

Okmulgee Public Schools

Distance Learning Plan

Return to Learn Plan



August 9, 2021

This is intended as a guidance document, but it is not intended to replace the guidance given by the different federal, state, and local entities.



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According to the Center for Disease Control

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 feasible, and are most essential in times when physical distancing is difficult. 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
- New 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).



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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 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.



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School Operations

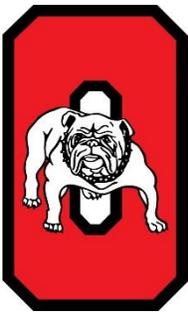
Transportation:

1. All bus drivers will be provided with a face-covering and will be provided with gloves.
2. All bus riders will be required to wear a face covering. (dependent on the situation)
3. Bus riders will be assigned seats. (dependent on the situation)
4. Bus riders could be assigned seating by family groups (dependent on the situation and bus).
5. Bus windows to be left open for airflow.
6. All field trips must be approved by the Superintendent of Schools.
7. Daily cleaning of buses will be mandatory after each route.

Site Screenings:

Staff / Student:

1. Staff will enter each site at designated point of entry.
2. Students will have a bus drop off entry point. Students will not be allowed to enter the site if running a temperature.
3. Face coverings will be optional for students and staff.
4. Locations will be established to house students who may have symptoms or a temperature of 100.4 degrees or greater.
 - a. If a student's temperature registers 100.4 the student will be placed in the holding room. The temperature will be taken again in 30 minutes and if it reflects 100.4 or higher the parent will be called for pick up.
 - b. Cleaning will occur upon the exit of the quarantined student/staff.
5. Parents will be notified if the student is symptomatic and schedule a pick-up time and location.



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Visitors:

1. Visitors at each site will be limited and by appointment only.
2. Visitors will be screened for temperatures.
3. A list of questions will be posted and asked upon entrance at the site to assure visitors are asymptomatic.

Child Nutrition:

1. Breakfast/lunch locations will be determined by each site. This could be in the classrooms or in the cafeterias with social distancing being taken into consideration.
2. All leftover food will be disposed of.
3. All desks and tables will be sanitized after each lunch period.

Classroom Procedures:

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

Drills

Fire Drills: Must be conducted per state requirements for students to become familiar with evacuation procedures in the event of a fire within the facility.

Modifications might include:

- Schedule additional time to conduct each drill.
- Practice evacuation in a slower, more methodical process while emphasizing appropriate social distancing.
- Conducting drills with alternating small groups rather than the whole site.
- Closely monitor points along evacuation routes to limit congestion.
- Directing students to wash/sanitize hands prior to returning to classrooms.



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Tornado Drills: Must be conducted per state requirements to become familiar with the locations for cover.

Modifications might include:

- Schedule additional time to conduct each drill.
- Conducting drills with alternating small groups rather than the whole site.
- Directing students to wash/sanitize hands prior to returning to classrooms.

Security/Lockdown Drills: must be conducted as a response to active shooters, dangerous intruders or incidents presenting a potential danger to the school community.

Modifications might include:

- Increasing the number of tabletop exercises with staff to ensure procedures are understood.
- Conducting more frequent small drills with smaller groups within the classroom to designate where they would go to take cover.
- Possibly recording videos of procedures for students during drills.

Other Drills: enable practicing a safe and timely response to events such as earthquake, chemical spill, playground evacuation.

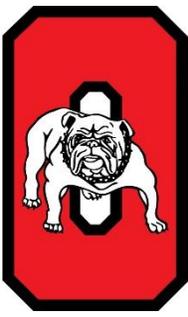
Modifications may include:

- Explaining to students and staff with visual aids.
- Walking through these drills with small groups.
- Directing students to wash/sanitize hands prior to returning to classrooms.

Bus evacuation drills: must be conducted in emergency response for passengers and drivers.

Modifications may include:

1. Practice evacuation in a slower, more methodical process while emphasizing appropriate social distancing.
2. Practicing evacuations with a handful of passengers and rotating participants.
3. Conducting procedures in a secure parking lot to ensure room for social distancing.



