

Afton Public Schools



Guidelines for the 2023/2024 School Year

“Safe Return and Continuity of Services”

Afton Schools will follow Senate Bill 658 and recommend students and staff to follow CDC Guidelines and OK Health Department Regulations as changes occur.

Revised September 12, 2023

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Afton Public Schools 2023/2024 Guideline

Our District is anxious to get back to doing what we do best, educate! We are excited to start back into a new school year, but first, we want to clarify what our district plans to do to support all students and faculty in a safe and healthy manner as they attain their education.

Our district is offering different pathways for educational services in the 2023/2024 school year.

1. Traditional School - All on site in a classroom setting.
2. Virtual/Online Education - Web based learning to take place outside of the school setting.
3. Blended Learning - A combination of traditional and virtual learning.

Traditional School

Offered to students PreK- 12th grades that will be on campus attending school at Afton Public School facilities. Students would attend as usual with the precautions to limit exposure to the COVID-19 virus. **These precautions will be outlined in the next pages of this document.**

Those attending traditional school will be moved to short-term distance learning PreK – 12th grades if a student becomes ill, running a fever, or long-term distance learning PreK - 12th if school has a mandatory shut down. Students will continue to enroll in their same classes with their same teachers. Learning would take place off campus, but students would follow the due dates and timing of all students in their regular class.

- This process will be different from the process at the end of school (4th Nine Weeks) as district grading policy will be followed and new instruction will be required.
- Distance learning is intended as an option for those students who are quarantined, have CLOSE exposure to a person testing positive to COVID 19, and/or are ill themselves.
- Students can be in and out of distance learning due to illness or exposure to COVID19, however, parents can NOT move students in and out of distance learning for personal scheduling, because students want to stay home a few days or for vacations.

Distance Learning will be practiced this school year to prepare for such time as our district finds we must move to a distance learning platform due to district closures for COVID 19 or even Snow Days. Our district has determined it is vital to be ready and have students equipped to move into a distance learning environment that will be productive and meet their educational needs. The importance of students understanding how to learn online and how to access their teachers' lessons is paramount as predictions for school closures may or may not be long term but will happen as we wait for a solution for COVID 19.

Virtual Learning

Offered to students PreK - 12th grades and would be off campus using Acellus or Edgenuity platform, a completely online program separate from the regular classroom. These students would include students who are in the high risk category or have close family members who are high risk.

- Students will be placed in the program and assigned to an Afton certified teacher for assistance and guidance.
- Students or parents interested in Blended or Virtual Learning should call and set up an appointment to meet with the building principal. At that time, we will decide the right fit and curriculum program that will meet the needs of the student.
- If enrolled in the virtual school, students will need to remain until the end of the semester. If they decide they would like to return to traditional school, this will not be possible until the beginning of the following semester. However students will be allowed on campus for aid with instruction. Also, students in traditional school will be encouraged not to enter virtual school after September 7, 2022 until the beginning of the second semester where they would be permitted to enroll in December before winter break. The order of presentation of curriculum restricts the entering and exiting of virtual learning.

Afton Public School Administrative Staff want to inform our parents and the community that we strongly believe is the best choice and most academically effective choice for students is a classroom setting with our teachers. This is especially true in the lower elementary grades as students are learning foundational skills. However, we respect our families in their choices for their students. We understand and support families with students having compromised immune systems or living in homes with those in the high risk categories of this disease. Make no mistake, our Afton family will be here to serve our students no matter the setting choice. It is our desire to provide information to allow our parents to make informed decisions.

On the next pages, you will find the definition of COVID-19 and the signs and symptoms to look for in your students. Next, there is a list of things our

district is committed to doing to lower the risk for students and families attending Afton Public Schools.

Once again, Afton is committed to providing the safest environment possible but understand we are dealing with a worldwide pandemic, a virus, that we cannot control nor can we guarantee students zero exposure. Although working together in a community of understanding, support, and compassion, our Afton Eagle family can provide emotional and academic support and growth to our students.

COVID-19

COVID–19 stands for “coronavirus disease 2019.” It is caused by a virus called SARS-CoV-2. This is the virus that has spread quickly around the world. It is important that we review the following with you as we discuss our district plans for re- opening: 1) How the virus is known to spread, 2) What are the signs and symptoms, 3) Prevention of the spread of COVID-19.

