

# **Oologah-Talala Public Schools**

## **COVID-19 Response Guide**



**Oologah-Talala Public Schools  
10700 South Highway 169  
Oologah, OK 74053**

Mustang Parents, Families and Community Members,

I would like to begin by thanking you for your support, patience, and input during this unprecedented time in public education. Our administrators, teachers, and staff have been working diligently over the summer to come up with a plan that allows us to educate our students in the safest and most effective way possible. The safety and health of our students and staff is our highest priority, and we have written a plan that is based on guidance from the CDC, the Oklahoma Department of Health, the Rogers County Health Department, and Executive Orders from Governor Stitt. This plan is a dynamic document which will be updated regularly as we receive more information from government and health agencies.

As a district, we want to be completely honest about the fact that many of the steps we are taking to create a safe and healthy environment will be a challenge in some settings. We will be attempting to social distance as much as possible, but we are aware that this will be especially difficult on the busses, in the hallways, and in some classrooms. We are also taking steps to minimize the opportunities for the spread of the virus, including encouraging our students and staff to wear masks, replacing water fountains with bottle fillers, and enhancing our cleaning procedures, to name a few.

In addition to these enhanced safety procedures, we want to provide our families with options when it comes to their child's education. Our students will have the opportunity to attend class physically on campus. All students can also choose full-time virtual school if their family is more comfortable with this option. Within our plan, there is also a provision for students to learn at home for a period of time due to illness or quarantine. It is our hope that each family will feel comfortable with one of the learning plans we have developed, and we are here to help you while you make this decision for your student.

Again, we would like to emphasize that it is very likely this plan will change over time, and we appreciate your understanding as we sift through the immense amount of information and data that comes in on a daily basis. We will be staying in contact with our local health agencies and state government, and we will be communicating any changes or updates to our families as they occur. Thank you as always for your support of our teachers and staff and for your willingness to entrust us with the safety of your child. We are looking forward to another great year of learning at OTPS!

Sincerely,  
Max Tanner, Superintendent

# COVID-19 PROTOCOL FOR OOLOGAH-TALALA PUBLIC SCHOOLS

OTPS recognizes that the situation surrounding COVID-19 is constantly changing, and we appreciate your understanding that our plan is flexible and may change to reflect updated guidance from government and health officials.

## **Daily Screenings:**

- Parents will be required to screen their child at home prior to sending them to school. They will be provided with a checklist of health-related questions to use each day. Parents will be required to return documentation certifying that they will screen their child. If parents send their child to school, they are certifying that their child is healthy, to the best of their parent's knowledge.
- Staff will screen themselves using the same health-related questions as students. Those employees who come to work are certifying that they are healthy, to the best of their knowledge.
- Temperature screenings will be required for anyone who enters a building across the district. These screenings follow a board approved procedure and they are mandatory. The data gained from them will be used and stored in accordance with HIPPA and FERPA regulations.
- All visitors and essential workers will be screened for health concerns and a healthy temperature.

## **Masks and Face Coverings/PPE:**

- The district is awaiting guidance from state and local authorities on the subjects of face coverings and/or PPE.
- Further details will be released at a later date.

## **Safety Procedures at School:**

- The expectation of OTPS is that parents will keep their student home from school if they are experiencing ANY symptom relating to COVID-19.
- The only measurable symptom in the school environment is a temperature. We will base our decisions about which students or staff members can remain at school on a temperature of less than 100.4.
- Any student or staff member who exhibits a temperature of 100.4 degrees or higher will be immediately isolated in a predetermined isolation room.
- Parents/guardians will be contacted immediately to pick up their student within a reasonable amount of time. If a parent/guardian is not available, the student's emergency contacts will be called. Staff members will immediately go home.

- Any student or staff member sent home with COVID symptoms due to fever of 100.4 will be subject to the following restrictions:
  - Students or staff members who do not receive a COVID test may not be present at school for 14 calendar days. The first day of the 14 day quarantine will begin the day AFTER they are sent home. However, if the individual produces documentation from a doctor indicating any illness other than COVID, the district will follow our normal procedures for illnesses (see site handbook for more details).
  - Students or staff members who have a negative test for COVID must wait three calendar days from the last day of fever of 100.4 or lower without the use of medication before returning to school.
  - Students who are not able to return to school will receive their instruction through distance learning. Parents should refer to their student's site plan for more details.

