

Afton Public Schools



Guidelines for the 2020/2021
School Year

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Afton Public Schools 2020-2021 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 2020-2021 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. Also, students in traditional school will not be permitted to enter virtual school after August 19, 2020 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 community that we strongly believe 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. This virus caused the closure of our district in the spring of last school year. 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

The big question is how to prevent the infection. While there is not a vaccine to prevent COVID-19, 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

These are the facts as presented to our district as of July 21, 2020. 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

Temperatures will be checked for everyone entering our schools.

All staff and students will wear masks. Sites information will give additional information as to the requirements and procedures of when one wear a mask and when they may remove their 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 being installed at each site.

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.

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 must wear masks on the bus at all times.
- 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

the student's temperature is not greater than 100 when boarding.

Understand that if a student is found to have a temperature of greater than 100, the students and driver on that bus will be involved in contact tracing if the febrile student is determined to have COVID-19 (with the exception of special needs students)

Car Riders and Walkers

- Car riders will have their temperature checked before exiting the car. If any student in the car has a temperature that student and other students in the vehicle or siblings of that student will be sent home.

- Each person will have temperature checked before entering the building.
 - If student temperature is over 100 degrees, the student will be taken to the nurse or her designee in a secure location to have temperature rechecked. If the student's temperature remains to show over 100 degrees the student's parent will be called to pick up their students.

 - 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 to emergencies or issues of extreme importance.
 - 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.

Outside counselors will not be allowed in the buildings unless it is deemed an emergency by the administrator.

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.**
- Each person will have temperature checked before entering the building.
 - If student temperature is 100 degrees or above, the student will be taken to a secure location to have temperature rechecked. If the student's temperature remains to show over 100 degrees, the student's parents will be called to pick up their students.
 - If a parent, service provider, or anyone other than a student has a temperature is 100 degrees or above, they will not be permitted to enter the building.
- Upon arrival students in Pre-K through 8th grade will receive a grab-and-go breakfast from the cafeteria and report promptly to their first hour classroom.

- Upon arrival students in the 9th - 12th grade will receive a grab-and-go breakfast from the break room and report promptly to their first hour classroom.

- 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 cafeterias in the.
- 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 will wear masks at drop off, pick up, in the hallways, or other more crowded areas during the day. We are asking parents to supply the mask if at all possible.
 - 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.

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.

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 Students and Staff with Suspected COVID-19

**** 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 and the student will be asked to wear a mask if medically able. 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 may return to school after the 10 day self-quarantine unless symptoms start

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 should NOT come to school. While being in contact does not mean your child has COVID 19, there is a time period your child should be monitored for symptoms before returning to school. The Close Contact Chart outlining those timelines is an attachment at the end of this document. (Your building principal will set your child up on distance learning in order for your child to receive all instruction their class is receiving and your child will not be counted as absent as long as they follow the attendance policy.)

When symptoms become present at school

- Any student at school that begins to show symptoms of COVID-19 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.

- ┆ The health department will be contacted.

- ┆ Parents will be encouraged to get their child tested for COVID-19.

- Any area where the student has been for 30 minutes or longer will be cleared and sanitized for safety purposes.

- The students will not be allowed to return to school until the fever has been gone for three days 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 will 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 should 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.

- Student will be assigned to distance learning during this time period.

- Any student or staff member will be strongly encouraged to get a COVID-19 test. Once notified of the results of the test, the school will follow the chart attached.

Student will not be allowed back to school until conference with the school principal and it is determined to be safe for the student to return to class. (The school will be following the guidelines set by the CDC/Oklahoma Health Department.)

