

Oologah-Talala Public Schools

COVID-19 Response Guide



This document is subject to change based on current guidance from state and local authorities. Oologah-Talala Public Schools could move to virtual and/or distance learning at any time due to safety or health concerns.

Mustang Parents, Families and Community Members,

Thank you for the continued patience and support you have shown our district while we have worked through the difficult process of determining how we might open school in the safest manner possible. We have spent numerous hours and days discussing, researching, planning and developing a plan that allows us to continue educating the students in our community, while doing everything possible to protect the health of everyone on our campus. To be clear, the health and safety of our students and staff is the number one priority of Oologah-Talala Public Schools. That being said, I firmly believe the best place for our students to be is in the classroom, learning from the incredible educators who work at Oologah. I believe we have written a plan that allows for both of these concerns to be addressed effectively.

As you read through this updated Response Guide, you will see that we have added many details. One of the most notable changes is that masks will be required for all students in 3rd through 12th grade in most areas of our buildings. In addition, all students PreK through 12th grade will be required to wear masks on the bus. We are following the guidance of the Oklahoma State Department of Health and the Rogers County Health Department who state that masks will help prevent the spread of COVID-19. Every proactive safety precaution that we can take might help ensure that we are able to continue meeting our students on campus. Also, these measures may possibly deter a district wide transition to distance learning, as so many districts across the state have already elected to do.

We will be relying on Oklahoma's COVID-19 Alert System to determine the extent to which students are allowed to receive their instruction on campus. As I stated above, I believe the best place for most students to learn is in a classroom with a teacher. If you refer to the OTPS Risk Phases - Safety Protocols document found on our website, you will see how in-person learning is affected by each color coded phase. Students will be allowed on campus for learning in every phase except the Red Level, during which only specific students would be allowed to attend on campus. By taking precautionary measures to try and reduce community spread, and by giving parents the flexibility to enroll their child in virtual learning if they feel that is the best option for their student, we hope that we will be able to continue to provide instruction on our campus as much as possible.

Again, thank you for your support and understanding during this unprecedented time in public education. The plan we have developed allows us the opportunity to continue educating our students in a safe and responsible manner. However, this plan is not set in stone. It is very likely to change again as we learn more about how COVID-19 will affect Rogers County in the weeks to come. However, regardless of any change we may have to make to our written plan, we remain committed to serving the students of Oologah-Talala Schools.

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:

- Masks will be required for students in 3rd-12th grade at OTPS.
- Masks for students in grades 3-12 will be worn in areas identified as "mask zones".
- All students will be provided one mask per semester.
- Masks must be worn by all students and staff on the bus.

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.
- In Orange Level 2, alternative classroom structures will be utilized to provide instruction.

Cafeteria:

- Additional seating areas will be opened up in both cafeterias so that students may socially distance while eating.
- Students will be required 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 and for students who are participating in Distance or Virtual Learning any day. Parents must notify the district if they wish to pick up meals.

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.
- All students and adults riding a bus will be required to wear a mask. This applies to daily routes and extracurricular activities.
- 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.”

- Distance/Remote/Virtual Learning Attendance Requirements
 - Attendance for students participating in a virtual or distance learning environment will be determined by:
 - Daily student log-ins
 - Sending/receiving emails or documented telephone conversations
 - Assignment completion (Determined by the teacher)
 - 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.
- All essential workers will have a temperature screening.
- All essential workers will be required to wear a mask.

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.
- If your child is experiencing a mental health concern, please contact your site counselor for assistance.
- 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.
- Additional changes to the school calendar may be necessary depending on the rate of positive cases in Rogers County. Please refer to the OTPS Risk Phases-Safety Protocols document for more information.

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.
- Regardless of the learning environment, teachers will leverage the technology and tools they have to teach students using methods and curriculum that are aligned with the expectations of the Oklahoma state standards.
- Our schools will award credits earned for course completion in the same way regardless of the learning options.

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.

Coronavirus Websites/Documents:

- [Oklahoma Covid-19 Alert System](#)
- [OTPS Risk Phases - Safety Protocols](#)
- [OLE/OUE Learning Options](#)
- [OMS Learning Options](#)
- [OHS Learning Options](#)
- [OTPS Athletics/Fine Arts Plan](#)

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?**
 - Masks are required for all students in 3rd through 12 grade in all areas except those designated as “Mask Free Zones”. All students are required to wear a mask while they are riding a bus. All staff will wear masks at times that they are not able to socially distance from their students.

- **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 safety requirements will be at the discretion of the hosting school. For more information on the safety requirements of OTPS and how they pertain to extracurricular activities, please refer to the OTPS Risk Phases - Safety Protocols document.

- **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?**
 - OTPS has been awarded a grant that will pay for internet access for some students within the district. We will be sending out information for how families become eligible for this access in the future. There are also internet hotspots available in the community 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. We will utilize the state's COVID-19 Alert System to make these determinations.

- **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. All bus riders will be required to wear a mask.

- **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.