



# **GLENCOE PUBLIC SCHOOLS**

## **SAFE RETURN AND CONTINUITY OF SERVICES PLAN**

### **2021 - 2022**

*Board Approved June 21, 2021  
Posted June 22, 2021*



Glencoe Public Schools Students Parents/Guardians Staff and Community Members:

The 2021 - 2022 school year is quickly approaching and Glencoe Public Schools has been working urgently and diligently to prepare and plan for our students, our parents/guardians and our staff members. We are prepared to begin our school year with in-person, traditional learning; however we do understand that this may not be possible for all students so virtual learning options will be available.

Although Glencoe Public Schools would prefer to have an exact plan for all possible scenarios that may occur throughout the year, it is an unpredictable and uncertain time and many of those plans will be made as the need arises. The following pages contain the health and safety measures that will be in place throughout the district, and the learning options that will be available to students.

Please know that Glencoe Public Schools will continue to keep students and staff members as the ultimate priority and that no matter what challenge is presented throughout the school year, our students and staff members will always remain the priority.

Thank you for your commitment to Glencoe Public Schools. Thank you in advance for your patience, understanding, encouragement, and support of the Glencoe Public Schools "Safe Return and Continuity of Services Plan".

John Lazenby  
Superintendent, Glencoe Public Schools

**Statement of Action**

Glencoe Public School is dedicated to providing a quality education to our students in the safest manner possible. The COVID-19 pandemic has created an unprecedented time in which multiple strategies will be required to achieve these goals. Disruptions to a typical schedule will likely occur and the following guidelines will require flexibility to adjust to new knowledge about this pandemic.

The goals for the 2021-2022 academic year are to provide flexible learning pathways for families who may be impacted by health concerns.

The creation of this plan is based upon two guiding principles:

1. Limit exposure. Although risk cannot be fully eliminated, all strategies will be used to provide social distancing, personal hygiene and sanitation to limit these risks within the physical limitations of our school system.
2. Provide continuous education. Building on the experiences of distance learning from 2020 - 2021 Glencoe Public School is ready to deliver instruction to students face-to-face or virtually. It is likely that disruptions to traditional teaching will occur during the COVID-19 pandemic. Although these disruptions will occur, consistent lesson delivery from teacher to student will remain strong, either through a traditional face-to-face method or through virtual learning.

Goals include:

- a. Continue to deliver grade level content through challenging and engaging lessons.
- b. Provide interventions for students who fall below grade level.
- c. Offer enrichment for students who are learning at a faster pace.
- d. Create options for personal learning pathways.
- e. Respond to parent/guardian questions or concerns about their student's progress.

### **Educational Pathways**

Glencoe Public School recognizes and respects that every family must decide what is best for them. The school will provide quality education for all students regardless of the option they choose.

On Campus: Students report to campus and attend classes in a traditional setting with access to online instruction through Google Classroom. Teachers will be present with students in the classroom to guide instruction daily. Students may participate in school sponsored activities. **All students are enrolled in on campus learning unless parents/guardians request the virtual learning pathway through the building administrator.**

Blended learning: Including both on-site traditional instruction and digital instruction will be available for students who are required to miss school due to illness or exposures. This approach will allow students who might be ill or quarantined for a limited amount of time to continue their education, even when they cannot physically be in the classroom.

Virtual: Instruction will be provided full time off campus through a virtual format. Once enrolled in virtual learning, students must complete the semester. This option will be available to all students in grades PreK through 12. Students will learn for an extended period through Google Classroom or other Learning Management System platforms. Teachers will be assigned to the student to deliver, guide and facilitate learning. **This option will need to be requested through the building administrator.**

If school closes again, a plan for home based digital learning has been developed. Teachers and students will utilize Edgenuity, Exact Path and Google Classroom to deliver virtual lessons. Students will learn how to use these learning systems by participating in lessons throughout the week while at school.

### **Students with Special Needs**

Individual Education Plans (IEPs), 504 Plans and English Language Academic Plans will be followed with the assistance of the special education director, teachers and site principals. District related service providers such as speech therapy, occupation therapy and physical therapy will contact parents to arrange for continued services within the constraints of this public health crisis. IEP and 504 Plan meetings will be held in person with appropriate social distancing unless a request is made for phone or video conference.

