GANS PUBLIC SCHOOL

2020-2021

RE-ENTRY EDUCATIONAL PLAN

These guidelines may be updated frequently based on the changing and fluid environment of the COVID-19 situation. All updates will be based on current information provided by the CDC and local health agencies.

**Guiding Principle:**

The safety and health of our students, faculty, staff, and community will lead how and where we learn and operate. This plan was developed to ensure the safety of our school and meet high standards of educational instruction for our district. This plan may be modified and updated as necessary.

**Communication:**

If your child has tested positive or may have been exposed to Covid-19, please notify the Superintendent or Principal’s office. Gans School will coordinate with the County Health Department in an effort to maintain a safe environment. Contact tracing will be done under the direction of the State/County Health Department guidelines.

All communication with parents and students will be delivered through School Messenger, the school website (www.GansPublicSchool.com), and our school Facebook page. If you have questions or need assistance, please call 918-775-2236.

**Academic Plans:**

The 2020-2021 school year will begin August 24th, 2020. Gans Public School officials will continually and closely monitor student and staff health transmission rates of Covid-19 throughout the school year. Decisions regarding a change in educational plans will be based on current health data and made with the advice of local health care professionals.

If it becomes necessary for school closure to take place, all students will be placed on **Distance** **Learning.** Students will be utilizing individual teachers’ Google Classroom, paper/pencil packets, or Edgenuity; all which are aligned with current state standards and monitored by the classroom teacher. All Gans students will have access to personal devices (Chromebooks and I-Pads), which will be checked out to all traditional and virtual students who do not have access to their own equipment. Off campus internet services may be provided to virtual students through Verizon Hot Spots. If school wide distance learning is forced by Covid-19 data, all students will have access to equipment that need it.

**Educational Options:**

Option 1 – Traditional Classroom Setting

Traditional classroom setting is defined as “On Campus” with a traditional school day. The traditional day would include a 7 period class schedule that may include concurrent enrollment at Carl Albert or ICTC. Full meal service will be provided. All traditional school rules apply.

Option 2 – Blended Learning

Blended learning will only include High School students who choose to obtain their educational instruction virtually, but want to participate in athletics, FFA, FCCLA, or other extracurricular programs. These extracurricular programs will be scheduled for 6th and 7th hour during the school day and the students may come on campus for these activities and then leave campus after their conclusion. Meals will only be provided with pre-scheduled pick up by a parent. Students who participate in these programs may attend after school events with their teams or groups.

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**Option 3 – 100% Virtual**

100% virtual/online will allow students to receive their entire educational needs online. This may be accomplished through Edgenuity (E2020), or Google Classroom. Gans has several online resources in place for teachers to use in Google Classroom, such as Exact Path approved by the Oklahoma State Department of Education. Students will be able to ZOOM into a classroom for instruction or do weekly lessons assigned by the teacher. On-line students will be required to test on the day that the teacher assigns a test, unless the student is using Edgenuity, which is based on independent study by the student and not teacher led. The classroom teacher will communicate their instruction protocol to each of their online students. Meals will only be provided with pre- scheduled pick up by a parent.

\*\*\*Please choose carefully, because once a choice is made between traditional, blended, or 100% online, the student will not be allowed to change until spring semester 2021 (with the exception that a student must be quarantined because of Covid-19). Instructional choice will be marked by the parent or student on the 2020-2021 enrollment form.

**Safety Procedures for Educational Options:**

Traditional Setting:

* Staff will increase cleaning of school buildings and buses.
* Students and staff will observe increased hand washing and hand sanitizing procedures.
* Masks will be worn by all staff and students in accordance with the State Health Department’s Color Coded Alert System. (Definition included later in this document.)
* Masks will be worn on all buses.
* Visitor access to buildings will be limited.
* Temperatures will be taken on arrival to school and periodically throughout the day.
* Students with temperatures of 100 degrees Fahrenheit or above will be sent home.
* Students who are sick or have temperatures will be monitored in a holding room until parents are notified and students are picked up.
* Students and staff must stay home if exhibiting symptoms of illness.
* Students will be encouraged to social distance whenever in a group setting.
* Meals may be staggered or eaten in alternative locations to lessen cafeteria traffic.
* Water fountains may be restructured with new devices so that students may drink from cups rather than the water nozzle.

Blended Learning:

* Blended students will only be allowed on campus during scheduled activities 6th and 7th periods.
* Students will not be allowed to travel to any parts of the school campus except where their activity or class is scheduled.
* Students who attend a 6th hour activities will be required to leave campus directly after that class or activity.
* Students who come on campus for blended classes will have their temperatures taken by the coach or activity instructor when the student arrives.
* Students who are sick, have temperatures, or are exhibiting symptoms will not be allowed to come to activities or classes.

