



## **LeFlore Public Schools**

LeFlore Public Schools has developed the following plan for the 2020-2021 school year. This plan will allow our students to return to school in the safest way possible. The COVID-19 pandemic and the response to it is continuously changing. We are in unique times that require flexibility and cooperation from everyone involved with LeFlore Public Schools. Thank you in advance for working together to ensure our students health and safety.

## **Screening protocol for entering school facility:**

In an effort to insure the safety of our students, faculty and staff and to prevent the spread of communicable diseases, especially during a pandemic or public health crisis, LeFlore Public Schools will be implementing the following protocol to control and restrict access to school property, activities and events:

LeFlore Public Schools encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours.

LeFlore Public Schools will screen any individual (students, faculty and staff) who enters a school facility during the regular school day. This screening process may include taking temperatures, asking health related questions, and isolating those that have symptoms of a communicable disease.

LeFlore Public Schools will adhere to guidelines set by local, state and federal health and safety guidelines when feasible.

## **Best practices for positive cases at schools:**

A student who has tested positive for COVID-19 will be part of contact tracing by the county health department. Such tracing will require the whereabouts of students in school to be communicated to the health department.

On the advice of the health department, parents of other students who have been in close contact with a student who has tested positive for COVID-19 will be contacted and quarantined (distance learning for 14 days). Siblings of a positive tested student may also be quarantined.

Grab and go meals will be provided for students who have been placed in quarantine and may be picked up at the back of the cafeteria.

If the absentee rate of a site and/or district reaches 35%, then the site and/or district will go to distance learning for 14 days with the count starting on the first day of distance learning.

All communication involving possible school closure will be done using the Remind app, social media and the school website.

## **Access to school facilities:**

Due to COVID-19 and for the safety of our students, parents will not be allowed to enter school facilities during the regular school day. For assistance, parents are asked to call the office at each school site. Students will not be permitted to enter the buildings until 7:35 AM each morning.

LeFlore Elementary Office 918-753-2345 Ext. 129

LeFlore High School Office 918-753-2345 Ext. 121

LeFlore Superintendents Office 918-753-2345 Ext 100

**Masks:**

Students, faculty and staff are permitted to wear a mask. Any person that chooses to wear a mask is encouraged to do so. At this time, masks are not required. We have been told that the State of Oklahoma will be providing 2 masks for each student and employee of public schools within the state. However, if parents would like to purchase masks for their students prior to the start of the new school year they are welcome to do so.

**Transportation safety:**

LeFlore Public Schools will continue transporting students to and from school each day. We would also like to encourage parents who can bring their children to school each morning and pick them up each afternoon to do so. This would eliminate overcrowding on the bus routes. Also, students are encouraged but not required to wear a face covering for the bus routes due to the small confined area of school bus. All school buses will be sanitized after the morning routes and afternoon routes are completed.

**Virtual Days:**

In the event of school closure, LeFlore Public Schools will implement virtual days of instruction. Students, parents and faculty members will be notified as early as possible regarding virtual days.

**Communication:**

LeFlore Public Schools will use the Remind app, email, the school website and school social media accounts to communicate with parents and students.

## **2020-2021 LeFlore Public Schools**

All students must complete an enrollment packet on the scheduled enrollment days. All students will be automatically enrolled in learning option #1. Students and parents that are interested in option #2 must complete a virtual student application form and schedule a meeting with the building principal to determine if the student is a viable candidate for virtual learning.

### **Learning options:**

#### **Option 1-Traditional classroom setting**

##### **Learning Management System: Google Classroom**

- A. All on site learning
- B. In person learning and interaction with peers
- C. Immediate access to teachers and school facilities, including libraries, computer labs, etc.
- D. Transportation offered to and from school
- E. Students offered breakfast and lunch
- F. 24/7 access to student grades (WENGAGE) and Google Classroom
- G. Participation in all events sanctioned by the OSSAA and all extra-curricular activities
- H. Distance learning will be used in the event of school closures, not limited to sickness, distance learning days, weather related school closures, etc.