### **Social and Emotional Health**

The Counselor, Mrs. Speer, is prepared to help meet the needs of students. All students and staff will have the opportunity to feel safe and supported in their learning, teaching and working environments. Glencoe Public School will take active steps to develop comprehensive training and resources for all students and staff members.

#### **General Operations of School Sites**

1. **Visitors**
  - a. Campus visitors will be limited to essential business during the 2021-2022 academic year.
  - b. Visitors will have a temperature check upon arrival.
  - c. Visitors will sanitize hands upon entry into a building.
  - d. Visitors will wear masks upon entry into a building.
2. **Health Screening**
  - a. Parents will be asked to complete a symptom check prior to sending students to school according to current CDC recommendations. If students have any of the symptoms, they should remain at home.
  - b. Temperature checks will be performed upon boarding buses as well as upon entry into school buildings. Any student or staff member who has a temperature of 100.4 degrees Fahrenheit or above should remain at home. If fever occurs while at school, student or staff member will be placed in a designated isolation room according to school policy. Students or staff members who have a fever will not be permitted to return to school until at least 24 hours have passed since the last fever **WITHOUT THE USE OF FEVER REDUCING MEDICATION.**
  - c. Glencoe Public Schools is partnering with the Oklahoma State Department of Health, through the Reopening Schools Grant Program to provide screening testing to our students and staff.
3. Glencoe Public Schools is partnering with Foster Corner Drug, located in Perry, Oklahoma, to provide vaccination opportunities to our students and staff.
4. **Isolation and Quarantine**

- a. A student or staff member who tests positive for COVID-19 will remain at home until the following criteria are met:
  - i. 10 days have passed since symptoms started.
  - ii. Symptoms are improving.
  - iii. At least 24 hours have passed since the last fever **WITHOUT THE USE OF FEVER REDUCING MEDICATION.**
- b. Direct contacts of positive cases include all persons who were within 6 feet for more than 15 minutes or had direct contact with the respiratory droplets from the positive case. Direct contacts will remain at home for 10 days or 7 days if a negative COVID test. If symptoms develop or they test positive, the criteria in 3.a. above will be required to be met to return to school.
- c. Glencoe Public School will notify all parents if a positive case occurs and will notify specific students or staff members that require quarantine.
- d. Guidance from state and county health departments will be utilized to determine if additional closures for disinfection and sanitation are required.

## 5. Risk Reduction

- a. Masks are required for all staff and students in grades 4-12, with exemptions for adults and children who are physically unable to wear them. Masks are required for students in grades PreK-3 in hallways, common areas and during times of school transportation. Masks may be removed while inside classrooms if classroom cohorts remain grouped together throughout the day. During such times, teachers are still required to wear protective face shields and/or masks. Teachers may wish to wear both a face shield and a mask to provide an additional safeguard layer when students are not wearing masks.
  - i. Exceptions are allowed for the following: when eating meals, naptime, recess and physical education if physical distancing is possible.
  - ii. Parents will be required to provide masks for students.
  - iii. Masks and face shields will be provided for staff members.
- b. Hand sanitizer will be used upon entry and exit of classrooms.
- c. Teachers will instruct students to wash hands for at least 20 seconds with soap and warm water, use proper etiquette by coughing or sneezing into sleeves followed by immediate cleaning of hands and avoid touching the face and others.
- d. Individual water bottles are encouraged for all students as water fountains will not be available. Touchless water filling stations will be installed.
- e. Additional restrooms in the old gym and Event Center will be made available to provide additional opportunities for social distancing.

## 6. Cleaning Protocols

- a. Restrooms will have additional sanitization each day.
- b. Classrooms will be equipped with disinfectant spray for teachers to disinfect as needed. Each classroom will have hand sanitizer for use when soap and water are not available.
- c. Cafeteria will provide hand sanitizer upon entry to the serving line. Cafeteria seating and tables will be sanitized after each class group.
- d. Maintenance will replace HVAC filters more frequently.