100% Virtual:

* Virtual students who become ill should contact their instructors. Open communication between teacher and student will foster understanding of the student’s educational needs if the student has become incapable of doing their assignments for a period of time.

**Student and Parent Guidelines:**

* Parents must keep their child at home if they are sick and notify the school.
* It is the parent’s responsibility to be available to pick up a child that exhibits fever or becomes ill during the school day.
* Parents should check their child’s temperature each morning before sending them to the bus or dropping them off at school.
* Temperatures will be checked on arrival to school and students with temperatures of 100 degrees Fahrenheit or more will be sent home immediately.
* Students must be fever-free, WITHOUT FEVER REDUCING MEDICATION, for 24 hours before returning to school.
* If student exhibits symptoms such as cough, shortness of breath, difficulty breathing, chills, loss of taste or smell, or fever, immediate medical attention should be given.
* Parents should talk to their child about hand washing, social distancing, covering your coughs and sneezes, and keeping their hands away from their eyes and mouth.
* Students will practice social distancing whenever possible in classrooms, bathrooms, cafeteria, hallways, and all other crowded areas.
* Students will be allowed to bring their own water bottles with water.
* Parents make sure to keep phone numbers and emails current with office staff.
* Outside food or drink will not be allowed for sharing with others.
* Students will be required to wear a mask if Sequoyah County is in a colored level that recommends it, according to the OSDE Covid-19 Alert System.
* Parents will not be allowed to enter the building for early pick-up of a student. If a student has an appointment, the parent must call and make arrangements for the student to be called out of class and the parent may wait outside until the student exits the building by the main office.

**Employee Guidelines:**

* Each employee will self-screen each day for symptoms, fever, or exposure to Covid-19 before coming to work.
* Each employee must be fever free, without fever reducing medication, for a 24 hour period.
* A mask will be worn by all employees in accordance with the OSDE COVID-19 Alert System.
* Employees will follow recommended CDC guidelines.
* Staff will not gather in groups, but will abide by social distance CDC guidelines.
* Staff will instruct students about proper cleanliness procedures and protocols.
* Staff will be equipped with hand sanitizer in their classrooms and offices and are expected to frequently provide sanitizer to students for their hands. Hand washing should be instructed frequently and thoroughly.
* Staff will have access to cleaning supplies to sanitize their rooms to assist the maintenance staff between class changes. Desks, door handles, and all other surfaces touched by students must be disinfected daily.

**Visitor Guidelines:**

* Visitor access to all school buildings will be limited. Parents will not be allowed to come into the building unless an appointment has been made with administration. Students coming to school late must enter the building without the parent. If the child is young, a teacher will be called to escort the child to class.
* All entrances, except the office entrance, will be off limits to visitors.
* Classroom parties will be done under teacher supervision only in the 2020-2021 school year.
* Masks will be required for all visitors that make appointments to enter the building.
* All visitors will have their temperatures checked before admittance.
* Parents who need to visit with teachers must make an appointment via email, text, or Facebook. Visits will be done virtually, by phone, or at a designated time when students are not present.

**Classroom Procedures:**

* Students will be physically distanced to the greatest extent possible within the classroom by spacing desks as far apart as possible and leaving empty desks between students if possible.
* Students will be faced the same direction or with backs to each other to contain cough and sneeze contamination.
* A seating chart will be assigned and students will be kept to their own personal space as much as possible.
* Classroom doors and windows may be left open to promote air circulation.
* Masks will be worn according to Covid-19 Alert System.

**Cafeteria Procedures:**

* Students will enter the cafeteria one direction and exit in another direction.
* Markers will mark social distancing guidelines of 6 feet while students stand in line to get lunch trays.
* Students will set at a safe distance apart from each other, and groups of students sitting together will not be allowed.
* Teachers will bring their students into the cafeteria, seat them, monitor them, have them empty their trays, and release their students.
* Parents of virtual and blended students may make arrangements to pick up meals for their child.

**Transportation Procedures:**

* Parents are responsible for checking student’s temperatures before boarding a bus.
* If a child enters a bus and is sick or has fever, the bus driver will attempt to get the parent’s attention and release the child back to the parent. If this is not safely possible, then the student will be instructed to sit in a designated front seat until arriving at school, and then the bus driver will contact the child’s teacher or an administrator and report the child appeared sick on the bus.
* Masks will be worn on Gans School buses by students and bus drivers.
* All busses will be sanitized and cleaned daily.
* Windows may be opened to ventilate and circulate air.
* Bus drivers will assign seats to all students and those students will sit in the same seat each day.
* Siblings that live in the same household will be assigned to sit in groups.
* No food or drinks will be allowed on buses.
* If possible, seats will be left between students.
* Regular bus routes will run as usual, but parents may want to provide alternate means of transportation if there are concerns of crowding.

