

Vinita Public Schools



Reopening Plan 2020-21

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Reopening School Delivery Choices

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
2. Virtual Learning (for high risk students)

Traditional School

Offered to students PreK- 12th grades that will be on campus attending school at Vinita 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. This is also an option for parents who have students /family members who are at risk, may opt to begin the school year in a distance learning format. Students will continue to enroll in their same classes with their same teachers. Students will follow the lesson plans of their teacher using Google Classroom. 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.

Short-Term Distance Learning

Students without internet connectivity or without devices will attend school while those students with internet connectivity and devices will work from home. Students will continue in their same classes with their same teachers. Students will follow the lesson plans of their teacher using Google Classroom. Learning would take place off campus, but students would follow the due dates and timing of all students in their regular class.

Long-Term Distance Learning

All students will work from home. Students will continue in their same classes with their same teachers. Students will follow the lesson plans of their teacher using Google Classroom. Learning would take place off campus, but students would follow the due dates and timing of all students in their regular class.

Virtual Learning

Offered to students PreK - 12th grades and would be off campus using Edgenuity/Odysseyware 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 a Vinita certified teacher for assistance and guidance.
- Students or parents interested in this option should call and set up an appointment to meet with the Superintendent. At that time, we will decide the right fit and curriculum program that will meet the needs of the student.

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- 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 10, 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.

Vinita 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 Vinita 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 Vinita Public Schools.

Once again, Vinita 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 Vinita Hornet 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 8, 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 must 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.

Vinita 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 student's temperature is not greater than 100.4 when boarding. Understand that if a student is found to have a temperature of greater than 100.4, 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

- 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 student.
 - 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.

How to Wash Cloth Face Coverings

Cloth face coverings should be washed after each use

Washing Machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting.

Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons ($\frac{1}{3}$ cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designated for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

How to Dry

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

For more information on cloth face coverings, go to:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Initial Re-Opening

Elementary School Procedures

- Building will not be open until 7:30 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**
 - **Elementary parents *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 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 student.
 - 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.
- Arrival of students will be staged by grade in separate areas in order to spread students out as they are waiting for release to classrooms.
- Breakfast will be in the cafeteria. Students will be asked to sit and eat then immediately leave the cafeteria to limit the number of students in the cafeteria at one time. The cafeteria will not be a social gathering place before school.
- 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 – 1st grades 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.
- 2nd – 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.
 - Hot spots provided based on district criteria for need.
 - 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 initial re-opening stage.
 - 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
 - Recess
 - Students will be assigned areas to reduce the number of students in one area.
 - The assigned areas will be rotated.
 - Recess times will be modified as being outside and in open, clean air appears to be a good recommendation for the reduction in the spread of COVID-19.

- Release time at the end of school (*Please understand we realize that it is hard waiting in line for your children but the safe release of students is our #1 priority*)
 - There will be additional staging areas located within the building in order to spread students out while waiting on buses and parents.
 - There will be the addition of areas for those students waiting on circle drive.
 - Students who go out to the “walk up” area will be asked to spread out. Parents are asked to social distance while waiting on students and to be patient as students are released.
- Personal Protective Devices (PPDs)
 - 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 PPD 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.

Middle School Procedures

- Students will not be permitted to enter the building before 7:30 a.m.
- **First day of school**
 - **No one except students and staff will be allowed into the building without an appointment.**
- All persons entering the building will have their temperature taken.
 - 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 student.
 - 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.
- Students will be staged in several different areas by grade to increase the social distancing ability.
- Breakfast will be served in the cafeteria. Students will be asked to eat and then go to their designated area.
- All classrooms will be cleaned daily. In addition, classrooms will be cleaned during the school day.
 - Teachers will have a procedure to clean desks and tables.
- All teachers will start the year with instruction in the following areas:
 - COVID-19 – how viruses are spread / what we can do to prevent spread
 - Hand washing procedures / Hand sanitizer use
 - Not sharing materials / not touching face
- All students will be assigned a Chromebook. This will reduce the sharing of devices in 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.
- If a student has to remain at home for a time period due to COVID-19 they will be able to access their assignments and instructions from their Chromebook using Google Classroom until they are able to return to school.
- Hot spots provided based on district criteria for need.
- During passing periods students will wear masks and travel to class on the right side of the hall for social distancing as much as possible. Restroom visits will be limited to no more than three students at one time.
- Students will be eating lunch in staging areas. This will allow us to reduce the number of students in the lunchroom at the same time.
 - There will be a reduced number of students allowed at each table.
 - Deliveries of food will not be allowed. This will reduce the number of people entering the school and will reduce the exposure of our office staff, teachers, and students.
- Release time
 - Bus riders will begin being released at 2:55 p.m. in order to clear the hall before the other students are released. This will reduce the number of students in the hallway at the end of the day.
 - Students will not be allowed to congregate after school in groups.
 - Students who have parents picking them up after school will be asked to social distance while waiting on the West side of the building.
- Personal Protective Devices (PPD)
 - Students and staff will be required to wear masks. Students will wear masks between classes and in other more crowded areas of the school.
 - Students may wear gloves.