- e. Classrooms are equipped with air purifiers.
7. Cafeteria
- a. Physical distancing will be implemented.
  - b. Each site will determine schedules to limit the number of students in the cafeteria at any given time.
  - c. Staff will wear masks and gloves to prepare meals.
  - d. Grab and go meals will be available for virtual students.
8. Transportation
- a. Parents/Guardians will be encouraged to provide personal transportation when possible to limit the number of students on buses.
  - b. Temperature will be checked prior to boarding the bus.
  - c. Students will use hand sanitizer before boarding the bus.
  - d. Students will be seated in family groups.
  - e. Windows will be lowered to increase ventilation when weather permits.
  - f. Students and bus drivers will wear masks.
  - g. Buses will be disinfected after every trip.
9. Extracurricular Activities
- Procedures for extracurricular activities will be followed in conjunction with recommendations from the Oklahoma Secondary Schools Activities Association and local health professionals.
10. Calendars and Temporary Closures
- The superintendent of schools has the authority to make adjustments to the calendar and/or temporarily close the school buildings to ensure the safety of students and staff. Calendar changes and closures will be communicated to parents/guardians as quickly as possible.
11. Communication
- Communication with parents, guardians and the community will occur through the school Appetyg app, the school website ([www.glencoe.k12.ok.us](http://www.glencoe.k12.ok.us)), Twitter and the district Facebook page. Glencoe Public School is committed to strong communication and responsive action. Glencoe High School (580-669-2261) Glencoe Elementary School (580-669-2254) If you need assistance and cannot reach your school site, you may reach out to John Lazenby, Superintendent, (580-669-4003) or [jlazenby@glencoe.k12.ok.us](mailto:jlazenby@glencoe.k12.ok.us).

\*This plan may be modified by administration as new information and guidelines arise. The district will stay in close contact with health officials and state leaders to assure the best possible courses of action are taken to ensure the safety of students and staff.

## Glencoe Virtual Academy Guidelines\* and Parent Agreement

Please complete, sign, and return with your enrollment form.

1. I accept responsibility to supervise my child using the Glencoe Virtual Academy (GVA) curriculum. I understand that I am the educational facilitator. I understand that I am expected to become knowledgeable about the curriculum and expectations of GVA.
2. I understand that I must attend a virtual academy orientation at Glencoe Public School prior to beginning their course work.
3. I understand that students must follow GVA guidelines and complete all the assignments that the teacher assigns and demonstrate adequate academic achievement in the curriculum. I understand that assignments are due at the time the teacher sets. Assignments may be online (Exact Path, eSpark, Edgenuity etc..) assigned in Google classroom, or paper/pencil using a textbook. I understand that with paper assignments I will take a picture of completed assignments and email them back to the teacher on the due date. (other options may be available)
4. I will communicate regularly and when necessary with the GVA teacher(s) assigned to my children. If I have questions about assignments etc...I can notify the teacher through email, or other means if available, depending on the teacher and grade level.
5. I agree if my child is ill or away from their schoolwork for an extended period of time I will contact the GVA teacher or office. The teacher will work with me on extending assignment deadlines if my child is ill, as per Glencoe Public School Handbook.
6. I understand that if my telephone number, address, or email address changes, I will inform the GVA teacher or office.
7. I understand that my child will participate in any assessments required by Glencoe Public Schools including but not limited to, beginning, middle, and end of year benchmarking as well as required OSTP State Testing. I understand these assessments must be taken on site at Glencoe Public School and that I am responsible for transportation to and from the school.
8. I understand if my child does not meet attendance standards established by state law and outlined in the Glencoe Public School Handbook and GVA guidelines, that my child may be withdrawn for truancy and may lose their ability to participate in GVA.
9. I agree to return non-consumable items, Chromebooks, iPads, textbooks, and other materials when requested at the end of the school year, course completion, when

my child withdraws, or if participation is denied. Materials must be turned in and in good condition. I am aware that I WILL be charged for damaged or lost items.

10. I understand that participation in the program requires that my child have regular, daily access to a computer with an internet connection that will run the Chromebooks, iPads etc...properly.

11. If my child moves outside of the Glencoe Public School District I understand that my child may no longer participate in the GVA. If this change occurs, I agree to inform the Glencoe Public School District Office, either Elementary or High School.

12. I understand that if I enroll my child in GVA my child will have to continue with Virtual Academy until the end of the semester.

13. If my child is enrolled in GVA and wants to participate in athletics, I understand that they must come onto campus and attend practices set by the coaches. I am responsible for transportation back and forth between school and home.

I have read and accept all terms in this agreement:

Student name(s) and grade

level. \_\_\_\_\_

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Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*These guidelines are subject to change.