. Counselors must act proactively in providing services for students.
 - Access to breakfast and lunch.
- Virtual options must include:
 - A content delivery system such as Acellus and Edgenuity. Content may be delivered directly by classroom teachers.
 - A classroom management system such as Google Classroom.
 - Frequent online interaction between teachers and students. For grades K-5, this interaction must be via video at least daily.
 - The provision of equipment including a Chromebook and hotspot for those who need them and live in an area where Internet or cellular phone service are available. A contract for these school-owned devices including a description of the equipment and the serial numbers of the equipment must be signed by those to whom this equipment is loaned.
- Non-virtual options must include:
 - A safe system for the weekly exchange of assignments and assessments.

PARENT/CAREGIVER AND STAFF SELF-SCREENING

Parents/caregivers and staff will practice self-screening. By their attendance at school, parents/caregivers and staff certify that they do not have COVID-19 and do not have the symptoms of COVID-19:

- Cough
- Shortness of breath/difficulty breathing
- Chills/shaking
- Sudden loss of taste and/or smell
- Fever (temperature of 100.4⁰ or higher)
- Known close contact with someone with COVID-19



Hugo Public Schools

Schooling During the Pandemic Plan

Parent/Caregiver Acknowledgement

I _____, parent/caregiver of _____
affirm that I have reviewed and will comply with this plan.

If my child participates in virtual or blended learning opportunities, I hereby give my permission for my child's image and voice to be accessible to school faculty and other students via the Internet so he or she can actively participate in these virtual and blended learning activities.

Parent/Caregiver's Signature

Date

THIS SIGNED FORM IS A REQUIRED PART OF OUR ENROLLMENT