**Oklahoma State Department Of Health Alert System Guidelines:**

The Oklahoma State Department of Health (OSDH) has developed the Oklahoma COVID-19 Alert System. It is a multi-tiered risk management tool with corresponding color coded categories that identify the current Covid-19 risk level for each county in Oklahoma. These guidelines are recommended by the Oklahoma State Department Board of Education. Gans School will adhere to these same guidelines to determine safety procedures and policies for our staff and students. Gans School reserves the right to exceed these guidelines for safety, but never go below these minimum standards.

Gans School will provide 1 washable, fabric mask per student and staff. Disposable masks will also be available in each classroom and office. Staff and students may provide their own masks, as long as they are in line with Gans School’s dress code. Masks that are not dress code appropriate will not be worn and exchanged for a disposable mask. Masks must cover the entire mouth and nose area. Torn, ripped, crochet, or novelty masks are not allowed. The COVID-19 Alert System may be viewed at <https://coronavirus.health.ok.gov/covid-19-alert-system>. Students will be required to wear masks should the school, state, or other prevailing jurisdictions mandate utilization or should the COVID-19 Alert System indicate that Sequoyah County is in the yellow, orange, or red level.

**Alert System Levels:**

Green: Masks are recommended, but not required. Follow all applicable health orders and adhere to district policies. In-person, on-site instruction is recommended.

Yellow: (Caution Zone): Masks are recommended for all students. In-person, on-site instruction is recommended with cautionary measures.

Orange: (Level 1): Masks are required. Districts are recommended to transition to alternative schedules such as virtual learning, rotations, or A/B weeks.

Orange: (Level 2): Masks are required. Districts are recommended to transition to distance learning until community transmission declines to Yellow Level.

Red: Districts are recommended to close buildings and provide distance learning until community transmission declines to Orange Level.

\*\*\*Students who desire not to or refuse to wear masks will need to choose an alternate path to receive educational instruction, such as virtual learning.

**Procedures for Students Who Have Been Exposed to COVID-19 or Become Sick.**

* Any student who has a temperature of 100 degrees Fahrenheit will be quarantined in a monitored holding room until a parent picks the child up.
* A student must be fever free for a 24 hour period, without having taken fever altering medication before returning to school.
* Any student who resides in a household with an active case of COVID-19 will be asked to remain home and quarantine for 14 days. Parents must notify the school if a child is quarantined, so that distance learning can begin for that child.
* I a child becomes a distance learner because of exposure to COVID-19, the student will not be counted absent as long as distance learning has been assigned.
* If a student tests positive for COVID-19, they must remain home for 14 days and be released from doctor’s care before returning to school. No symptoms can still be evident, and fever must be completely non-existent.
* If a student tests positive for COVID-19, each student in the family must be tested and must quarantine for 14 days.

**Procedures for Staff Who Have Been Exposed to COVID-19 or Become Sick:**

* Notify administration immediately.
* Must be fever free for 24 hours, without fever reducing medication.
* If directly exposed, staff must be tested before returning to work.
* If staff is having cold symptoms, with NO fever, they may return to work wearing a mask and social distancing.
* If a staff member lives in the same household with someone infected with COVID-19, that staff member must be tested and gain negative tests results before returning to school.
* If a staff member has been in contact, but not directly exposed to COVID-19, and there is low risk of infection, that staff member may return to work but should monitor their health for 14 days.
* If staff has been in close contact to someone infected with COVID-19, that staff member must be tested and quarantined for 14 days.
* If a staff member has been infected with COVID-19, that staff person must quarantine for 14 days, and must have a doctor’s release before returning to school.

**Contingency Plan for School Wide Closure:**

If Gans School is closed due to COVID-19, instruction will continue through Distance Learning. Students will continue instruction through Google Classroom or Edgenuity, guided by the class instructor. Each student will have personal devices that will be checked out to them and there will be Verizon Hot Spots available to students with no or limited internet service. School closure will be guided by the county color-coded COVID-19 Alert System recommended by the OSDH.

Tentative re-entry plans may include:

* A-B weekly scheduling, meaning part of the students would come on Monday, another group on Tuesday, etc.
* Students alternating weeks with one half of the students attending in person classes, while one half of the students receive distance learning.
* Students attending on a limited schedule and distance learning on certain days of the week.

We will continue to revise this reopening framework, due to the ever-changing COVID-19 situation. All new information will be posted on our website.