**Positive Cases:**

- In the event a student or staff member tests positive for COVID-19, OTPS will consult with Rogers County Health Department.
- The district will communicate with staff about the positive case.
- The district will communicate to all parents via the school website, social media, and written communication.
- Students will be given the option to transition to and from distance learning. Student progress in distance learning and their reentry to traditional learning will be reevaluated as the quarantine window closes.
- The classroom and other pertinent areas will be thoroughly sanitized.
- The student or staff member who tested positive must quarantine for 14 calendar days. If the student or staff member lives with any other children or staff member, they must also quarantine for 14 calendar days unless they can produce a negative test from a doctor.
- If the district experiences an overall absentee rate of 35% or greater after a positive test, the entire district will move to a Remote Learning model for 14 calendar days.

**Classroom Environment:**

- Classrooms should be organized to maximize space between students.
- Soft surfaces that can't be easily sanitized will be removed from the classroom.
- Seating charts are required for all classes.

**Cafeteria:**

- Additional seating areas will be opened up in both cafeterias so that students may socially distance while eating.
- Students will be encouraged to leave space between each other in the serving lines and at the lunch tables.
- Hand sanitizing stations are set up at the start of each serving line.

- All adults in the cafeteria will wear masks during meal times.
- If the entire district transitions to Remote Learning, grab-and-go meals will be provided starting on the first day of Remote Learning Days.
- Grab-and-go meals will be provided during pre-scheduled Remote Learning Days.

#### **Transportation:**

- The district encourages alternative transportation for all students to reduce the number of students riding the bus.
- Airflow will be maximized on the bus, when weather permits.
- Students will sit in sections based on the building they attend.
- The busses will be sanitized each day.

#### **Attendance:**

- The key to attendance for this school year is good and consistent communication between families and the school.
- Traditional
  - Regular attendance is very important for school success. The attendance policy adopted by the school board states that all students must be in attendance at least 90% of the time to be eligible for promotion.
  - According to the **STATE LAW ON SCHOOL ATTENDANCE (70-10-105)** it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in the most extreme cases.
  - Good attendance is essential to success in school. Poor attendance habits create problems at school, at home, as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.
  - **Student Absences:** School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.
  - **Oklahoma School Attendance Law-**"If a child is absent four or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Furthermore, any person having control of a child between five (5) and eighteen (18) years of age is required to

compel that child to attend school. Failure to do so may result in fines up to one hundred dollars (\$100) and/or imprisonment.”

- Virtual/Distance Learning
  - Attendance for students participating in a virtual or distance learning environment will be determined by:
    - Daily student log-ins to Google Classroom
    - Sending/receiving emails or documented telephone conversations
    - Assignment completion
    - Communication with the teacher

#### **Visitors:**

- Visitors to the buildings on campus will be limited.
- Visitors in the cafeteria and the classrooms will no longer be allowed.
- Anyone wanting to visit a building must receive permission from the site principal.
- Essential workers such as mental health providers and therapists are not considered visitors and will still be allowed on campus. These people will follow the same safety protocols as staff and students.
- All essential workers will be required to fill out a health screening form each time they enter on campus.

#### **Mental Health Resources:**

- The mental health and well-being of our students is of the utmost importance. We understand that COVID-19 has caused mental hardship, anxiety, and other distress for our students. It is our goal to help any student or family who is suffering from any issue related to mental health.
- OTPS provides various mental health resources for families, including the following:
  - School counselors
  - YCO Alliance
  - Grand Lake Mental Health Center
  - Peoples Family Counseling
  - Lifelines training
  - Community Resource trainings

#### **Cleaning Precautions:**

- The classrooms and high traffic areas at OTPS are cleaned daily using products proven to kill Coronavirus. These items include the following:
  - Purell Disinfectant
  - SC Johnson Disinfectant
  - Spartan PH4D
- Additional cleaning will take place if there is a confirmed positive case and during Remote Learning Days.
- Students and teachers will be instructed in proper handwashing and hygiene practices.
- There are several hand sanitizing stations in each building.

- Water fountains will no longer be available in their traditional usage. Water fountains will be equipped with bottle fillers.
- Soft surfaces that cannot be easily disinfected within the classroom will be removed.