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

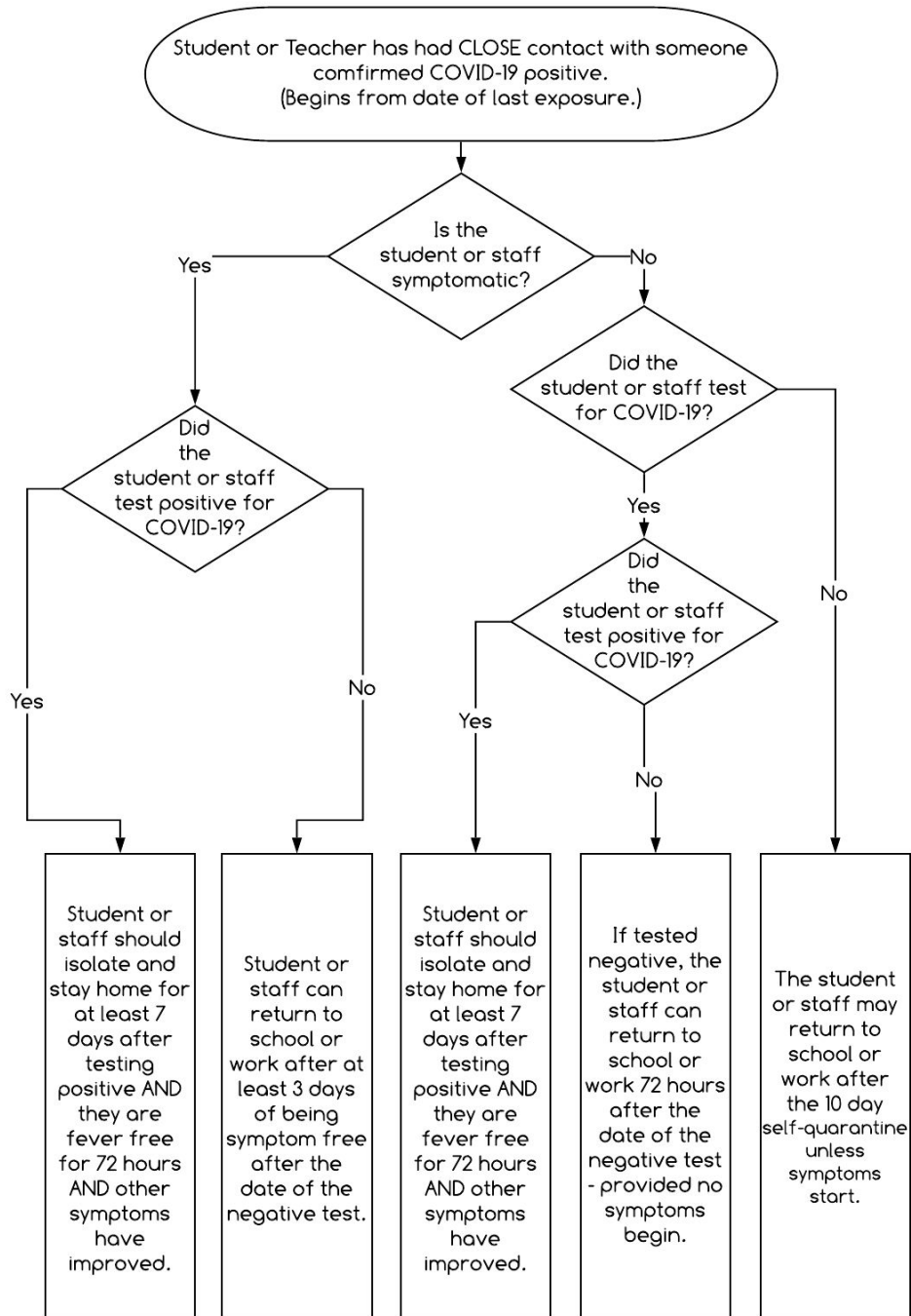
**** Note the 3 days no fever means 3 days no fever without aid of fever reducing medication.**

***** Be sure to notify the school of any close contact or positive test results of COVID-19 – your student will 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 will be rescheduled or cancelled during the closure.

Decision Tree for Response to Exposure



* Siblings of a symptomatic student will be considered symptomatic.

Decision Tree for School Closure Decisions