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Recess:

1. Playground equipment will be sanitized regularly.
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 and the CDC.

Site Use By Outside Entities / Visitor and Volunteer Protocols:

1. The Superintendent of Schools will determine if facilities will be used by outside entities.
2. Visitors will be permitted to attend activities if the COVID-19 risk level is low (Yellow and below).

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. CDC approved disinfectant
 - b. Hand sanitizer/disinfectant wipes
 - c. School sites will use bottle fill stations
 - d. Face shields (upon request)
 - e. Gloves
 - f. Face coverings for staff (upon request)



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 Central Office. A representative from Central 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, or as long as possible, before staff disinfects the area with approved cleaners.
3. OPS, 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 Criteria: *Advised by the Oklahoma State Department of Health*

4. **If a child/staff exhibits symptoms or a fever untested:** Have not received a test proving or disproving COVID-19, but did experience symptoms
 - o Out of school for 10 days and the following criteria have been met:
 1. Days 8, 9, and 10 must be fever free without the use of fever-reducing medications; and
 2. Symptoms improved
 - **Staff or student tested and awaiting results:** Persons who are suspected of having COVID-19 and are awaiting test results should be isolated at home until test results are received.
 - **If a child/staff has a COVID diagnosis (positive result):**
 - o **Symptomatic Cases** may return if the following conditions are met:
 1. Out of school for 10 days since symptoms first appeared, **AND** 24 hours fever free without medication.
 2. Symptoms improved.
 - o **Asymptomatic Cases** may return if the following conditions are met:
 1. 10 calendar days have passed since the date sample was collected, **AND**
 2. Symptoms have not developed.
 3. If symptoms develop during the 1- day isolation period, then following the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.



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- **If child/staff have Negative COVID Result:**
 1. Known exposure to a COVID-19 case - can end after day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring.
 2. Additional criteria (e.g. continued symptom monitoring and masking through Day 14) must be met.
 3. No known exposure to a COVID-19 case-may return to work or school.

Mental Health & Wellness:

1. Therapeutic Counselor is available to assist with students' mental health needs.
2. Each site will continue monthly meetings with mental health professionals to discuss students receiving services, referrals, and students needing mental health support.
3. Provide resources for staff self-care:
 - a. Health Choice benefit for mental health services
 - b. Professional Development for stress and mental health
 - c. Site team building activities and supports

Contact Tracing

Families are encouraged to fill out the Release of Information document that will allow Okmulgee Public Schools to be contacted by the Okmulgee County Health Department in the event of a positive COVID 19 test. This will allow the district to identify students and staff members who have made contact with a person who is considered COVID 19 positive.

Vaccination Opportunities

Students and families will be encouraged to take the COVID 19 vaccination. Students and families will be informed of facilities where vaccines are available such as Okmulgee County Health Department and Muscogee (Creek) Nation Health Facility.



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Academics and Growth

Okmulgee Public Schools will use current Oklahoma Academic Standards to establish the curriculum throughout all models of instruction, including virtual learning. Current policies for credit accrual set forth by the Okmulgee Public Schools Board of Education will be applied.

Enrollment

1. OPS Enrollment Forms are available at each site.
2. School Personnel are available for assistance in completing forms.

Attendance:

Any student exhibiting symptoms related to COVID-19 should stay home from school to limit the possibility of exposing others. Any student who develops a fever and/or any other symptoms will be evaluated and possibly sent home. Any absence related to COVID-19 will be listed as a medical related, excused absence and will be tracked for reporting purposes. If possible, students will be expected to engage in distance learning during these absences. The building principal will have the final authority to excuse or not excuse any absence per the current attendance policy.

Accommodations for Children with Disabilities

We all want to keep our children safe and secure and help them to be happy and healthy. OPS will make every attempt to know and learn about what health concerns or special conditions are unique for each child in their care. Plans for children with disabilities will be shared with school employees to ensure the child remains safe. All accommodations noted in the students IEP will be followed. When the parent desires, students with disabilities will be allowed to be at sites during time periods where the school is closed due to illness. This will allow services to continue for the child.

Virtual Learning Contract:

All students enrolled in this program are required to agree to the following conditions of enrollment. Failure to comply with this agreement may result in being exited from the program.



