

# Lookeba-Sickles Public School

## SCHOOL DAY OPERATIONS FOR ELEMENTARY & HIGH SCHOOL

### BUILDING ACCESS

Access to school buildings (Elementary, Kindergarten/Head Start, High School Building, Ag Building, High School Gym, Music Building) will be **VERY LIMITED** beginning on **MONDAY, AUGUST 3<sup>rd</sup>, 2020**. Only people allowed access to the buildings will be: **employees of the LSPS, enrolled or pre-enrolled students of LSPS, employees of Washita Valley Head Start Program.** Any other access into the buildings by ANYBODY will be by **APPOINTMENT ONLY**. Call ahead to the offices to set up an appointment. Elementary office opens August 3<sup>rd</sup>, 405-457-6300 x1, Head Start Office open August 3<sup>rd</sup> (405) 457-6493.

### MASKS & FACE COVERINGS

LSPS will make every effort to promote healthy practices and protocols. Social distancing will be implemented when possible. Mask requirements may change due to the COVID-19 health climate, local, state, and/or federal requirements.

**GRADES Prek-12:** Masks and face coverings will be required for students and staff while in the hallways, offices, cafeteria, and buses. All LSPS families are encouraged to have a mask and/or face covering available for their child(ren) before the first day of school. Face coverings and masks must not include messages or images that distract from the learning environment as outlined for other articles of clothing in the school dress code. Face coverings and masks are not always best for the health of our students with preexisting medical concerns. Their parents/guardians must contact the school principal to be exempt.

**FACESHIELDS:** Clear face shields will be provided for K, 1 & 2 students as well as the adults employed by LSPS.

### TRANSPORTATION

LSPS transports on average 200 students a day on our buses. That is approximately 80% of our student body. We plan to continue with our traditional bus route service. Some buses will NOT be able to maintain appropriate social distancing. Therefore, **MASKS ARE REQUIRED FOR ALL STUDENTS WHILE RIDING THE BUS DUE TO CLOSE PROXIMITY**. Masks and face coverings are not always best for the health of our students with preexisting medical concerns. Their

parents/guardians must contact the school principal to be exempt. Transportation vehicles will be disinfected daily. Whenever possible, windows will be down for air circulation, as recommended by the CDC and the Oklahoma State Department of Education. Parents/guardians need to take these factors into consideration when deciding if school transportation is the best for their child. Plan for the possibility of longer drop-off/pick-up lines. If there is a shortage of bus drivers, due to COVID-19, the district may need to alter and /or temporarily suspend bus routes.

## **ATTENDANCE**

It is imperative for the health and safety of all students to learn remotely in days they have a fever or other symptoms of illness. Students who have a health reason that is verified by a parent/guardian or medical professional will receive an excused absence.

## **CLASSROOMS**

Classrooms and common seating areas will be disinfected at least daily. Seating will be arranged the best way possible to maximize space between students.

## **WATER FOUNTAINS & WATER BOTTLES**

Students are strongly encouraged to bring their own water bottles every day and they will have access to refill them. Standard water fountains that individuals directly drink from will not be available.

## **CLEANING AND DISINFECTING**

LSPS will increase sanitization of high-contact surfaces throughout the school day. Frequent hand-washing and other healthy protocols will be practiced and highly encouraged. Hand sanitizer will be easily accessible throughout all school buildings. Upon notification of a positive COVID-19 case, classroom(s), schools and transportation vehicles will be deep-cleaned.

## **BREAKFAST & LUNCH**

Breakfast and lunch time will be staggered at each site as needed. Times will be determined by the principal of each site.

## **RESTROOMS**

All restrooms will be frequently cleaned and disinfected daily.

## **VISITORS**

**Visitors are described as anyone who is not paid by the district to work at a school site.**

Visitors must have a temperature check upon arrival, wear a mask or face covering, and answer the essential health question checklist. Visitors will **only** be allowed entry into the buildings for essential purposes. Virtual meetings or phone calls are highly encouraged.