According to the CDC and doctors, the virus is spread mainly from person to person. This usually happens when an infected person coughs, sneezes, or is in close contact talking for a period of time. Doctors also think it is possible to spread the virus through the touching of a surface that has the virus on it and then touching one’s mouth, nose or eyes.

Symptoms usually start 4 – 5 days after a person is infected with the virus. But in some people, it can take up to 14 days for symptoms to appear. Some of the symptoms are listed below:

- Fever
- Cough
- Trouble breathing
- Shaking chills

- Muscle aches
- Headache
- Sore Throat
- Problems with sense of smell or taste

There are things we can do to slow the spread or avoid exposure to the virus. Those things include:

1. Practicing social distancing (as possible)
2. Washing hands often
3. Avoid touching face
4. Vaccination

These are the facts as presented to our district as of June 9, 2022. This date is stated because some things could change as more information is collected on this virus. Our district's number one priority is to keep students, staff, and families in our school community safe and healthy. Therefore, it is important that everyone read the following guidelines and understand how important it is for us to be consistent and insistent on all safeguards.

Know we are sensitive to the feelings and emotional effects of some of the procedures we must implement to ensure we are doing all things possible to keep our school community safe. Please read carefully and understand that we will always do our best to secure a healthy and safe environment. All of our procedures have been developed as a result of the latest guidance available.

Plan for a Safe Reopening

Student / Staff Well-Being

All staff and students may wear masks.

Understand, it is not possible for our schools to keep six feet between students, we will stress social distancing by having students report to classrooms, separate students in the cafeterias, modifying lunch periods and classroom layouts.

All students will be instructed in best practices for healthy habits including education on COVID-19, how it is spread and preventions for the spread.

Posting of reminders to wash or sanitize hands, not share items, and clean their environment.

Hand sanitizers will be available and hands-free water fountains are installed at each site.

School will coordinate with the local health department and tribal clinics for students and staff members seeking vaccinations.

Environment Planning and Programming

Desks will be spaced out as much as possible.

Student breaks and recess times will be adjusted to help social distancing.

Sharing of materials will be discouraged. Students needing supplies need

to inform their teacher.

There will be cleaning spray, towels and/or wipes to clean desks between classes or before or after lunch breaks.

Cleaning will be done more frequently throughout the day.

All ventilation will be checked and serviced before the start of school and each room is equipped with air purifiers.

Cleaning Protocols

Teachers will have a procedure to clean desks.

District purchased additional supplies for each classroom including cleaning towels and cleaning spray in addition to hand sanitizer and wipes. All handwashing stations will be maintained with soap and towels.

Afton Transportation for Initial Reopening

Buses

- Buses are cleaned and sanitized daily.
- Windows will be lowered (in appropriate weather).
- Students may wear masks on the bus.
- Students will be seated as far apart as possible.
- Bus rules will be strictly enforced. The importance of not changing seats and not touching others is of extreme importance during this time.
- Family members sit together when possible

- To ride the school bus, parents must attest each morning that the student's temperature is not greater than 100 when boarding.

Car Riders and Walkers

- Car rider parents will check their students' temperature before bringing them to school. If any student has a temperature that student and other siblings of that student will stay at home.
- If a parent, service provider or anyone other than a student has a temperature over 100 degrees, they will not be permitted to enter the building.
- In an effort to reduce the exposure chances, visitors to the building will be limited.

All meetings need to be arranged through the office.

No person goes to classrooms without principal approval.

Having lunch deliveries will not be permitted for staff or students.

Initial Re-Opening

Afton Public School Procedures

- Building will not be open until 7:40 a.m. each morning. Please do not send your child to school before this time as they will not be able to enter the building.

- First day of school

Primary parents with students in grades Pre K through 2nd Grade may, if necessary, walk their student to class. However, after the first day of school, adults will not be allowed to go to classrooms or be in hallways.

- Upon arrival students in the 9th - 12th grade will receive a grab-and-go breakfast from the break room.

- All classrooms are cleaned daily. In addition, classrooms will be cleaned during the school day.

Teachers will have a procedure to clean desks and tables.