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Parents will agree to the following upon admittance into the program:

Attendance and Commitment

- Attendance for the Distance Learning, Blended Learning and Virtual Learning Environments will be determined by instructional activities completed. To be classified as being 100 percent in attendance, a student must complete a minimum of 1 instructional activity per day school is in session. Attendance will be recorded weekly. A student's attendance will be determined by the percentage of instructional activities completed. (Example: A student has a 5 day week and completes 4 of 5 instructional activities that week. The student would be counted absent for 1 day.)
- The District will track Distance, Blended and Virtual attendance in multiple ways:
 - Student Sign-in to Learning Platform.
 - Sending/Receiving Emails.
 - Viewing who is in attendance during a Live Video Session or Online Chat.
 - Uploads of images or videos documenting student learning.
 - Documented attendance where live instruction has occurred with a teacher.
 - Completion of Assignments.
 - Documented Access to an Ongoing Lesson.
 - Documented Telephone Conversations.

Parent/Guardian Commitment

- Agree to monitor and support their child in his/her studies, agree to be accessible to the virtual teacher to discuss their child's progress, and promote good attendance and time management for their child.
- Create and access Parent Square to assist in monitoring their child.

Acceptable Use Policy

- Students agree to participate in program activities in a positive manner and follow rules, as set forth by program staff.
- Anything the student does in the course(s) can be retrieved and monitored by the teacher/mentor/director at any time.

Tests/Exams

- If full-time online, take grade appropriate state and district assessments as required.
- These assessments must be taken in person, and students must attend the appointments in person.

Technology

- Students are provided a computer and hot spot for internet access.
- All district technology policies apply in this learning environment.
- Students may be financially responsible for any damages incurred.

Transcript

- All final scores provided by the teacher will be converted to a letter grade and will be listed on the transcript. The grade from courses will be included in the cumulative grade point average (GPA).



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Training for Staff, Students, and Families:

1. **Staff needs:**

Training will be conducted on an as needed basis for staff on programs being utilized by the district for both in-person and online learning.

2. **Student needs:**

a. District-wide on-site student training:

- i. Email
- ii. Spark
- iii. Google Classroom
- iv. Zoom Meetings
- v. Digital Citizenship
- vi. Proper care and use of tech devices
- vii. Parent Square
- viii. Waterford

3. **Family needs:**

- a. Tutorial videos will be linked on student Parent Square
- b. Instructional documents will be posted on Spark, Google Classroom
- c. Individual parent/student orientations (virtual option if needed)



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Response to Disease Levels: Working with Okmulgee County Health Department to assess cases of COVID-19 on campus.

Level 1: Full Return to School - Evaluated Daily

- No directives from local and/or state agencies to reduce capacities
- School is open with COVID-19 well-being protocols in place.
- Face coverings for students and staff will be determined by the OPS Superintendent of Schools based on the level of COVID Alert System:
 - Green level – 1.45 cases per 100,000
 - Yellow level – 1.43 to 14.39 cases per 100,000
 1. Face coverings recommended for visitors at all times.
 2. OPS will offer a virtual option for students or families with health concerns and medical documentation.

Level 2: The increased threat of COVID-19 and/or reduced capacity.

- A social distance model will be implemented if the following occur:
 - Health or government officials recommend reduced capacities.
 - The threat has increased due to confirmed or suspected cases on campus.
 - The school does not have the ability to adequately staff and supervise students in a safe manner.
 - Determined by the OPS Superintendent of Schools a reduced capacity is needed beyond what is possible with the number of students present for the in-person model.
- Students previously in the in-person track will transition to a social distance model.
- Face coverings:
 - Orange Level 1 – 14.39 to 24.99 cases per 100,000
 - Orange Level 2 – 25 to 49.99 cases per 100,000
 1. Masks recommended for all students and staff in grades PK-12 with exemptions for adults and children who are physically unable to wear them.
 2. Masks could be mandatory at the site level if deemed necessary by the Superintendent of Schools.
- Students previously on the virtual track will remain in the virtual model.



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Level 3: Virtual learning for all students due to the increased threat of COVID-19 and/or mandated closure. OPS administration will consider this model if ADM absenteeism percentages rise above 25%.