## **COVID-19 SCENARIOS – EXPOSURE & QUARANTINE GUIDELINES**

**IF A FAMILY MEMBER OF STAFF OR STUDENT TEST POSITIVE FOR COVID-19:** If any of your in-home immediate family member(s) have tested positive for COVID-19, DO NOT ENTER a LSPS facility or attend LSPS events. This decision is due to typical in-home proximity and interactions. Please contact your building principal to alert us of your absence and health situation.

**IF A STAFF OR STUDENT TEST POSITIVE FOR COVID-19:** If a student or staff member tests positive for COVID-19, they **cannot** return to LSPS facilities until they have met the following: they are symptom free, receive a negative COVID-19 test result, and have been approved by a doctor to return (medical release is required and must be turned into your building principal's office). During recovery, the student will transition to Distance Learning, and their teachers will work with him/her to complete missed assignments.

**Exposure & Quarantine:** The OSDE, and the State & County Health Departments shared that they will provide guidance to districts regarding exposure and quarantine procedures and guidelines. We will monitor and follow their guidance. **(This will be updated soon!)**

**IF A CLASSMATE OR TEACHER TEST POSITIVE FOR COVID-19:** School administrators will notify all applicable school staff and students' parents/guardians who have been potentially exposed to someone who has tested positive for COVID-19.

**Exposure & Quarantine:** The OSDE, and the State & County Health Departments shared that they will provide guidance to districts regarding exposure and quarantine procedures and guidelines. We will monitor and follow their guidance. **(This will be updated soon!)**

## **STUDENT ARRIVAL AND DISMISSAL**

Arrival and dismissal procedures will be addressed by building Principals.

## **FIRST DAY OF SCHOOL VISITORS**

As an additional safeguard, parents, guardians, and other visitors **WILL NOT** be allowed to enter or escort students to class. As noted before, this will be a daily practice until further notice.

## **HALLWAY & PASSING TIMES**

Students will adhere to procedures in the hallways as defined by the building principal.

## **STUDENT SUPPLIES**

Sharing of supplies such as crayons, markers, scissors, and pencils will not be allowed. Students will keep their individual supplies separated from those of others in individually labeled containers or cubbies.

## **COMPUTER LABS/CLASSROOM DEVICES, MANIPULATIVES & LIBRARY**

All technological devices and learning manipulatives needed for instructional purposes will not be shared with another student without first being sanitized. Sanitization will occur between uses. Classroom libraries will follow the same 72 hour wait time being used in the Media Centers.

## **MUSIC & PE**

Students will attend music and PE classes as usual. Equipment and workspaces will be frequently sanitized. Students will be instructed to follow social distancing guidelines when possible.

## **RECESS**

Students will attend recess. Hand sanitizer will be used before and after recess.

## **MEDIA CENTER**

Media Centers will be open for checking in/out books. Books will not be shelved for 72 hours after being returned. Classes will have a scheduled time to enter the Media Center to check out books. Hand sanitizer will be used before and after visits to the Media Center.

Date

Dear Parents,

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for sign of COVID-10. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following signs, indicated by answering yes to the questions below, please keep them at home. This check list must be used separately for each child attending school from your household. You can print a checklist/log from our website at [www.lookeba.k12.ok.us](http://www.lookeba.k12.ok.us).

- \_\_\_ 1. Does your child have a temperature of 100 degrees or higher?
- \_\_\_ 2. Does your child have a sore throat?
- \_\_\_ 3. Does your child have a cough?
- \_\_\_ 4. Does your child have a loss of smell or taste?
- \_\_\_ 5. Does your child have shortness of breath?
- \_\_\_ 6. Does your child have close contact with a positive COVID case?

By sending you child(ren) to school, you agree the answer to each of the statements above is "NO."

Thank you,



School Principal

**STUDENT NAME:** \_\_\_\_\_

ANY STUDENT ANSWERING YES TO ANY QUESTION OR RECORDING A TEMPERATURE OF 100 OR ABOVE MUST STAY AT HOME.

[illegible]



NAME: \_\_\_\_\_

Signature \_\_\_\_\_

[illegible]