#### **Option 2-Virtual or Blended Learning Program**

##### **Learning Management Systems:**

**Google Classroom, IXL, Edmentum, and Exact Path (Gr. PK-7)**

**Google Classroom, Edmentum, IXL, and Edgenuity (Gr. 9-12)**

- A. Remain a student of LeFlore Public Schools.
- B. Participation in all school sponsored activities, such as academic team, and athletics (must meet OSSAA eligibility criteria)
- C. Available for students in PK-12 grades
- D. 24/7 access to student grades (WENGAGE)
- E. Communication between teachers and parents with regular updates provided
- F. Breakfast and lunch will be available for pickup during designated times

**Distance learning-This option will only be available in the event of school wide closure.**

**Learning Management System-Google Classroom**

- A. Virtual students will continue with their learning management system
- B. Traditional students will continue with same curriculum used in the traditional school setting and access Google Classroom daily to complete assignments
- C. Teachers will communicate via email through Google Classroom but will be available during scheduled times in order to serve students
- D. 24/7 access to student grades (WENGAGE) and assignments (Google Classroom)

**LeFlore Public Schools**  
**Option #2-Virtual Learning Application**

GRADE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S LEGAL NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

BIRTHDATE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_ GENDER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PARENT/GUARDIAN NUMBER \_\_\_\_\_

EMERGENCY NUMBER \_\_\_\_\_

Student E-Mail: \_\_\_\_\_

Parent's E-Mail: \_\_\_\_\_

1. What is the reason for choosing the virtual option?
  
  
  
  
  
  
  
  
  
  
2. Does the student have access to an electronic device that will support virtual education?
  
  
  
  
  
  
  
  
  
  
3. Does the student have access to reliable internet connectivity to support virtual education?

## **Student Acceptable Use Guidelines:**

1. Be aware of what you post online, social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, classmates, parents, teachers, or invited guests to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Never give out personal information, including, but not limited to, User id, passwords, last names, phone numbers, Social Security numbers, Student numbers, home addresses, birthdates, and pictures. Do not share your User id and password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under public attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Using someone else's credentials to login will result in a termination of your login privileges.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, inform your teacher right away.

**Students who do not abide by these terms and conditions will lose their login privileges and will return to a traditional classroom setting. Students may also be subject to school disciplinary procedures.**

**Student Agreement:**

I am indicating that I have read the Acceptable Use Guidelines. I understand and agree to follow the Terms and Conditions for technology use. I understand any violation of the Acceptable Use Guidelines will result in the loss of my user account, may result in other disciplinary action, the revoking of all network privileges and the possible referral to legal authorities. I agree to report any misuse of network resources to my teacher, administrative staff or the district's system administrators. I understand any violation will result in being removed from the LeFlore Public Schools virtual program and returning to the traditional classroom setting.

**Testing Requirement:**

All students, enrolled in the LeFlore Public Schools, including virtual students, must take all state mandated tests. Parents are responsible for providing transportation to the LeFlore Public Schools for multiple days of testing.

**Student Responsibility:**

LeFlore Public Schools virtual students should plan to commit at least 5 hours per week per class (30-35 hours per week). It is critical for students to maintain the pace set by their LeFlore Public Schools teachers and to turn in work for every class each week. Also, students must maintain contact with their teachers. A student that is not reading and/or responding to emails, returning phone calls, and maintaining pace will be removed from the virtual option and enrolled in the traditional school option. If an elementary student falls below benchmark level, the student will be returned to a traditional classroom setting.

**Parent Responsibility:**

Parents must monitor student progress and maintain communication with teachers. If an address, email, or phone number changes, parents must notify the school site office to update, as well as update any online profiles.



## **LeFlore Elementary Building Access:**

- Screening and temperature checks for all students and staff each day
- Designated entry points for each grade level: 3-year-old program, Pre K, and K will be the East entrance of early education building, 1st grade-6th grade will use the South door of elementary school
- Visitors/parents will be screened and have limited access to the buildings
- Parents must call to check students out for early pick-up; students will be escorted out to the parent

### **Classroom:**

- Furniture will be arranged, as possible, to accommodate social distancing
- Hand sanitizer and disinfectant wipes will be used before and after transition times
- Mask, face shields, and gloves will be available to students and staff

### **Cafeteria:**

- All elementary students will be served a grab-n-go breakfast in their classrooms and walked to the Cafeteria for lunch
- Students will be spaced accordingly for social distancing

### **Hallways:**

- Practice social distancing as much as possible

### **Breaks:**

- Staggered break times to help with congestion in the hallways and bathrooms
- Practice social distancing and good hygiene
- We are having Water fountains installed throughout our school that will be bottle fillers only.
- Students are encouraged to bring their own water bottles that have closeable/sealable tops/lids.