Understand that PPD 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 I will take time for good habits to become natural.

High School Procedures

- Students will not be permitted to enter the building before 7:15 a.m.
- **First day of school**
 - **High School - no one except students and staff will be allowed into the building without an appointment.**
- All persons entering the building will have their temperature taken.
 - If a student's temperature is 100 degrees or above, 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 student.
 - If a parent, service provider, or anyone other than a student has a temperature of 100 degrees or above, they will not be permitted to enter the building.
- Freshmen and sophomores will enter through the south gym lobby doors, juniors and seniors will enter the south cafeteria doors.
- Breakfast will be served in the cafeteria. There will be grab and go breakfasts available as well so students can get their breakfast and go to their classrooms after 7:50. Students will not be allowed to congregate in groups. The number of students per table will be limited.
- All classrooms will be cleaned daily. In addition, classrooms will be cleaned during the school day.
 - Teachers will have a procedure to clean desks and tables.
- All teachers will start the year with instruction 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
- All students will be assigned a Chromebook. This will reduce the sharing of devices in school.

- Chromebooks will be checked out to students at schedule pick up.
- Students will have the responsibility to bring their Chromebooks fully charged each day.
- If a student has to remain at home for a time period due to COVID-19, they will be able to access their assignments and instructions from their Chromebook using Google Classroom until they are able to return to school.
- Hot spots provided based on district criteria for need.
- During passing periods, students will wear masks and travel in the same direction in the hallways, social distancing as much as possible. Restrooms will be limited to no more than three students at one time.
- There will be an additional lunch period this year. This will allow us to reduce the number of students in the lunchroom at the same time.
 - There will be a reduced number of students allowed at each table.
 - Deliveries of food will not be allowed. This will reduce the number of people entering the school and reduce the risk of exposure of our office staff, teachers, and students.
 - Remember, Vinita High School has a closed campus.
- Release time
 - All students riding buses will be released at 2:58pm in order to clear the hall before the other students are released. This will reduce the number of students in the hallway at the end of the day.
 - Students will not be allowed to congregate after school in groups.
 - Students who have parents picking them up after school will be asked to social distance while waiting.
- Personal Protective Devices (PPD)
 - Students and staff will be required to wear masks. Masks must be worn upon entry into the school, in the hallways between classes and in other more congested areas of the school. Teachers have discretion to allow masks to be removed in the classrooms.

- Students may wear gloves.

Understand that PPD 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 – 1st Grades

All students in PreK – 1st grades 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. Hot spots provided based on district criteria for need. The releases and policies for device check out are listed in the Elementary Handbook.

Guidelines

- Teachers will be using Google Classroom for the platform of instruction.
 - All assignments will be through Google Classroom.
- Parents and Teachers must be partners in distance learning especially with children in elementary school. Many students have not learned to manipulate devices in a manner consistent with the ability to gain new knowledge and stay focused. 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.
 - Teachers will have office hours set aside for contact in case of school closure.
- Distance learning is taught as if in school, but learning takes place at home or in another environment.
 - The instruction will be provided 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.
 - Attendance is measured by students completing the assignments in a timely manner by the assigned due dates.
 - Completed assignments are evidence of attendance.
 - 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 handbook.
- Parent Contact
 - Teachers of students on short-term distance learning will contact parents if students do not login or complete assignments by due dates.
 - If a teacher cannot reach a parent, the teacher will notify the principal – no contact or assignments missed are recorded as truancy and fall under the truancy policy.
 - 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.

2nd – 5th 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. Hot spots provided based on district criteria for need. The releases and policies for device check out are listed in the Elementary Handbook.