- All students will be assigned a Chromebook or Tablet. This will reduce the sharing of devices in school.

PK will all be assigned a Tablet. The Tablet will remain at school until such a time may arise that a student needs to be at home for instruction due to COVID-19. At that time the student will be allowed to take their device home to ensure they stay with their class on instruction until the time they are safe to return to school.

K – 5th grades will be assigned Chromebooks. The Chromebooks will remain at school until such a time may arise that a student needs to be at home for instruction due to COVID-19. At that time, the student will be allowed to take their device home to ensure they stay with their class on instruction until the time they are safe to return to school.

6th – 8th grade students will all be assigned a Chromebook. The Chromebooks will be checked out to all students during the first week of school.

Students will have the responsibility to bring their Chromebooks fully charged each day.

- Lunch time will be modified to accommodate distancing as much as possible.

The number students allowed to sit at a lunch table will be limited

There will not be outside visitors allowed in the cafeteria.

Lunch deliveries will not be allowed. This is to reduce the exposure of our office staff, teachers, and students.

Tables will be sanitized between lunch groups.

- All teachers will start the year providing instruction to students in the following areas:

COVID-19 – how viruses are spread / what we can do to prevent spread

Handwashing procedures / Hand sanitizer use

Not sharing materials / Not touching face

- Personal Protective Equipment (PPEs)

Students may wear masks.

Students may wear gloves.

Understand that PPE items will not be provided to students by the school. This will be a part of their school supply list. Students using cloth masks will be able to wash them in the evenings. We will be teaching students proper use of masks and reinforcing the importance of washing the masks. We ask that parents help us with this as it will take time for good habits to become natural.

Virtual/Distance Learning

PreK

All students in PreK will have a tablet checked out to them. The students will leave the tablet at school for use in the classroom. Any student whose parents have chosen distance learning will be issued a tablet to take home. If our school has to close due to COVID-19, all students will take their tablet home for instructional purposes. The releases and policies for device check out are listed in the Student Handbook.

K – 3rd Grades

All students in 2nd – 5th grades will have a Chromebook checked out to them. The students will leave the Chromebooks at school for use in the classroom. Any student whose parents have chosen distance learning will be issued a Chromebook to take home. If our school has to close due to COVID-19, all students will take their Chromebooks home for instructional purposes. The releases and policies for device check out are listed in the Student Handbook.

4th - 12th Grades

All students in 4th – 12th grades will have a Chromebook checked out to them. The students will check out the Chromebooks at schedule pick-up. The students will be responsible for having their Chromebooks each day for class. It will be the responsibility of students to recharge their Chromebooks for classes each day.

Any student whose parents have chosen distance learning will be issued a Chromebook to take home at schedule pick up. If our school has to close due to COVID-19, all students will take their Chromebooks home for instructional purposes. The releases and policies for device check out are listed in the Student Handbook.

Guidelines

- Teachers will be using Acellus & Google Classroom for the platform of instruction.
- Parents and Teachers must be partners in distance learning. Therefore, communication is of the utmost importance during distance learning.
 - Teachers will provide you with means of communication for you to easily reach out to them.
- Distance learning is taught as if in school, but learning takes place at home or in another environment.
 - The instruction will be monitored by the classroom teacher.
 - The assignments will be given and a due date will be assigned.
 - In order for students to stay on pace and complete their grade level standards, the due dates and timelines are very important.
- Teachers will be available for assistance and will be using Google Meet as a tool to instruct students or provide video lessons for students to watch.
- Students will be taught how to login to their devices and how to access their daily activities.
- Parents will receive a step-by-step guide outlining 'how to access'

instruction videos, live lessons and assignments.

- Attendance is taken daily.
 - o Attendance is measured by students completing the assignments in a timely manner by the assigned due dates.
 - o Completed assignments are evidence of attendance.
 - o If a student is ill, parents will still contact the school so the absence will be marked as verified and the student will have time to make up the work according to the make up work policy in the student.
- Parent Contact
 - o Teachers of students on distance learning will contact parents if students do not login or complete assignments by due dates.
 - o If a parent does not notify the school, the student will be truant and fall under the truancy policy.
 - o In the case of long-term distance learning, the teacher will contact parents of students not completing assignments and will require online meeting time with students not reaching mastery of skills or scoring below 60% in a subject area and on pace with the class timeline.