### **Communication:**

- Remind App will be utilized to deliver mass information by the Admin
- Parents must have correct phone numbers and email addresses on file in the office
- Correct pick-up information on file in the office
- Teachers will maintain an up-to-date website page with current accurate information

**Distance Learning:**

- Teachers will have a functional and updated Google Classroom to post assignments and projects.
- Students will use Chromebooks and iPads to access Google Classroom during class time to become familiar with the Google platform.
- Educational programs will be implemented into the regular school week for a seamless transition to distance learning, if necessary.

**Mask:**

Students, faculty and staff are permitted to wear a mask. Any person that chooses to wear a mask is encouraged to do so. At this time, masks are not required. We have been told that the State of Oklahoma will be providing 2 masks for each student and employee of public schools within the state. However, if parents would like to purchase masks for their students prior to the start of the new school year they are welcome to do so. Students must use the mask responsibly and without disruption to the learning environment.

## **LeFlore High School**

### **Building Entry Procedures:**

All Jr High and High School Students who enter the HS building will only be allowed to enter the building through the West entrance by the Office. Staff will be located at the entrance to take student's temperature and assess the student.

Staff will be present at the front entrance to take student's temperature. Any student who has a temperature of 100° F or higher will be directed to the HS Office in order to notify their parent or legal guardian and make arrangements to get the student home. Students with a temperature less than 100° F will report to their first period class. All first period teachers will have students fill out the COVID-19 Screening Form. Any student who is deemed high risk according to the COVID-19 Screening Form will be sent to the HS Office in order to notify their parent or legal guardian and make arrangements to get the student home.

Students traveling to KTC or arriving from KTC will report to the office entering through the West Entrance where they will be properly screened and allowed to move to the bus loading area for transport, proceed to class, or if they are deemed high risk, their parent or legal guardian will be notified and arrangements will be made to get them home.

### **Hallway Travel:**

Students will be instructed to travel on the right side of the hallway when moving from class to class and will refrain from gathering at lockers or in the hallway. Prompt movement from classroom to lockers and from lockers to classroom is expected.

### **Cafeteria:**

Students will be served a grab and go breakfast and lunch which they will eat within their assigned classroom. Social distancing should be adhered to while waiting in line in the cafeteria. Students will not be allowed to gather in the cafeteria.

### **Student Checkout:**

Parents will be required to call the High School Office in order to check a student out for appointments and other family situations. Upon arrival at school, the parent or legal guardian can phone the High School Office and office personnel will send the student to the vehicle. Students who drive a personal vehicle will be allowed to leave school once the parent or legal guardian has contacted the office and office personnel have verified the legitimacy of the call.

### **Water Fountains:**

We are having Water fountains installed throughout our school that will be bottle fillers only.

**Distance Learning:**

Teachers will use Google Classroom as the primary outlet for distance learning if necessary. Lesson plans, assignments, and other instructional resources will be available to students in Google Classroom. Teachers will utilize Google Classroom in the traditional setting on a weekly bases ensuring they become familiar with the program. Edmentum Courseware and Edgenuity Courseware will also be utilized as a supplement to the traditional curriculum, as a tool for our blended learning framework, or as a stand-alone curriculum in situations where long term distance learning is warranted. Exact Path Courseware will be utilized in order to help students develop, maintain, or enhance critical skills in the areas of math, reading, and language arts which will help ensure students bridge the learning gap caused by the COVID – 19 outbreaks.

**Communication:**

Students will be required to communicate with faculty and staff via school email and Google Classroom. Parents are encouraged to use email or phone to communicate with faculty and staff. We will also use the Remind App to send out messages and other pertinent information to faculty, staff, parents, and students.

**Classroom:**

Social distancing will be adhered to as much as possible within each classroom. Wipes and hand sanitizer will be available for use in each classroom. Classrooms and facilities will be cleaned and sanitized periodically throughout the school day.

**Mask:**

Students, faculty and staff are permitted to wear a mask. Any person that chooses to wear a mask is encouraged to do so. At this time, masks are not required. We have been told that the State of Oklahoma will be providing 2 masks for each student and employee of public schools within the state. However, if parents would like to purchase masks for their students prior to the start of the new school year they are welcome to do so. Students must use the mask responsibly and without disruption to the learning environment.