- Face coverings:
 - Red Level – 50+ cases per 100,000
 1. Masks recommended for all with exemptions for adults and children who are physically unable to wear them.
- 100% virtual learning platform will be implemented if:
 - Health or government officials' direct schools to close in order to mitigate COVID-19 transmission.
 - The school does not have the ability to adequately staff and supervise students in a safe manner.
 - OPS officials determine that closure is needed.

Technology Plan: Ensuring equity of access for all students during distance learning.

- District-wide one-to-one technology
 - Chromebook Tablets for grades PK-K
 - Chromebooks for grades 1-12
- Connectivity
 - Increased Wi-Fi expansion
 - Hot spots provided
- Instructional Technology
 - Learning Management System: Spark
 - Content Management System: Google Classroom
 - Assessment and Remediation Systems: NWEA, Read 180, iXL, Waterford



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Symptoms Checklist

Okmulgee Public Schools Self-Assessment Checklist

Parents/ Guardians should assess their student's daily health prior to sending them to school. If you can answer **"YES"** to any of the COVID-19 symptoms below **DO NOT** send your student to school. By sending your child(ren) to school, you agree the answer to each of the statements below is **"NO"**.

	YES	NO
 FEVER My child has a temperature over 100.4°F.	<input type="checkbox"/>	<input type="checkbox"/>
 SORE THROAT My child has complained of having a sore throat.	<input type="checkbox"/>	<input type="checkbox"/>
 DRY COUGH My child has a persistent dry cough.	<input type="checkbox"/>	<input type="checkbox"/>
 LOSS OF SMELL OR TASTE My child has complained of a loss of smell or taste.	<input type="checkbox"/>	<input type="checkbox"/>
 SHORTNESS OF BREATH My child finds it hard to breath or has a shortness of breath.	<input type="checkbox"/>	<input type="checkbox"/>
 DIRECT EXPOSURE TO COVID-19 My child has recently been directly exposed to a person with COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>

If your child is sick, please contact your site office



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Release of Information

AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION (“PHI”)

Patient Name: _____ Medical Record #: _____

Date of Birth: _____ Social Security #: _____

I hereby authorize the Oklahoma State Department of Health (“OSDH”) to release the following information to

_____ Name and Address of School or Organization

and _____ Name and Address of Alternative School or Organization

Information to be shared:

Medical information relating to a positive confirmation of the novel coronavirus (SARS-CoV-2 or COVID-19) in the patient named above.

The information may be disclosed for the following purpose(s) only:

To notify the school that the patient attends in order for the school and OSDH to take measures that prevent the further spread of the coronavirus.

I understand that by voluntarily signing this authorization:

- I authorize the use or disclosure of the PHI as described above for the purpose(s) listed
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose information, I can revoke this authorization at any time. The revocation must be made in writing to the person/organization disclosing the information and will not affect information that has already been used or disclosed.
- I have the right to receive a copy of this authorization.
- I understand that unless the purpose of this authorization is to determine payment of a claim for benefits, signing the authorization will not affect the eligibility for benefits, treatment, enrollment or payment of claims.
- The medical information may indicate that they patient has a communicable and/or non-communicable disease which may include, but it not limited to diseases such as the novel coronavirus, hepatitis, syphilis, gonorrhea or HIV or AIDS and/or may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.
- I understand I may change this authorization at any time by writing to the persons’ organization disclosing the PHI.
- I understand I cannot restrict information that may have already been shared based on this authorization.
- Information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient and no longer be protected by the Privacy Regulation.

Unless revoked or otherwise indicated, this authorization’s automatic expiration date will be one year from the date of my signature or upon the occurrence of the following event: _____.

Signature of Patient or Legal Representative

Date

Description of Legal Representative’s Authority

Expiration date (if longer than one year from date of signature or no event is indicated)



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Links to Resources

Oklahoma State Department of Education - [OSDE COVID-19 Resources](#)

Oklahoma State Department of Health - [OSDH COVID-19 Alert System](#)

Center for Disease Control - [CDC COVID-19 Webpage](#)

Harvard Global Health Institute - [National COVID-19 Tracking System](#)

Okmulgee Public Schools - [OPS Website](#)