NTC or NEO A&M

Students attending NTC or NEO A&M will follow the procedures for those schools. Their teachers and instructors are the ones to issue grades and you work with them to see that your courses are complete.

The parent portal part of our school Student Information System will provide up-to-date information to parents on their children.

Parents will receive a username and password to the parent Portal.

Protocols for sick students

**** It is important to remember we are in an unprecedented time. Our world is facing a pandemic that can be deadly to those with compromised immune systems, including older persons. It is the responsibility of our school system to do all we can to provide the safest environment possible to our students as well as the school community. The following protocols are in place for safety of students, staff, and community. Any of the actions of the school must not be taken as a confirmation of COVID- 19 for students or staff asked to return home, but the actions of a responsible entity responding in the best interest of all the school community.****

All students' confidentiality will be respected as required in FERPA and HIPAA regulations. However, students with signs or symptoms of COVID-19 will be taken to the nurse or her designee to be assessed and parents contacted. This area will be away from the classroom. The health department conducts contact tracing for all COVID- 19 cases. This will assist in all decisions made about school closures.

Students with Fever or Symptoms:

- Students with a fever or symptoms should NOT be sent to school. If you take your child's temperature and it is over 100 degrees or has other COVID-19 symptoms, DO NOT send them to school.

Notify the office of your child's illness as soon as possible. (The

principal will work with you to place your child on distance learning in order to keep up with the instruction of their regular class. This will also start their attendance being checked by distance learning and your child will not be counted as absent as long as they follow the attendance policy.)

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are

Meeting the following attendance requirements:

a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year.

2. They have a medical condition that incapacitates the

student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.
(from Attendance Policy)

- If your child has been in CLOSE contact with a person who tests positive for COVID-19, parents must notify the office immediately and your child will be recommended NOT come to school.
- When a staff member has been or has been notified from the health department that they were identified as being in direct contact with a person that has tested positive for COVID-19; the staff member should immediately notify their supervisor. (A 10 day quarantine will be recommended and begin the day after the positive contact was made). Once the documentation from the health department becomes available the staff member should submit the documentation to the Afton School District. If they have not received documentation, they should contact the health department for said documentation. Staff member will be placed on leave and will use their personal leave and then sick leave, following Afton Public Schools leave policy, until documentation is confirmed. Once documentation from the health department has been received they will be placed on paid administrative leave, retroactive back to the day the leave began and will not be charged personal/sick leave for this absence.

When sick at school

- Any student at school becomes sick during the school day, the following will happen:
 - Parents will be contacted and the student will be sent home Immediately.

Any students waiting on parents to pick them up will be moved to a designated area.

If signs of Covid-19 are present parents will be encouraged to get their child tested for COVID-19.

The students will not be allowed to return to school until the fever has been gone for 24 hours without the use of fever reducing medications AND the other symptoms are better.

- If the school is notified a student has tested positive for COVID-19 the following will happen.

The school officials and the health department will be notified Immediately.

District closure may be activated for at least 48 hours. Health officials and school administration will work together to determine the length of school closure if warranted.

Notification will be sent out to parents of students who had contact with any student with a confirmed positive case.

- If a staff member or student is in close contact with a person testing positive for COVID-19, the student or staff member will need to follow our district Student / Teacher Close Contact chart. They will be encouraged to stay home and self-monitor their condition according to the appropriate timeline on the chart.

Parent or teacher should notify the building principal as soon as possible exposure is identified.

Any student or staff member will be encouraged to get a COVID-19 test.

The school will be recommending the student or staff member to follow the guidelines set by the CDC/Oklahoma Health Department for allowing student to return to school.

- Any questions on if a student is recommended to quarantine or isolation please call your building principal.

**** Note the 24 hours no fever means 24 hours no fever without aid of fever reducing medication.**

***** Be sure to notify the school of any close contact or positive test results of COVID-19 – the school will recommend that your student be placed on distance learning and the absence will not count against them if they follow the attendance policy.**

Extra-Curricular and School Activities

In the event we have a district closure all activities within the district may be rescheduled or cancelled during the closure.

* Siblings of a symptomatic student will be considered symptomatic.