Guidelines

- Teachers will be using Google Classroom for the platform of instruction.
 - All assignments will be through Google Classroom.
- Parents and Teachers must be partners in distance learning especially with children in elementary school. Many students have not learned to manipulate devices in a manner consistent with the ability to gain new knowledge and stay focused. 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.
 - Teachers will have office hours set aside for contact in case of school closure.
- Distance learning is taught as if in school, but learning takes place at home or in another environment.
 - The instruction will be provided 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.
 - Attendance is measured by students completing the assignments in a timely manner by the assigned due dates.
 - Completed assignments are evidence of attendance.
 - 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 handbook.
- Parent Contact
 - Teachers of students on short-term distance learning will contact parents if students do not login or complete assignments by due dates.
 - If a teacher cannot reach a parent, the teacher will notify the principal – no contact or assignments missed are recorded as truancy and fall under the truancy policy.
 - 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.

6th - 8th Grades

All students in 6th – 8th 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. Hot spots provided based on district criteria for need. The releases and policies for device check out are listed in the Middle School Handbook.

Guidelines

- Teachers will be using Google Classroom for the platform of instruction.
 - All assignments will be through Google Classroom.
- Parents and Teachers must be partners in distance learning. Many students have not learned to manipulate devices in a manner consistent with the ability to gain new knowledge and stay focused. 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.
 - Teachers will have office hours set aside for contact in case of school closure.
- Distance learning is taught as if in school, but learning takes place at home or in another environment.
 - The instruction will be provided 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.
 - Attendance is measured by students completing the assignments in a timely manner by the assigned due dates.
 - Completed assignments are evidence of attendance.
 - 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 handbook.
- 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.
 - The portal is accessed from the Vinita Public School webpage by clicking on the Gradebook icon.
 - Parent portal will provide an avenue for parents to track attendance.
 - Parent portal will provide information on recorded assignments and grades.
- Parent Contact
 - Teachers of students on short term distance learning will contact parents if students do not login or complete assignments by due dates.
 - If a teacher cannot reach a parent, the teacher will notify the principal – no contact or assignments missed are recorded as truancy and fall under the truancy policy.
 - 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 70% in a subject area.

9th – 12th Grades

All students in 9th - 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. Hot spots provided based on district criteria for need.

If our school has to close due to COVID-19, all students will take their Chromebooks home for instructional purposes.

Guidelines

- Teachers will be using Google Classroom for the platform of instruction.
 - All assignments will be through Google Classroom.
- 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.
 - Teachers will have office hours set aside for contact in case of school closure.
- Distance learning is taught as if in school, but learning takes place at home or in another environment.
 - The instruction will be provided 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, 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.
 - Attendance is measured by students completing the assignments in a timely manner by the assigned due dates.
 - Completed assignments are evidence of attendance.
 - 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 handbook.

NTC and 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.
- Most **IMPORTANT** thing to remember is classes from NEO A&M must be completed if they are required courses for high school students. The college may issue a P – passing grade and not require students to complete courses but a P is not a grade for High School. The college may explain to you this will not hurt your college GPA but this could keep you from meeting graduation requirements or not meet the requirements of Oklahoma's Promise.
- **DO NOT** drop a course or accept a P / PW / W without going through one of our counselors.
- 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.
 - The portal is accessed from the Vinita Public School webpage (www.vinitahornets.com) by clicking on the **Resources** tab, clicking **Parent Resources** and **Gradebook**.

- Parent portal will provide an avenue for parents to track attendance.
- Parent portal will provide information on recorded assignments and grades.
- Parent Contact
 - Teachers of students on short term distance learning will contact parents if students do not login or complete assignments by due dates.
 - If a teacher cannot reach a parent, the teacher will notify the principal – no contact or assignments missed are recorded as truancy and fall under the truancy policy.
 - 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.

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 will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learn-Ing 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; or
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)

- A student should not return to school until their fever has been gone for 3 days without use of a fever reducing medication.
- 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.)

Students with Symptoms of COVID-19

- Any student at school that begins to show symptoms of COVID-19 during the school day, the following will happen:
- Student will be taken to the nurse's office or her designated station. Where they will be assessed.
 - 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.
 - Health officials and school administration will work together to determine **if** or for how long school should close.
 - 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 of the exposure.
 - 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 our designated COVID-19 contact person for the district, our school nurse, Tiffany Floyd at 918-944-0496

The following is the guidance from the Oklahoma State Department of Health defining the difference between quarantine and isolation:

QUARANTINE VS. ISOLATION - WHAT IS THE DIFFERENCE?

<div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>If you had close contact with a person who has COVID-19:</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>Stay home until 14 days after your last contact.</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>Check your temperature twice a day and watch for symptoms of COVID-19</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>If possible, stay away from people who are at higher-risk for getting sick from COVID-19.</p> </div>	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>If you are sick and think or know you have COVID-19</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>Stay home until after</p> <ul style="list-style-type: none"> ▪ 3 days with no fever ▪ Symptoms improved ▪ 10 days since symptoms first appeared </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>If you tested positive for COVID-19 but do not have symptoms</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>Stay home until after 10 days have passed since your positive test</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <p>If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.</p> </div>
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** Note the 3 days no fever means 3 days no fever without aid of fever reducing medication.