**Calendar:**

- Based on the comments gathered from our community and staff, we have made the decision to include two Remote Learning Days a month on our calendar.
- These will occur on the 1st and 3rd Wednesdays of every month, with the exception of September and January. During these months, there will only be one Remote Learning Day.
- The priority on these days will be to thoroughly clean classrooms and high traffic areas.
- Remote Learning Days will allow students to complete coursework from home while teachers report to their classrooms for virtual instruction and collaboration with their colleagues.
- Remote Learning Days were recommended by Joy Hofmeister, State Superintendent, on a webinar to public school administrators on June 10. Superintendent Hofmeister recommended these days to give students the opportunity to practice learning at home so that if district wide distance learning becomes necessary, they will already have the skills to be successful.
- Students will be provided with a device on which to work during Remote Learning Days. Families without access to a reliable internet connection should contact their child's site principal.
- These days are counted as instructional days and do not have to be made up.
- Inclement weather days will become Remote Learning Days. These days will not be made up or added to the calendar since students are able to continue learning from home.

**Learning Options:**

- Each site has written a plan outlining the different learning options available to students.
- Please refer to these plans for questions about your child's site, attached to this document.

**Distance Learning:**

- Distance Learning is a fluid learning environment for students with concerns related to COVID-19.
- Distance Learning is available to all students who attend OTPS.
- Google Classroom will be utilized as the educational platform to deliver content and lesson activities.
- Teachers and parents will communicate regularly through various methods to evaluate the student's progress.
- Attendance for students participating in a distance learning environment will be determined by:
  - Daily student log-ins to Google Classroom

- Sending/receiving emails or documented telephone conversations
- Assignment completion
- Communication with the teacher
- If a parent has a concern regarding COVID-19 and would like to transition their child to distance learning, they should contact the site principal.
- Placement in distance learning will be reevaluated periodically.
- Students may not participate in extracurricular activities, sports, or other on-campus events while they are on Distance Learning.
- OTPS will provide a device for distance learning. Students should contact their site principal if they need assistance with internet access

**Full-Time Virtual Learning:**

- Virtual Learning is 100% online instruction. The expectation is that this learning is taking place independently at home with the help of a parent or guardian.
- Virtual Learning is available to OTPS students in kindergarten through 12th grade.
- High school students will learn online using Edgenuity.
- Middle, Upper Elementary and Lower Elementary students will learn online using Google Classroom and other online platforms. Upper Elementary and Lower Elementary students will also use Exact Path.
- A student who enrolls in full-time virtual learning won't be able to return to in-class learning until the next semester.
- Students who participate in virtual learning can expect a minimum 2 teacher check-ins per month.
- Full-time virtual students can participate in extracurricular activities, sports, and other on-campus events. They will be required to screen for health concerns and temperatures.
- Full-time virtual learning is not NCAA compliant.

**Remote Learning Day:**

- These days are indicated in purple on the school calendar.
- We have added Remote Learning Days to our schedule to allow for teacher collaboration and deep cleaning.
- On these days, all staff will report to work and students will work from home.
- Students are required to login and complete online assignments as directed by their teacher.
- Teachers may also utilize these days to communicate with students who are on Distance Learning or Virtual Learning.



## Frequently Asked Questions

- **When does school start again for my child?**
  - School will begin on September 2, 2020. Pushing our start date back allows us time to gather more information from health officials & more time for our teachers to prepare for teaching students in two different learning environments. It also provides more time for teachers to finish making necessary adjustments and re-organization of their classrooms after completion of construction projects across the district.
  
- **Do the COVID procedures in the Guidance Plan apply to both students and staff?**
  - Yes. All procedures in this document apply to anyone on the campus of Oologah-Talala Public Schools.
  
- **Are masks required for students and staff?**
  - We will make a decision regarding masks prior to school starting. We are awaiting further guidance from state and local officials.
  
- **Does the 14 day quarantine begin from the day the student/staff goes home with a fever or the day they receive a positive test?**
  - The 14 day quarantine begins the day AFTER the student or staff is sent home with a fever.
  
- **If students start out the year in the traditional setting and cases continue to rise, will they be allowed to transition to Virtual Learning?**
  - No. A student must sign-up for full-time Virtual Learning before a semester begins. If a student's family decides throughout the semester that they have concerns regarding COVID-19, they may transition to distance learning until the beginning of the next semester.
  