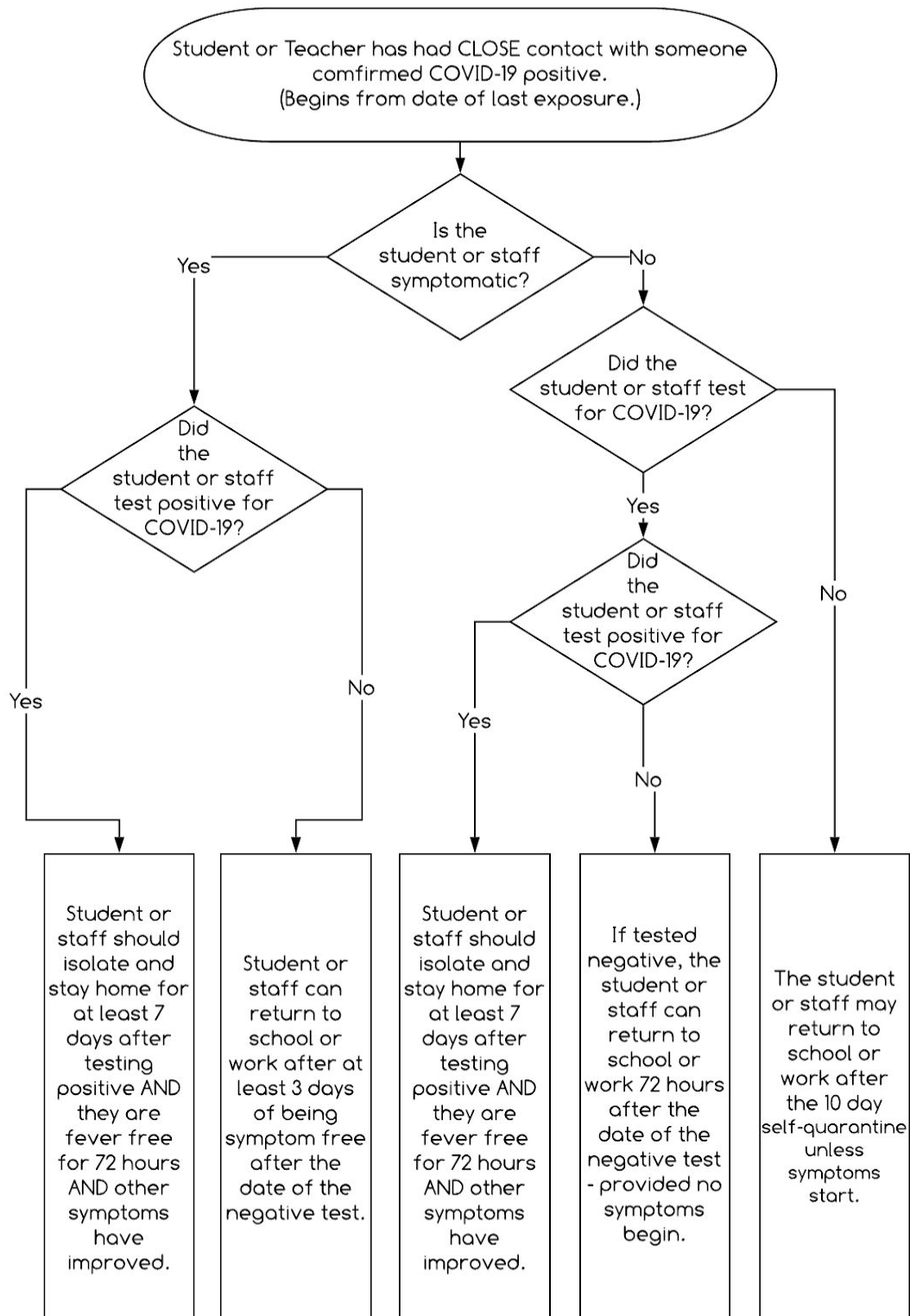
*** Be sure to notify the school of any close contact or positive test results of COVID-19 – your student will be placed on distance learning and the absence will **not** count against them if they follow the attendance policy.

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.

Any site that has a school closure all activities within that site will be rescheduled or cancelled during the closure.

Decision Tree for Response to Exposure



*more information at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Decision Tree for School Closure Decisions