- **What is the difference between Distance Learning and Virtual Learning?**
  - Virtual Learning is a one-semester commitment in which the student is expected to work independently at home. Distance Learning is a more fluid option in which the child transitions between in-person learning and digital learning. Please refer to your site Learning Options document for more details.
  
- **Who can I contact if I need tutoring?**
  - Students will need to contact their teacher as a first point of contact if they need extra help. If additional help is needed, please contact your site counselor or principal.
  
- **What is the plan for extracurricular activities?**

- Our district will follow all recommendations of the OSSAA. As of now, fall sports are scheduled to continue. Fall activities, with the exception of the Oklahoma Band Association, are also still scheduled to continue at this time. Attendance at these events will be decided by the host school, and we are still working on a plan for this.
- **What is the process for a student enrolling in full-time Virtual Learning?**
  - Contact your child's site principal for Virtual Learning enrollment.
- **Will the assignments given on Remote Learning Days and through Distance or Virtual Learning affect my student's grade?**
  - Yes. This is different from the Spring. All work is expected to be completed and will count for the student's overall grade.
- **Where can I connect if I don't have the internet at home?**
  - There are internet hotspots available for your use. One is beside the library in Talala. The other is the Historical Museum in downtown Oologah. We have also purchased outdoor mobile hotspots that will be placed to cover the Upper Elementary and High School parking lots and the football parking lot. Harbor Coffee also has wifi available.
- **What is the plan for beginning of the year activities such as schedule pick-up, Meet the Teacher, etc.?**
  - This is still to be determined.
- **If a child in my student's class tests positive for COVID-19, is my child required to quarantine for 14 days?**
  - At this time, we are not requiring students to quarantine. Each family will have the choice of moving to distance learning if they feel that is the best option.
- **Will students at OTPS still have extra classes like art, music, athletics, guidance and library?**
  - Yes. OTPS students will continue to participate in extra classes. We will make every attempt to socially distance students when possible, and extra attention will be paid to cleaning. Parents who do not wish for their student to share supplies in these classes should provide their own materials.
- **What determines the level of community spread?**
  - Oologah will work with the State Department of Health, State Department of Education, and state epidemiologists to determine the levels for LOW, MEDIUM, and HIGH community spread.

- **What will be used for hand sanitizing?**
  - Oologah will have hand sanitizer stations at main entries, hand sanitizer in classrooms, and hand sanitizer in other high-traffic areas (such as the cafeteria).
  
- **How can I help the school as a parent?**
  - Donations of hand sanitizer, disinfectant wipes, masks, no touch thermometers, and additional school supplies at each site would be helpful.
  - Please ensure that you are screening your child for health concerns and temperature each day.
  - Keep your student home if they exhibit any symptoms of any illness.
  - Letting your child's principal know if you need assistance with internet access, devices, or meals.
  - Openly communicating any concerns directly with your child's teacher or school site.
  - Remain flexible and kind with school staff. We are working hard to provide a safe and healthy learning environment for your child during these unprecedented times. It is our goal to have all students at school, but the priority of OTPS is their safety and health.
  
- **What transportation will be offered for students who choose virtual or distance learning?**
  - Transportation will only be offered during the regular A.M. and P.M. routes. Transportation throughout the day will be the responsibility of the parent or student. In order to reduce the number of riders on the busses, providing your own transportation is encouraged.
  
- **Can a family opt out of the health and temperature screenings?**
  - This is not allowed for anyone who plans to be physically on campus. If a family doesn't want to participate in these screenings, their child can be enrolled in full-time Virtual Learning.
  
- **Will elementary students still have recess?**
  - Yes. Students will have recess outdoors everyday, weather permitting.
  
- **If my child is moved to a Distance Learning format, will that time out of the classroom count against their attendance?**
  - No. As long as they are communicating with their teacher, logging in to Google Classroom, and completing assignments, there will be no impact on their attendance. We understand that students who are sick may not be able to complete their work, and we will work with you on that.
  
- **What is Google Meet or Zoom?**

- Google Meet and Zoom are web conferencing tools that teachers have access to for the purpose of instruction.
- **Who do I contact if my child is having trouble with their school device or if their device needs repair?**
  - Contact your site office for technical help. They will direct you to the appropriate person in the IT department.